FORMAT FOR COLLEGE REGULATIONS

I. PURPOSE

Describes the format and guidelines for submitting and maintaining college regulations, which are compiled in a document entitled WCJC Regulations: Policy and Procedures Manual of the College (Reg Manual, for short).

II. CONTENT AND DEFINITIONS

In the format for regulations given below, definitions are provided as needed within each section. Except for the POLICY section of a regulation, which may be written in the imperative, verbs should be indicative and in the present tense.

Normally, all regs consist of a minimum of three sections, identified by uppercase Roman numerals:

PURPOSE
POLICY
PROCEDURES

This order remains the same regardless of any other sections that may be inserted between them.

Regs may also contain any or all of the following sections:

BACKGROUND INFORMATION and/or LEGAL REFERENCE
DEFINITIONS
GUIDELINES
OTHER

The normal ordering and numbering for these sections are as follows (though this format may be adjusted when required by content):

I. PURPOSE
II. POLICY
III. BACKGROUND INFORMATION
IV. DEFINITIONS
V. PROCEDURES
VI. GUIDELINES
VII. OTHER

If a section is excluded from the regulation, the numbering of the sections is adjusted accordingly.

Purpose: Provides a brief statement of the reason for the regulation itself, as distinguished from the purpose or function of the subject of the regulation. If the latter is addressed at all, it is normally confined to BACKGROUND INFORMATION and should be brief.

Policy: Defines what is to be done as a general practice; hence, any general rule, principle, plan, or course of action governing operations at the college that has been officially adopted and recorded in writing by either of the following acting as formal agents of the college: the Board of Trustees or
the President of the College. (If not approved by one of these executive agencies, the matter is *not* a college policy.)

**Procedures:** Define **how** and **by whom** policy is to be implemented; hence, specific administrative rules, operations, steps, processes, responsibilities, and authorities for implementing policies.

**Guidelines:** Provide further information on **who, when, and why** of policy and procedures. Guidelines supply information that amplifies and offers guidance for carrying out procedures; e.g., by listing deadlines, timetables, and the like, and by advising what should be done in certain instances rather than prescribing what must be done.

**Regulations:** Written codification of policies, procedures, and guidelines formally adopted by the college to govern the conduct of operations. Regulations are given a three-digit number and are collected in a manual entitled *WCJC Regulations: Policy and Procedures Manual of the College* (also referred to as Regulations Manual, for short).

References to sections within a reg are made as follows: Section II.B.3 for the third numbered item in paragraph B of the second section. Periods without spaces are used to separate the elements of a citation, with no punctuation following the final element unless that punctuation is part of the sentence (as opposed to being part of the citation).

### III. LAYOUT

**Font:** Regulations are typed/printed in 10-point Times Roman or New Century Schoolbook.

**Margins:** Top, bottom, left, and right margins are all one inch from the edge of 8-by-11-inch paper.

**Headers and Numbers:** All pages following the first page have a header in the upper left-hand corner, which consists of the regulation identifier (Reg 324) and a page number in the upper right-hand corner. The first page contains no page number, but the regulation identifier (Reg 324) is inserted in the right-hand box of the banner along the top of the page.

**Title:** The title is centered, bold, and all caps. It appears on line 1.38 of the first page.

**Authority:** The following parenthetical notation is included as a separate paragraph at the end of the POLICY section:

```plaintext
(POLICY APPROVAL: __:_:_ __________)
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The first element is typed in caps; it is followed by the date the policy was finally approved for implementation and then the approving body (the Board of Trustees).

**Origination:** Following the final paragraph of the body of the regulation, a notation is made (flush right) indicating the initials of the person who drafted the regulation and, separated by a virgule, the Cabinet member through whom the draft was submitted to the college governance structure for review and discussion prior to final approval. The date of the final draft is inserted immediately below these initials.

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LVT/PP
10-8-86
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This indicates that the regulation was drafted by Ludvig von Trilobite and submitted through Dr. Penny Pincher, the dean of XYZ. LVT finalized his draft on October 8, 1986.
Distribution: Promulgated regulations are placed on the college website (Internet and Intranet). The official Regulations Manual resides in the office of the college president. It is the source and repository for all regulations; hence, in the event of a disagreement concerning the authenticity, contents, or date of a regulation, the regulation as it appears in the master manual in the president's office decides the matter.

FRV
11-17-94
BAM
1-15-13