How to Use the Template

COLLEGE POLICY

Fleming College
LEARN | BELONG | BECOME

Policy Title:	
Policy ID:	#x-xxx If this is a new policy, the Board Office will assign the ID number.
Manual Classification: • Board of Governors – begins with "1" • Academic Affairs – begins with "2" • Human Resources – begins with "3" • Finance and Administration – "4" • Student Services and Registrar – "5" • Information Technology Services – "6" • Learning Resources and Support Services – "7" • Advancement and Alumni Relations – "8"	
Approved by Board of Governors:	Completed by the Board Office
Revision Date(s):	Completed by the Board Office
Effective Date:	Date of approval or provide an alternate date
Next Policy Review Date:	Maximum is five years from approval date
Administrative Contact for Policy Interpretation:	Use the position title, not the individual's name
Linked to an Operating Procedure:	OP #x-xxx ☐ No

Policy Statement

This is a brief and direct statement about the intended course of action; describes the rules of what will or will not be done.

Some examples:

To provide (principles and) guidelines in the consideration of …

To address …

To support development (and implementation) of consistent, transparent and accountable …

Fleming College supports the development of (programs that advance its strategic priorities and respond to industry and student needs).

A policy directive from the Ministry of Training, Colleges and Universities requires that requires …

… consistent with the (Ministry's policy framework).

Purpose

One or two statements on why the policy exists and what it addresses – no background information or detailed explanations.

Some examples:

This policy establishes a formal approach to …

The purpose of this policy is to promote and advance …

This policy is guided by the principles as outlined in the xxx Act.

Scope

The policy should identify the people or groups to which the policy and procedure applies. Exceptions are also stated.

For example:
This policy applies to all employees of Fleming College (all students enrolled in Fleming College) (visitors to all campuses of Fleming College).

Definitions/Acronyms (as required)

List and define any acronyms, abbreviations, technical words or terms used in the policy in the following format:

Policy: a pre-determined course of action

General Principles

List the basic actions designed to achieve the implementation of the policy. Use gender-neutral language (i.e. "their" instead of "he/she").

For example:

1. *The process is guided by the College's mission and vision statements, values and core promise.*

2. *The College reserves the right to …*

Related Documents

This is not all-inclusive but a general reference to other Policies, Directives, Guidelines that support the policy.

Some examples:

- *Administrative Operating Procedure x-xxx OP, title*
- *College Policy x-xxx - title*
- *Applicable legislation, collective agreement, etc.*

Appendices

Limit the use of attachments to policies – if necessary, reference in the Related Documents section above. Forms, flow charts, etc. should be included in operating procedure.

History of Amendments/Reviews: This section is maintained by the Board Office

Section(s)	Date	Comments