OBERLIN

COLLEGE & CONSERVATORY

Policy Name (Arial Black 12) [Required]

Policy Background (Arial Narrow 11/Bold) [Required Section]

Responsible Position for Policy: INSERT POSITION HERE (Director of X Office, Chair of X Department, etc.) (Arial Narrow 10/Underline)

Office/Department Responsible for Policy: INSERT OFFICE/DEPARTMENT HERE (East Asian Studies Department, Office of Financial Aid, etc.)

Division Responsible for Policy: INSERT DIVISION HERE (Student Life, Arts & Sciences, etc.)

Scope of Policy: (Who does this policy apply to?) STUDENT, STAFF, FACULTY, etc.

Original Issue Date: (MM/DD/YYYY) (If known, if not known insert today's date or first known revision date)

Last Revision Date: (MM/DD/YYYY) (Date you are submitting this edited version)

Log of Previous Revisions: (MM/DD/YYYY) (All previous known revision dates)

Table of Contents (Arial Narrow 11/Bold) [Optional]

1. Name of Section…Page Number
    a. Name of Sub-section…Page Number
        i. Option for Additional…Page Number

Policy Text : *Required Format*

I. Section
(A) Subsection
(1) Subsection
(a) Subsection
(ii) Subsection

I. **Policy Purpose** (*subject of the policy and a brief description of what it is trying to accomplish*)
II. **Policy Statement** (each policy statement presents the intent and applicability of the policy, as well as mandated actions and constraints)
III. **Policy Scope/Eligibility** (t*o whom does the policy apply; i.e. administrators, faculty, staff, students, visitors, etc.*)
IV. **Definitions** (*words that might be confusing, have different possible meanings, or are being used in a specific way; words or phrases in the policy that may be unfamiliar to general readers, for example, SEVIS, Student and Exchange Visitor Information System, a government-run database schools are required to use to host F-1 students and maintain their immigration records.*)
V. **Administration** (*The responsible officer/senior administrator assigned to administer the policy. This individual is responsible for keeping the policy up to date and coordinating a detailed review at least once every 5 years; institutional guidelines to implement the policy*)
VI. **Procedure**s (*needed information for executing use of the policy, including consequences for non-compliance; information that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies.*)
VII. **Related Information** (*Any applicable policies, appendices and links that relate to the policy and help to implement the policy.*)

Other considerations for dissemination of information related to the policy

- Resources related to the policy *(where do readers find out more information related to procedures connected to the policy; who on campus can they contact to find out more)*
- Training (*who should be trained on the policy and in what type of frequency; i.e. "...supervisors of students should be trained on an annual basis"*)
- Communication of policy to impacted parties

Approval Process [Required]

Frequency of Review*:* Insert Frequency of Review

Review Process*:* What position(s) is/are responsible for reviewing this policy and recommending revisions

Necessary Approval Constituents: INSERT APPROVING PERSONNEL (i.e Divisional Heads, Student Senate, GF, GFC, General Counsel)