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| Logo  Description automatically generated |  |
| **Title of Policy** |
| **Category:**Administrative or Academic or Academic-Administrative | **Approval Date:** |
| **Policy Owner:** Academic Council or the President’s Office or a Vice President who is accountable for the policy. | **Effective Date:** |
| **Policy Administrator:** The individual or body to whom the Policy Owner has delegated the responsibility to ensure the policy is reviewed as needed or according to its regular review schedule. | **Review Period:** |
| **Recommended by:** Academic Council/Deans’ Council/Service Council |
| **Associated Documents**List the procedure(s), manual(s) or form(s), that are directly associated with this policy. These are the documents that a reader needs in order to understand how to do something in compliance with the policy. These will be hyperlinked for ease of access. |

**PURPOSE**

In plain and succinct language, describe the reason the policy exists. Example: “This policy establishes a framework for …” or “This policy defines the Polytechnic’s expectations and requirements in relation to …” or “This policy affirms the Polytechnic’s commitment to …”

**SCOPE**

This policy applies to <these individuals>. Describe any exceptions.

**POLICY**

In plain and succinct language, state the requirements or provisions that the policy is placing on the Polytechnic community. Describe what is expected of individuals. Do not describe “how-to” procedures or include sub-headings entitled guidelines, procedures or standard practices.

Sub-headings are recommended and should use a bold and italicized sub-heading followed by a single-level numbered list restarting with 1 after each sub-heading.

***Sub-heading #1***

1. Example
2. Example

***Sub-heading #2***

1. Example
2. Example

Refer to the Policy and Procedures Framework Manual for more information on drafting policies.

**RELATED POLICIES**

Optional. List only directly related policies that must be read together with this policy, e.g. Employee Code of Conduct and the Harassment and Discrimination Policy.

**DEFINITIONS**

List and define terms or phrases that are intended to be used in a non-standard manner or are unique to Red Deer Polytechnic.