

## **COLLEGE POLICIES (Policy Template)**

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<b>POLICY TYPE:</b>	<b>Academic, Administrative, Employment-Related</b>
<b>POLICY TITLE:</b>	
<b>POLICY #:</b>	
<b>RESPONSIBILITY:</b>	<b>(DCLT member)</b>
<b>POLICY APPROVED BY:</b>	<b>Durham College Leadership Team</b>
<b>EFFECTIVE DATE:</b>	
<b>REVISED:</b>	
<b>REVIEW DATE:</b>	<b>Month/Year (3 Year Timeframe)</b>

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### **Introduction**

*Brief introductory comments as to why this policy was developed.*

### **Purpose**

*State of the overarching purpose of this policy.*

### **Definitions**

*Definitions of terms used within the policy (if applicable).*

### **Policy Statements**

*The statement of policy should be brief and direct. The statement may also include the scope of the policy, including the groups (students, faculty, staff) to which the policy pertains, or other statements with respect to time periods, locations, etc.*

### **Roles and Responsibilities**

*Outline of roles and responsibilities of applicable departments, staff and faculty.*

### **Non-compliance Implications**

*If necessary, a statement can be made about the consequences of non-compliance with this policy. These implications could include financial, human rights and legal implications of non-compliance.*

**Related Procedures**

*State the related (if applicable) procedural documents and/or forms.*

**Related Policies and Directives**

*State any related Board and/or College operational policies or legislative directives.*