



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

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**POLICY TITLE  
(TEMPLATE)**

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**POLICY STATEMENT**

**PURPOSE STATEMENT**

**SCOPE AND APPLICATION** *(as required)*

**PRINCIPLES**

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

**Guidelines:** *(optional)*

**Limitations:** *(optional)*

**Procedures:** *(optional and are not considered part of policy but can be attached to a policy as an appendix when it is felt that it is important that members of the college community are aware of the procedures being used to implement the policy. Procedures are housed within a separate procedures manual maintained by a Department or Division).*

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

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

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