

## OFFICIAL POLICY

*Italicized instructions provided in this template  
specific policy content is inserted.*



## TEMPLATE

*are for guidance only and should be deleted as*

### POLICY TITLE

*Policy on Policies*

### POLICY NUMBER

*6-001*

<b>Responsible Office:</b> <i>Office Charged with Supervision of this Policy</i>	<b>Effective Date:</b> <i>09/18/2017</i>
<b>Responsible Official:</b> <i>Highest Ranking Official for the Responsible Office</i>	<b>Last Reviewed Date:</b> <i>09/18/2017</i>
<b>Policy Classification:</b> <i>Institutional Effectiveness</i>	<b>Origination Date:</b> <i>09/18/2017</i>

### I. POLICY STATEMENT

*The policy statement is a concise statement of the purpose and goal of the policy.*

### II. POLICY RATIONALE AND SCOPE

*This section identifies the objective, importance and rationale for this policy. It also clearly communicates the scope of this policy - how broadly the policy is to be applied.*

### III. POLICY AUDIENCE

*This section identifies the audience for this policy and communicates who shall be aware of and comply with this policy.*

### IV. POLICY COMPLIANCE

*This section identifies specific consequences and impact of not following this policy.*

### V. POLICY DEFINITIONS

*This section defines any terms used in the policy that are important to its compliance and/or might be misunderstood by the audience. This may include specialized terms used in this policy.*

### VI. POLICY IMPLEMENTATION PROCEDURES

*This section describes the means by which this policy is implemented and/or serves as a summary of the policy implementation process. Detailed steps for policy implementation may be developed in a separate procedures document. Link(s) to a detailed implementation procedures document shall be provided.*

## **VII. POLICY RELATED INFORMATION**

*This section lists and/or provides links to any applicable federal, state, and local laws, policies, regulations or LCTCS Board policies that impact this policy. Additionally, this section may contain links to applicable FAQ documents, forms, templates, and other information related to this policy.*

## **VIII. POLICY EXCEPTION**

*This section identifies any exceptions to the policy, provided such exception does not conflict with applicable federal, state, laws, policies, regulations or LCTCS Board policies.*

## **IX. POLICY HISTORY AND REVIEW CYCLE**

*This section identifies whether this policy is new and/or whether it supersedes an existing policy. The section also contains the policy effective date, date policy was last reviewed and/or amended, and the policy origination date. Additionally, the policy review cycle is identified.*

## **X. POLICY URL**

*This section identifies the College Website – [www.mybrcc.edu](http://www.mybrcc.edu).*

## **XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**

*This section identifies the appropriate College official who has final authority to approve this policy. The date of final approval establishes the effective date for the policy.*