*Note: Manuals are optional. Not all policies require the creation of a manual. Fill in the necessary information and add sections as needed. Contact* [*policy@rdpolytech.ca*](mailto:policy@rdpolytech.ca) *to determine if a manual is required for a policy.*

*Manuals may be posted on the Red Deer Polytechnic Policies web page.*

|  |  |
| --- | --- |
| ­Logo  Description automatically generated |  |
| **Manual Name** | |
| **Parent Policy:** Policy Name | |
| **Category:** Administrative or Academic or Academic-Administrative | **Approval Date:** |
| **Manual Owner:** | **Effective Date:** |
| **Manual Administrator:** | **Review Period:** |
| **Associated Documents**  List any forms or other documents that are directly associated with the manual. 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

To outline specific directions on how to implement and comply with the <Policy Name> and all associated documents. The information in this Manual does not supersede the detailed steps in the approved Procedures.

## SECTION 1: SECTION TITLE

***Sub-heading***

## SECTION 2: SECTION TITLE

***Sub-heading***