# Title of Policy

Category: Select an item

Name of Responsible Office:

Title of Responsible Executive: Select an item.

Date Established: Select a date [To be completed by Administration]

Date Last Approved: Select a date [To be completed by Administration]

## Policy Statement

A brief description of the main purpose of the policy; usually 1-3 sentences.

Start typing here to enter text.

## Policy

Includes the purpose and core provisions of the policy.

Start typing here to enter text.

### Policy Subsection

Often more complex policies will require the policy statement section to include one or more sub-sections to provide clarity and increased readability. (e.g., Subsection A., Subsection B.)

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## Background

Explain why the policy has been created. If the policy relates to a specific law, regulation, or compliance standard, explain how the policy document is designed to address that issue.

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## Applicability

Brief statement or paragraph about who this policy will apply to. (e.g., this policy applies to all members of the College community including but not limited to affiliated organizations, faculty, staff, students, volunteers, vendors, guests, and visitors.)

Start typing here to enter text.

## Definitions (if applicable)

Start typing here to enter text.

## Related Information (if applicable)

### College Documents

Title of related college policy, procedure, or form linked when applicable

Start typing here to enter text.

### Other Related Documents

Title of related external document linked when applicable

Start typing here to enter text.

## History [To be completed by Administration]

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