



<b>Policy</b>	#1-14-1
<b>Approved By:</b>	
<b>Approval Date:</b>	
<b>Revision Date:</b>	
<b>Effective Date:</b>	
<b>Date to be Reviewed:</b>	
<b>Administrator Responsible:</b>	President

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**POLICY TITLE  
(TEMPLATE)**

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**POLICY STATEMENT**

**PURPOSE STATEMENT**

**PRINCIPLES**

**Definitions:** *(as required)*

**Guidelines:** *(optional)*

**Limitations:** *(optional)*

**Procedures:** *(optional and are not considered part of policy. These are to be posted separately on the College website (intranet) and in the appropriate Department or Division procedures manual.)*

**Legislative and Collective Agreement References:** *(optional)*

**Links to Other Related Policies, Documents and Websites:** *(optional)*

**Cross Reference:** *(optional)*