



## Medicine Hat College Policy [POLICY TITLE]

Policy #:	LL-##
Policy Authority:	Administrative management responsible for creation, implementation and maintenance of the policy.
Executive Sponsor:	Member of SEC who is ultimately responsible for the implementation of the policy.
Approved by:	President
Effective Date:	M/dd/yyyy
Next Mandatory Review Date:	M/dd/yyyy
Frequency of Review:	[annual or every x years]

### 1. POLICY OBJECTIVE (**Mandatory**)

A short, clear, explicit statement about what is intended by the policy. (e.g. MHC will establish, communicate and implement policies necessary to direct administrative and academic matters. This policy provides the parameters around the development and maintenance of policies and procedures.)

### 2. POLICY SCOPE (**Mandatory**)

A clearly defined statement about who is affected by this policy.

### 3. BACKGROUND INFORMATION (As required)

### 4. DEFINITIONS (As required)

### 5. PRINCIPLES OR GUIDELINES (**Mandatory**)

5.1. **Principles** should be used if the requirements can be stated explicitly. For example, *Petty cash funds may not exceed \$200.*

5.2. **Guidelines** should be used if changing/ambiguous circumstances make it impossible for strict rules. Guidelines will set criteria to enable users to regulate their own behavior depending on specific circumstances. For example, Personal Protective Equipment requirements differ under different circumstances. If putting more specific details or examples, they should be indicated as follows:

- (a) Lists to be lettered
- (b)

### 6. RESPONSIBILITIES (**Mandatory**)

Indicate what responsibilities are assigned and to whom. If responsibilities are delegated at different levels provide a chart/matrix to ensure it is clear who is responsible for what. This is not meant to be a list of steps to be taken (i.e. procedures), but rather a clear indication of who has responsibilities within this policy.

For example:

Dean is authorized to approve *Prior Learning and Recognition (PLAR) applications*.

**7. APPLICABLE LEGISLATION/REGULATIONS (As applicable)**

List any legislation. E.g. *Post-Secondary Learning Act*

**8. RELATED POLICIES (As required)**

Name (and link) any policies that are reference in this policy or necessary to understanding this policy.

**9. RELATED PROCEDURES (As required)**

Specific procedures developed to enable compliance with policy.

**10. RELATED INFORMATION (As required)**

Name (and link) any additional information that provides context to this policy.

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Denise Henning  
President and CEO

Date:

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[name]  
Vice-President, [applicable area]

Date:

**DOCUMENT HISTORY (Mandatory)**

Chronological list of actions undertaken for this policy,

*For example:*

Nov 2009	Policy approved
Nov 2010	Policy reviewed – no changes required
Nov 2011	Policy reviewed – significant changes required—redraft initiated
Jan 2012	Revised policy approved
Jan 2013	Policy reviewed—no changes required
Jan 2014	Policy reviewed—minor changes—re-approval not required