



POLICY TITLE	[Insert Policy Title Here]
POLICY NUMBER	
APPROVAL DATE	
APPROVAL BODY	Board of Governor OR Education Council
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	
NEXT REVIEW DATE	
HOLDER	
RESPONSIBLE OPERATIONAL LEADER	
SUPPORTING DOCUMENTS	[use bulleted list; hyperlink if available online]

INSERT POLICY TITLE HERE

PURPOSE AND/OR RATIONALE

[**MANDATORY**; Insert purpose and rationale here. Keep it concise and clear. Use easy-to-understand language]

POLICY APPLICATION, SCOPE, AND/OR LIMITS

[**MANDATORY**; Who/what areas of the college does this policy apply to? Who does the policy NOT apply to, if there are any exceptions?]

DEFINITIONS

[**MANDATORY**; List and define applicable words that will aid in the understanding of the policy. Define clearly for the reader what is meant by specific terms that may not be commonly understood. This section is *not* intended to define phrases or terminology that would normally be expected to be understood by the general College community. If no terms need definition, write “There are no specific terms that need to be defined to understand this policy.”]

1. **Term 1:** Definition

2. **Term 2:** Definition

PRINCIPLES

[**MANDATORY**; Statements of key importance that clearly articulate policy values and outline the parameters of the policy; Use a numbered list to list principles; use a heading title for each principle if applicable and aids in summarizing principle]

1. Principle 1
2. Principle 2

DIRECTIVES, REQUIREMENTS, PROCEDURES, STANDARDS, GUIDELINES, FORMS

[**DISCRETIONARY**; Update section header as appropriate; If applicable, write the directives, requirements, procedures, guidelines, and/or standards to follow as part of this policy. Be clear and concise. Consider the pros and cons of these directives, requirement, procedures, standards, etc. being in a policy document or if they are better suited as a Supporting Document]

1. Item 1
2. Item 2

RELATED LEGISLATED REFERENCES

[**DISCRETIONARY**; If applicable, include references and hyperlinks to any federal and/or provincial legislation that the policy responds to; hyperlink web-based items]

- Reference 1
- Reference 2

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

[**DISCRETIONARY**; Update section header as appropriate; Separate out sections if there are various related items; list the item; hyperlink web-based items]

- Link 1
- Link 2