

COLUMBIA COLLEGE OFFICIAL COLLEGE POLICY TEMPLATE

Columbia College Official Policy	
Policy Name	Insert name of policy
Policy Category	Student, Employee, etc.
Responsible Department	Example: Human Resources or Academic Affairs, etc.
Policy Source	Example: Faculty Handbook, Staff Handbook, etc.
Effective Date of Policy	
Date Approved by Office of the General Counsel	
Date of Last Review/Revision	
Other Notes	
This Section Is For Internal College Administrative Purposes Only And Should Not Be Posted Online	

Purpose

This statement should explain the reason(s) and purpose for the policy.

Scope

This section states to whom the policy applies and/or the scope of the policy

Examples: “This policy applies to all College employees” or “This policy applies to all College students” or “This policy applies to all members of the College community”

Policy

This section includes the policy itself and any corresponding procedures or processes