**Virginia Western Policy Proposal Template**

**Policy Name:**

**Date: Prepared by:**

**Responsible Department:**

**Type of policy:** \_\_\_\_ College policy **OR** \_\_\_\_ Departmental policy

**This policy would apply to the following groups:** *check all that apply*

\_\_ Students \_\_\_Faculty and Staff \_\_\_Community/Visitors

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**ROUTING SUMMARY -** *for full detail, see* [*Policy V-4 “Policy on Policies”*](http://virginiawestern.edu/about/policies/V-4.php)

* **College policy proposal**:
  + Send to the Executive Team member for the responsible department
  + Executive Team member sends the policy proposal through College Council for draft approval
  + College Council chair sends the final policy proposal to the President to be approved/signed
* **Departmental policy proposal:**
  + Send to the Executive Team member for the responsible department
  + Executive Team member notifies College Council of the policy
  + Executive Team member sends the final policy proposal to the President to be approved/signed

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**POLICY PROPOSAL DETAILS**

1. **Purpose** – Describe in simple terms what this policy is meant to accomplish.
2. **Definitions** – Provide definitions for terms used in your policy, as necessary.
3. **Policy** – Insert the wording for your proposed policy in this section. *Procedures­ on how the policy will be implemented, links to forms, etc. are generally not part of the actual policy, and should be included in the appropriate sections below.*
4. **Additional information** – Be sure to list any forms or other documents referenced in this proposal, and attach copies or provide links. *Having resources that are referenced in your proposal but are not available for review may cause delays in policy approval and implementation.*