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|  | ***Policy Template*** |
| ***Policy Title*** |
| **Category:**Administrative or Academic or Academic-Administrative | **Approval Date:** |
| **Policy Owner:** | **Effective Date:** |
| **Policy Administrator:**  | **Review Period:** |
| **Recommended by:** Academic Council/Deans’ Council/Service Council/Other |
| **Associated Documents**Refer to and use the Procedure Name(s) and Manual Name(s)*Only List any associated procedures or manual as applicable and they will be hyperlinked. Other associated documents will be hyperlinked in the procedures and not the policy.* |

**PURPOSE**

*In plain language, what is the purpose of this policy? E.g. To promote….*

**SCOPE**

*To whom does this policy apply? List any exceptions.*

**POLICY**

*Concise statements that outline the parameters of this policy in a clear and understandable way for the reader. If sub-sections are required, use a bold and italicized sub-heading followed by a single-level numbered list restarting with 1 after each sub-heading. Do not use sub-headings entitled guidelines, procedures, or standard practices.*

*See the Policy and Procedures Framework Manual for more information on drafting policies.*

***Sub-heading*** *(if required)*

**RELATED POLICIES**

***Optional.*** *List significant policies that are related to this policy.*

**DEFINITIONS**

*List any words requiring a definition. Definitions should only be included for words used in a non-standard or specific-to-RDC manner. Definitions will be hyperlinked to an online repository. The definition will not normally appear in full in the manual. Note: until the online repository is available, definitions will remain in the manual in full at the end.*