

Policy: Formulation, Issuance, Amendment and Repeal of Policies

Responsible for Policy: College President

Policy Number: **B-8**

Most recent approval date: Fall 2014

### **Policy Statement**

All official Finger Lakes Community College policies shall be formatted using the approved standard policy template.

All new policies, amendments to, and repeals of existing policies, shall be subject to approval by the College President and, to the extent required by law, by the Finger Lakes Community College Board of Trustees.

Upon approval in accordance with the terms of this policy, all new or amended policies shall be posted to and all repealed policies shall be removed from the hard copy and electronic versions of the College's Centralized Policy & Procedures Manual.

Subject to such restrictions as may be imposed by applicable law, the College





**FINGER LAKES COMMUNITY COLLEGE  
CENTRALIZED POLICY MANUAL INITIATIVE - POLICY TEMPLATE**

This template is designed to lend structure to policy information and ensure consistency from one policy document to another. It contains major sections representing broad categories of policy information. These major sections appear in every policy document, providing the framework for the information, which should be further divided into subheadings, as described below.

Policy Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Responsible for Policy: \_\_\_\_\_

Most recent approval date: \_\_\_\_\_

**Policy Statement**

The Policy Statement states the requirement or restriction which this policy is placing on the college community, and why, but doesn't describe "how-to" procedures; generally two to four sentences.

**Reason for Policy**

The Reason for Policy recognizes the legitimate interests of all parties, describes the problem or conflict the policy will resolve, and cites any legal or regulatory reasons for policy; generally two to four sentences.

**Applicability of the Policy**

The Applicability of the Policy describes the persons who are affected by, and should be familiar with, the policy.

**Definitions**

Defines terms that are used within the document, that are unfamiliar, technical, or that have specialized meanings in the policy. Terms are listed in alphabetical order.

**Related Documents**

The Related Documents lists related college policy documents, as well as all college and external documents that are required to complete the procedures or that provide helpful, relevant information:

- a. College Documents (policies, guidelines, contracts, etc.)
- b. Other Documents (laws, regulations, external guidelines, etc.)

**Related Documents**

- New York State Education Department Regulations, 8 NYCRR Parts 604.2, 604.3

**Review dates/action taken (requires Board of Trustees approval – *include if required*):**

- \_\_\_\_\_: original approval date
- \_\_\_\_\_: review date

**Separate document attached to the policy (*does not require Board of Trustees approval*)**

**Procedures**

Discuss procedures for compliance with policy statement.

**Forms/Online Processes (optional)**

Forms/Online Processes should be included with information on how to obtain any forms or perform any online processes that are required for compliance with the policy.

**Appendix (optional)**

Appendices are used for informational material that is helpful, but not directly related to the implementation of the policy. All of the information included here should be arranged under additional subheading(s) within the section.