**Policy Area**

(1 – Governance, Organization, and General Policies)

Number – (1:11:00:00)

Name:

**Purpose**

Only needs to be 2 or 3 sentences, if possible.

**Applies To**

(System Office; Community Colleges; Colleges of Applied Technology, Board)

**Definitions**

If needed.

**Policy**

Format as I.A.1.a.(1)(a)(i) (DO NOT use numbered lists, or bullet points) (NO “stand-alone” paragraphs or sentences)

**Procedure**

If a Guideline goes with the policy, put it in this section, and start with new formatting, as above. In the transmittal, state that the Guideline has been incorporated in policy, and therefore will be deleted. If you have a “stand alone” Guideline that does not go to any Policy, it should be a Policy; revise it to a new number. General Counsel’s Office provides the number during initial review.

**Source**

**Authority**

Any Statute or Regulation requiring or authorizing the policy.

**History**

The history of its inception, and any revisions over the years.

**Related**

Any related policy or procedure.

**Exhibits**

Any attachments to the policy – Exhibit # and name. Include exhibits in transmittal to legal only.