

EXHIBIT B  
POLICY TEMPLATE INSTRUCTIONS

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**Policy Title:** Policy Template Instructions

**Policy #:**

**Responsible Executive(s):**

**Responsible Office(s):**

**Date Adopted:**

**Date Revised:**

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**A. Purpose.**

This section should be first and provide a short explanation of what the policy contains and why it was created. Essentially, it's the reason for the policy summed up in a paragraph.

**B. Scope**

- a. Identify whom should read this policy.
- b. Identify succinctly the circumstances when this policy applies.

**C. Definitions**

Provide definitions for any unique terms or acronyms contained in the Policy.

**D. The Policy**

- a. Use a standard outline format.
- b. In the event a party affected by the application of a policy may lose a right – such as a degree, certification, enrollment in a class or program, grade or employment, be sure to include elements of fundamental fairness in the procedures. Fundamental fairness requires: (1) Notice of the rule or policy violation in writing; (2) the opportunity to respond to the concern; and (3) the review of the conclusion by an unbiased third party.
- c. An appeal right is not generally required, but if it is included, it should include the following elements: (1) under what circumstances is an appeal permitted (generally appeals are limited to a violation of the policy and/ or new evidence has been identified that was not previously available); (2) whom will hear the appeal; and (3) a timeline to submit the appeal, for the opposing party to submit a response and a timeline for the deciding party to inform the parties of the decision.

**E. Related Policies, Procedures, Forms and Other Resources**

- a. Related Policies
- b. Procedures
- c. Forms
- d. Guidelines
- e. Other Resources (i.e., training, secondary contact information)
- f. Frequently Asked Questions (FAQs)

**F. End Notes**

- a. If the policy is influenced by any laws, statutes, regulations, accreditation or contractual requirements, please list them at the end, beginning with "This policy is informed by ... or ...This policy refers to..."
- b. If this policy replaces another policy (which is different than a revision) please list the replaced policy(s). For example the Four College Faculty Handbook replaced the RHCHP Faculty Handbook.