



## **HCCAP 2.201 Attachment B: Honolulu Community College Administrative Procedure Template**

### **Title**

Title of Honolulu Community College Administrative Procedure

### **Header**

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

### **I. Purpose**

Campus administrative procedures describe how to implement a policy.

Include a concise description of the purpose of the administrative procedure to inform the reader why the procedure is needed to effectuate 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
- UHCC Guidelines, 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. Procedure**

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.

## **V. Responsibilities**

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

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

## **VI. Attachments**

Copies of materials associated with the procedure 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.

## **VII. Approval**

**Chancellor Approval Date:** Month XX, XXXX