HCCAP 2.201 Attachment A:
Honolulu Community College Policy Template

Title

Title of Honolulu Community College Policy

Header

Policy Number: HCCP X.XXX
Effective Date: Month XX, XXXX
Prior Dates Amended: Month XX, XXXX; Month XX, XXXX; etc.
Review Date: Month XX, XXXX

I. Purpose

College policies protect the integrity of Honolulu Community College's mission and operations through statements that communicate the limits, culture, philosophies, and goals that guide decision-making at Honolulu Community College. Policies also support the effective management of institutional risks.

Each policy should have a concise introduction that summarizes the focused purpose of the policy.

II. Related Policies, Procedures, and Guidelines

List related Board of Regents, University of Hawai'i, and University of Hawai'i Community College policies, procedures, and/or guidelines, including the relevant link.

- Board of Regents Policy, RP X.XXX, Name
- UH Executive Policy, EP X.XXX, Name
- UH Administrative Procedure, AP X.XXX, Name
- UHCC Policy X.XXX, Name

III. Definitions

When the subject matter requires a precise understanding of terms, include them here in alphabetical order. The Definitions section may be omitted. Alternatively, if there are no Definitions, the statement "No specific or unique definitions apply" may be included in this section.

IV. Policy

The policy should be included here in clear and direct language.

When applicable, use “shall” for an obligation, “shall not” for a prohibition, “may” for a discretionary action, and “should” for a recommendation.

When applicable, use logical organization and informative headings. The multilevel numbering for headings should use the following order: I, A, 1, a, i.

V. Procedure

While typically this section is omitted because there is a separate procedure category, sometimes it is beneficial to create a combined policy and procedure. If applicable, the procedure should be included here in clear and direct language.

When applicable, use “shall” for an obligation, “shall not” for a prohibition, “may” for a discretionary action, and “should” for a recommendation.

When applicable, use logical organization and informative headings. The multilevel numbering for headings should use the following order: I, A, 1, a, i.

VI. Responsibilities

Identify the titles of the employee(s) who shall be responsible for the execution of actions required by this policy and specifically define those actions.

This section may be omitted if no policy specific responsibilities apply. Alternatively, the statement “There is no policy-specific delegation of responsibilities” may be included in this section.

VII. Attachments

Copies of materials associated with the policy may be included here, e.g., forms, templates, and guidance materials.

This section may be omitted if there are no relevant attachments. Alternatively, the statement “None” may be included in this section.

VIII. Approval

Chancellor Approval Date: Month XX, XXXX