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| Page 1 of 1 |
| Last Revision/Origin Date: |
| Effective Date: |
| Review Date: |
| Section: |  | Subject: |  |

**Policy Statement:** *This section should be a concise statement of “what” the policy is intended to accomplish. Keep the policy statement as brief and understandable as possible. Simply worded policy statements are more easily understood and therefore are more effective*.

**Rational or Purpose:** *This section should include a brief statement as to the “why” the College is adopting the policy. Each policy must support SUSLA’s mission, vision, or values. This section may also contain background information or explain legal, regulatory, or other factors that led to the development of the policy.*

**Scope:** *This section should set important parameters such as to whom will the policy apply (i.e. students, faculty, staff, and/or guests)*.

**Definitions:** *This section should consolidate the terms contained within the policy and define those words. It should attempt to convey messages in simple, yet precise terms; excessive definitions may make a policy document unreadable or subject it to greater scrutiny*.

**Procedures:** *The statement should include one or two sentences describing how to accomplish a task or reach a goal. More detailed explanations may be addressed through a separate procedure that is associated with the policy*.

**Forms:** *If there are forms associated with the policy, this section should list the forms. If the forms are web based, this section should link the form to the website*.

*Date of Implementation: This should be the date the policy is to be implemented*

*Date of Adoption: This should be the date the policy is approved by the Chancellor*

*Responsible Division: This should be the Chief Officer responsible for the operational interpretation of this policy and responsible for conducting the periodic review of the policy.*

***\*Not all “Parts” need to be included in a procedure. Please use only those sections necessary for the specific policy. The above line and this one should be deleted once procedure is completed.***

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Chancellor’s Signature Approval Date