



ADMINISTRATION POLICY TEMPLATE FORMATTING GUIDELINES
(NAME OF POLICY HERE)

Policy Name:	Responsible Owner:	Created: 2017 Feb
Policy Number: To be assigned by Approval Body	Approval Body:	Last Reviewed/Revised: 2019 Apr
Category: Administration/Board/Education	Replaces:	Next Review: 2022 Feb

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A. PURPOSE

Briefly explain the purpose of the policy: why it is needed, who it affects, and what it covers.

A Policy helps define and regulate organizational action. A policy could be: a plan outlining the appropriate course of action in a particular situation or set of circumstances; a document that outlines specific requirements or rules that must be met; or an overall philosophy, a mission, or general objective.

B. SCOPE

Indicate the parties to which this policy applies, and any exceptions where this policy would not apply.

C. DEFINITIONS

1. Define any unfamiliar or technical terms, including terms with special meanings.
2. List and number terms in alphabetical order, using **bold** font for the word being defined.
3. Capitalize defined terms in the policy document.

D. POLICY STATEMENTS

1. This section provides the details of the policy.
2. Policy statements should be numbered, concise and in plain language – avoid jargon.
3. This section may contain principles that set standards (including legal or regulatory requirements) or determine a course of action.

4. Consequences for non-compliance or non-enforcement should also be included here.

E. PROCEDURES

1. In some cases a **brief** set of procedures may be included as a supplement to the policy.
2. Procedures are:
 - a. the steps people are expected to take, in order to implement a policy; or
 - b. a set of actions which are the official or normal way of doing something; or
 - c. a protocol for implementation, that is, the 'how to'; or
 - d. directions or instructions.
3. Procedures included in a policy are for general clarification and are not to be detailed. If comprehensive procedures are required they are to be published on an appropriate web site of the College (with a referring link at the end of the related policy).
4. The goal is for this document to be concise, to the point and understandable.
5. Multilevel procedures are listed as number, letter, Roman numeral number, i.e., 2.b., or 3.d.iii.

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- Use bullets to list related forms, etc.
- Any policies, procedures, documents or websites that are cross-referenced in this policy, and/or directly related to it, are to be listed here.
- Internal documents, forms or SOPs that support the policy, must be linked to the main Douglas College policy webpage (i.e. Administration, Board, Educational), or to your area's DC Connect page (e.g. Safety, Security & Risk Management).
- Consideration is to be given to the creation of templates or worksheets to aid users in applying this policy.

G. RELATED ACTS AND REGULATIONS

- Use bullets for links.
- Please list any specific references to legislative requirement that enable, or are related to the policy.
- Use the full citation of the legislation, e.g., *College and Institute Act*, [RSBC 1996] c. 52.
- When linking to the legislation, use the BC Laws website, e.g., http://www.bclaws.ca/civix/document/id/complete/statreg/96052_01.

H. RELATED COLLECTIVE AGREEMENT CLAUSES

- Use bullets for links
- Please list any specific references to collective agreements that enable, or are related to the policy.
- If none, please use N/A.



DOCUMENT FORMATTING:

1. Policy Title format: ALL CAPS/BOLD, 12 pt Calibri font.
2. Approval Body: Board, Education Council, or Senior Management.
3. Date format: 2016 Dec
4. Paragraph format: 11 pt Calibri font, left aligned, single spacing
5. Footer format: 'Douglas College Policy - Name of Policy, policy number, left aligned and 'Page # of #' right aligned, 10 pt font
6. "College" is lower case unless it is used as a proper name (e.g. 'The College is located on 700 Royal Avenue)
7. "Committee" is lower case unless it is used in a committee name (e.g. 'see attached for the committee structure' versus 'Educational Policy Appeals Committee')