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| **Policy Number** | **Policy/Procedure Name** | **Approval Date** | **Owner** |
| COP-XXX XXX |  |  |  |

# ACPE Standard(s)

List associated ACPE standards.

# Scope

Who is covered by the policy, i.e. COP students, staff, faculty.

# Policy Statement

The policy statement should be a concise statement of the college’s intent regarding the topic of the policy and expectations regarding compliance.

# Purpose

Brief description of the reason for the policy and what the policy is intended to accomplish.

# Procedures

Description of procedures directly related to compliance with the policy. Describe approval chain, responsibilities, any links to websites, forms, etc. Clearly indicate if this is mandatory or voluntary compliance.

# Sanctions

What happens if the policy is not followed.

# Additional Contacts

Additional departments, as applicable.

# Related Information

Other policies, as applicable.

# History

|  |  |
| --- | --- |
| **Date of Revision** | **Revision** |
| Date 1 | New policy approval |
| Date 2 | Justification |
|  |  |

*Policy requires a vote and/or administrative directive with review cycle established; Procedures defined by committee(s) and/or administratively.*

# Appendices

(If applicable)