

College of Coastal Georgia

Sample Policy Template

Effective December 15, 2010

CITATION REFERENCE

Official Title:
Abbreviated Title:
Volume: CCGA Policies
Responsible Office:
Originally issued:
Effective Date:
Revised:

Policy: Provide Policy Name

Policy Statement

This statement should encapsulate the policy’s purpose, namely, its core provisions or requirements.

Reason for Policy

This statement should encapsulate why the policy exists. It should identify the institutional risk, College mission or values, or any legal or regulatory requirements the policy addresses.

Entities Affected By This Policy

Identify all parties who will be affected if this policy is approved and made effective.

Who Should Read This Policy

Identify all community members (e.g., faculty, staff, students, and/or visitors) who should be familiar with this policy.

Contacts

Contact	Phone	E-Mail
Identify the primary contact person for this policy.		

Website Address for This Policy

Provide the URL for this policy.

Related Documents/Resources

Identify any additional documents or resources that are relevant to the matter under consideration, such as any Board of Regents policies impacting on the issue.

Definitions

Use this section to identify and define any terms that will assist the reader's understanding of the policy and what is being proposed. For example:

These definitions apply to these terms as they are used in this policy:

- **Mandatory Fees:** *Those fees charged by a University System of Georgia institution to every student enrolled at the institution, regardless of their program of study.*

Overview

Provide an overview of the policy and the issues it is intended to address. You will provide further clarity in the body of the policy under this heading.

I. **Bold Paragraph Headings**

a. Underline headings within each paragraph.

- Where necessary, use bullets to provide further clarity on matters of significance.
 - Where additional bullets are necessary, ensure consistency with the requirements of this manual.

Responsibilities

In this section, the responsibilities each Department of Office at the College has in implementing this policy are addressed. Great detail is not necessary. For example:

The responsibilities each party has in connection with this policy on tuition and fees are:

Party	Responsibility
Business Office	Ensure compliance with this policy.
Registrar	Ensure compliance with this policy.

Forms

Provide the names and, if possible, electronic copies of the any forms or documents necessary to implement the policy.



Abbreviated Title of Policy

Appendices

If any appendices are necessary, list those here.