PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-1000.B

SHORT TITLE: Format for Pierpont Community & Technical College Policy (PP)

REFERENCE: PP-1000, Policy on Policies (POP) Development System

EFFECTIVE: March 26, 2019

AMENDED:

REPEALED:

REVIEWED:

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SECTION 1.   PURPOSE

This policy establishes the format and procedures for preparation and publication of Pierpont Community & Technical College Policy.

SECTION 2.   DEFINITION

Pierpont Community & Technical College Policy (PP) will be used to publish policy statements, administrative decisions, general guidelines or procedures, and other college administrative information of a continuing nature.

SECTION 3.   NUMBERING

The President's Office will assign a number to each college policy. The number will consist of the identifying prefix (PP) and a four-digit subject classification number. The number will be assigned prior to printing and will be centered immediately under the heading on the first page. Any forms necessary for full understanding of a policy or fulfillment of its requirements shall be included as attachments to the policy and shall contain the policy number followed by a decimal point and a consecutive letter of the alphabet as required. For example, if a policy has two attachments, those attachments will be identified as PP-Policy Number.A and PP-Policy Number.B.

SECTION 4.   STANDARD FORMAT

4.1   **General**

This attachment illustrates the standard layout and paragraphing for all Pierpont

Community & Technical College Policies in this manual. Standard sections within each policy include Purpose, Scope and Applicability, Definitions, Policy, Background or Exclusions, General Provisions, Responsibilities, Cancellations, and Review Statement. The first page must use the standard Pierpont Community & Technical College Policy format. Each subsequent page of a policy will include a footer showing the policy number, policy short title, and page number. Policies will use a page size of 8½ x 11 inches, 1-inch margins on all sides, Century Gothic font type, and 11-point font size.

4.2   **Content**

Pierpont Community & Technical College Policies must include the following headings. If a heading does not apply, the preparer should indicate so by inserting "Not Applicable" under the heading.

SHORT TITLE: Short name identifying the subject of the policy

REFERENCE: Include references when they improve understanding or when they cite higher directives that require or govern the policy.

EFFECTIVE: Insert the date the policy became effective.

AMENDED: Insert the date the policy was amended.

REPEALED: Insert the date the policy was repealed.

REVIEWED: Insert the date the policy was last reviewed.

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SECTION 1.   PURPOSE

Describe the primary reason for the policy in broad-based terms. Why has this policy been written?

SECTION 2.   SCOPE AND APPLICABILITY

Identify the departments, people, or items affected by the policy.

SECTION 3.   DEFINITIONS

Provide the specific meaning of a word, term, or phrase as used in the policy.

SECTION 4.   POLICY

State the guidelines. What does the policy do? List the specific points.

SECTION 5.   BACKGROUND OR EXCLUSIONS

Provide background or exclusions in this section if either is needed for understanding.

SECTION 6.   GENERAL PROVISIONS

Include information required for clarity that will not fit under other headings.

SECTION 7.   RESPONSIBILITIES

Specify who does what, when, how, and where. Use sub-headings for the what, when, how, and where if necessary for clarity. Reference may be made to the College catalog; faculty, staff, or student manuals; or similar documents for specific responsibility or procedures.

SECTION 8.   CANCELLATION

Identify any previous policy that is being superseded.

SECTION 9.   REVIEW STATEMENT

All policies shall be reviewed on a regular basis with a time frame for review to be determined by the President or President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed.

Attachments: Identify any official summary statements, forms, or attachments that have been included with the policy.

Distribution: Identify the individuals, groups, or units to whom the policy has been distributed.

Revision Notes: These notes, which include the date of the revision, identify changes made to the policy in order to describe or clarify the policy provisions, to identify any changes in management responsibilities and/or titles, and to correct any grammatical or typographical errors.

4.3   **Paragraphing**

    4.3.1   **Legal Numbering System.** A legal numbering system will be used for paragraphs.

    4.3.2   **Section Headings.** Section headings will be in capitalized and bold letters.

    4.3.3   **Subparagraph Headings.** Headings for subparagraphs will be capitalized and will follow the numbering system below:

    SECTION 1.   SECTION HEADING

        1.1   **First Subparagraph**

            1.1.1   **Second Subparagraph**

    4.3.3   **No Subparagraphs.** If a section or subparagraph does not have multiple subparagraphs, the text will begin in line with the margin of the section heading or subparagraph.

4.4   **Margins**

    4.4.1   **Page Margins.** Use 1-inch margins at the left, right, top, and bottom of the page.

    4.4.2   **Subparagraphs**. Indent each subparagraph 0.5 inches from the left margin.

4.5   **Page Numbering Format**

    4.5.1   **Format.** Page numbers must be formatted to show the current page and the total number of pages in the policy. Example format: "Page 2 of 5."

    4.5.2   **Position.** The position of page numbers is within the footer at the right-hand margin of every page.

4.6   **Font Type and Size**

The font type must be Century Gothic, and the font size should be 11 points.

SECTION 5.   CORRECTIONS OR REVISIONS

5.1   **Corrections**

Corrections will be processed for publication by the President's Office.

"Corrections" differ from "revisions" in that corrections serve to correct policy details, clarify wording, correct titles, department names, etc., but do not revise policy intent.

5.2 Revisions

Revisions will be made when a substantial change is required and will be assigned the same subject and number as the basic policy. The new date of issue will be used and revisions will be processed in the same manner as the original instruction.

5.3 Cancellation

Revised policies will replace and supersede existing policies.

SECTION 6.   FILING

Pierpont's administrative issuances will be filed in accordance with the Classification Table (POP Development System PP-1000.A). The official policy document will be maintained in the President's Office.

SECTION 7.   PROCESSING FOR PUBLICATION

7.1 **Responsibilities of Recommending Party.** The recommending Individual, Group, and/or Unit will:

7.1.1 **Coordination.** Coordinate proposed issuances with other offices affected by the policy.

7.1.2 **Research.** Research the existing policies to minimize duplication, redundancy, and omissions.

7.1.3 **Printed Hard Copy.** Follow policy format and prepare a printed hard copy for the President's Office using appropriate word processing software.

7.2 **Responsibilities of the President's Office.** The President's Office will:

7.2.1 **Policy Numbering and Distribution.** Assure proper format and coordination, assign policy numbers, and reproduce and distribute the policy.

7.2.2 **Indexing.** Maintain and issue a current index of Pierpont's administrative policies.