

CSU POLICY TEMPLATE

(1" margins; Calibri 12 point font; new language indicated by red underlined text;
language marked for deletion by ~~strikethrough text.~~)

COLUMBUS STATE UNIVERSITY

(this is the heading to be used for proposed policies)

Policy Name:

Policy Owner:

Responsible University Office:

Approval Date:

Effective Date:

Revisions:

Policy Number:

Related Policies:

GUIDELINES FOR WRITING POLICY

This template is designed to assist policy writers to organize the content of a policy according to the official policy template used by Columbus State University. The Office of General Counsel is responsible for enforcement of the Policy on Policies. The OGC's Policy Coordinator will be the primary contact to ensure compliance. Below are the general guidelines for drafting policies.

I. HEADING

The Heading section above should be used when submitting policies for review or consideration under the Policy on Policies, although some of the information (such as Effective Date and Policy Number) will not be known until the policy approval process has been finalized. Other than the Heading section, the instructions set forth in this template is designed for some flexibility in the manner in which the policy is written.

II. PURPOSE AND SCOPE OF POLICY

Include a brief description of what the policy is intended to accomplish and who must follow the policy. The goal of this section is to not state the policy but to state in general terms what the

policy is about and to whom the policy is applicable. Depending upon the policy, the statements regarding Purpose and Scope may be stated separately.

III. **DEFINITIONS**

A section including the definition of keywords and acronyms is optional. The University encourages the inclusion of a definition section for policies containing terms and phrases that are not commonly used or known by the university as a whole.

IV. **POLICY SECTION**

This section is where the substance of the policy will be articulated. The description of policy should be clear, precise and as brief as possible. The goal is to state the policy in broad terms and to leave the details of executing the policy in the Procedures section below. Substantive changes to this section of the Policy will require the approval of the President; accordingly, this section should contain the terms of the policy which will not be subject to change by any mechanism other than Presidential approval.

V. **PROCEDURES**

This section should contain procedures that are directly related to compliance with and implementation of the policy. As noted, the official policy should describe higher-level aspects of procedures, whereas this section will detail the steps or processes in place required to comply with the policy. Changes to procedures do not require approval by the President; rather, they can be changed at the discretion of the Policy Owner.

VI. **RELATED BOARD OF REGENTS' POLICIES**

All University policies should be consistent with BOR Policy. Policies which are inconsistent with BOR are null and void. It is thus important to ensure that relevant BOR policies are reviewed and understood when drafting CSU policies, including specific reference to all related BOR policies, as well as any existing CSU policies that might be also be related.

VII. **LINKS**

Where applicable, all policies should link to any related websites or webpages that will assist the reader in the understanding or adherence to policy. As a matter of course, related BOR policies should be accessible via a direct web-based link. Forms that are required by the policy to be submitted in order to seek approval or compliance shall be accessible via a direct web-based link.