

College-wide Policy Content Checklist

The chart below identifies information that should be included in drafts of proposed policies and provides a brief explanation for each section. Use of these guidelines ensures consistency among policies and increases clarity and uniformity of information.

Policy Title	Official title of policy.
Senior Staff Oversight	The senior staff member charged with the overall responsibility for creating, implementing, and updating college policy in their area of jurisdiction.
Policy Owner	The position charged with the responsibility for creating, implementing, and updating a college policy at the direction of the senior staff member.
Contact Information	Indicate the college office(s) that can answer specific questions regarding the policy.
Pertinent Dates	Date the policy went into effect and when it was last revised.
Approved By	State who approved the policy (often senior staff members and the President).
Purpose of Policy	State the primary purposes of the policy (e.g., the problem or conflict the policy addresses; legal or regulatory compliance reasons for the policy, etc.).
Scope of Policy	A brief statement should be provided indicating who should observe the policy, who may be affected by the policy, and/or who should understand the policy in order to perform their job.

Definitions	Provide a glossary to define terms that may be unfamiliar or have a specialized meaning in the policy.
Policy Statement	This is the main section of the policy, beginning with a concise statement of the College's position on the subject matter and may state who should follow the policy, when the policy applies, and list any major conditions or restrictions. The text of the policy should describe applicable procedures and the means by which the policy is implemented or enforced. Language should be clear, accessible, and concise and contain sufficient information on the subject without being excessive in length. <i>Note that sometimes it makes sense to include this statement under purpose so as not to be duplicative.</i>
Related Forms	List any forms to use in relation to the policy with an explanation of the purpose of each form, and a hyperlink to the applicable form(s).
Related Information	Other items, implementing guidance and/or procedures; related policies that are relevant to the policy that the user should be familiar with.