|  |  |
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| A red circle with white circles  Description automatically generated with medium confidence | Okanagan College Policy |

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| --- | --- | --- | --- |
| **TITLE of policy** | | | |
|  |  | | |
| Policy Area: | Board, Administrative, Education Council, or Joint-approval (Board/EdCo) | | |
| Policy Number: | To be assigned by Office of Policy Coordination | | |
| Policy Sponsor: |  | | |
| Policy Contact: |  | | |
| Stakeholders: |  | | |
| Authority: | [College and Institute Act](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96052_01) | | |
| Approval Authority: | Approving Authority (see the College and Institute Act for the appropriate policy authority, also noted in the Policy Framework Policy s.4.5) | | |
| Approval Date: |  | | |
| Effective Date: |  | | |
| Replaces or New: | List the most recent policy version being replaced, or indicate new. | | |
| Last reviewed: | Month Year | Scheduled review date: | Month Year |
|  |  | | |
| Procedures: | Link to Procedures approved in relation to this policy; if not applicable, enter "None" | | |

# Policy Statement

Policy statement.

# Purpose

Describe the purpose of this policy.

# Scope and Application

Describe how and to whom the policy applies.

# Definitions Used in this Policy [to be sourced from Policy definitions Glossary]

|  |  |
| --- | --- |
| *Note – this section should include a list of any defined terms used throughout the policy. If proposing a new definition not currently listed in the policy glossary, please include your proposed definition. Please contact the Policy Coordinator for access to the glossary.* | |
| Term | Means definition of policy term. |
| Term | Means definition of policy term. |
| Term | Means definition of policy term. |
| Term | Means definition of policy term. |

# Policy major section (Principles)

Use this subheading (if applicable) within each Policy principles major section

## Describe the principles of this policy.

## Describe the principles of this policy.

## Describe the principles of this policy.

### Use this format for a list within the policy.

### Use this format for a list within the policy.

Use this subheading (if applicable) within each Policy principles major section

## Describe the principles of this policy.

# Policy major section (add additional sections, if applicable)

## Describe the principles of this section.

### Policy list – level 1

#### Policy list – level 2

# Related Acts and Regulations

Add links to other applicable Acts/Regulations

# Supporting References, Policies, Procedures and Forms

List any related policies, and supporting procedures / documents (do not include procedures under the policy as those are listed above)

# History / Revisions

|  |  |
| --- | --- |
| Date | Action |
| YYYY-MM-DD | Revision Approved by Board, Education Council, Executive Team.:  *Title of Policy* |
| YYYY-MM-DD | Approval by Board, Education Council, Executive Team:  *Title of Policy* |

# Style Gallery [Heading 1,1. Policy Heading]

The Style Gallery includes the names of Styles used in this template.

[Body Text]

[Heading 1 – subheading [use the Heading 1 - subheading style for separate sections under Heading 1]

[Body Text] *[use the body text style if there is only one paragraph under Heading 1]*

## [Policy detail, Heading 2] – *[use this style for multiple principles under Heading 1]*

### [Policy List Level 1, Heading 3]

#### [Policy List Level 2, Heading 4]

1. [List-Regular 1)]

Hyperlink

|  |  |
| --- | --- |
| Table Heading | Table Heading |
| Tables | * Use this format for tables, if required. [Table list] |
|  |  |
|  |  |

1Footnote, if applicable

2Footnote, if applicable