

DIRECTIVE TITLE	[Insert Directive Title Here]
DIRECTIVE NUMBER	
APPROVAL DATE	
APPROVAL BODY	College Executive Team
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 DIRECTIVE TITLE HERE

PURPOSE AND/OR RATIONALE

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

DIRECTIVE APPLICATION, SCOPE, AND/OR LIMITS

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

DEFINITIONS

[**MANDATORY**; List and define applicable words that will aid in the understanding of the directive. 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 directive.”]

1. **Term 1:** Definition

2. **Term 2:** Definition

PRINCIPLES

[**MANDATORY**; Statements of key importance that clearly articulate directive values and outline the parameters of the directive; 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 directive. Be clear and concise. Consider the pros and cons of these directives, requirement, procedures, standards, etc. being in a directive 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 directive 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