

**Operating Policy and Procedure**

**OP XX.XX** [Insert formal policy title]

**DATE:** [Insert document date]

**PURPOSE:** [Insert brief statement, one to three sentences, that explains in lay terms the purpose of having this policy in place at KCC.]

**REVIEW:** [Insert how often this policy will be formally reviewed at KCC, and which positions/offices are involved in its review/update process. All policies must include the following standard statement: “This OP will be reviewed {specify a period of review – i.e. annually, May in Odd-Numbered years} by the {policy owner job title and/or group – i.e Chief Human Resources Officer, Academic Cabinet}, with revisions forwarded to the Board of Trustees through President’s Council by the Office of the President.”]

**POLICY/PROCEDURE**

1. **General Policy** 
   1. [Insert policy language, using terms that are clearly stated, logically organized and legally defensible. Limit this section to actual policy language to be considered for approval by the KCC Board of Trustees. Procedural language, which describes the administrative processes designed to implement the policy, will be inserted elsewhere in this document.]
2. **Scope**
   1. [Insert brief description of who is expected to be directly affected by this policy. Example: This policy applies to all currently enrolled students at Kellogg Community College.]
3. **Definitions**
   1. [Insert definitions of key words or phrases used in this Policy and Procedure. Ensure that terms used here and in this OP are in compliance with the KCC “Glossary of Data Definitions,” which is maintained by the Enrollment Management Cabinet. When formatting definitions, italicize the word or phrase and separate it from the definition by a colon. Example: *Academic Year*: The period from the first day of fall semester through the last day of summer semester.]
4. **[Insert name of procedural step associated with this policy.]**
   1. [Insert description of subsequent steps or procedural requirements.]
      1. [Insert description of sub-steps and other pertinent information that exhaustively explains the administrative procedures associated with implementing this policy.]
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   1. [Insert description of subsequent steps or procedural requirements.]
      1. [Insert description of sub-steps and other pertinent information that exhaustively explains the administrative procedures associated with implementing this policy.]
6. **Forms** 
   1. [Insert list, organized alphabetically/numerically by document title, all forms associated with this OP]
7. **Roles and Responsibilities.**
   1. [Insert detailed description of which positions or offices are involved in implementing/enforcing this policy, and the actions they will take to do so, including addressing repercussions for violations of this policy. Use proper job titles and division/department names.]
8. **Persons/Departments Affected**: [Insert detailed, exhaustive list of which KCC departments are impacted by this policy or involved in its implementation]
9. **Authoritative References**
   1. [Insert brief references to relevant supplemental information, including studies, regulations, websites and documents that will aid in readers understanding this policy].
10. **Right to Change Policy**. The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time, without prior notice.
11. **Approval Date**: [Insert most recent date of approval action by KCC Board of Trustees.]
12. **Past Revisions**.
    1. [Insert brief description(s) of revisions approved by KCC Board of Trustees in the past. If applicable, organize this section in list format in reverse chronological order. Example: Feb. 4, 2020: Policy amended to ensure compliance with recent changes enacted in state law.]