

Appendix B
NPC Policy 7.900
NEW POLICY TEMPLATE

Policy Number:

Policy Name:

Original Adoption:

Revised:

Next Scheduled Review:

Responsible Vice President:

Division/Department:

BACKGROUND/HISTORY

This section should provide a brief background of the policy. It may include the reason or rationale for the policy, may describe the problem or conflict that the policy will resolve, and may include information about previous policy versions or whether this policy replaces an existing policy.

SCOPE

This section should describe who the policy affects and who it is intended for.

AUTHORITY

This section should include and may include reference to regulatory or legal reasons for the policy.

DEFINITIONS

This section should clearly define any special terms or concepts used in the policy.

POLICY STATEMENT

This section should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. Specific “how-to” instructions can be elaborated in a separate Procedures document.

RESPONSIBILITIES

This section should outline the responsibilities and duties of those who are held responsible by the policy. It may include a statement about the responsibility of members of the institution, including students, staff and faculty to familiarize themselves with the policy.

PROCEDURES/RELATED DOCUMENTS AND FORMS

This section should include any related documents or forms that coincide with the policy.