

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1000.B**

**SUBJECT:** Format for Southern College Policy (SCP)

**REFERENCE:** SCP-1000, MAP Development System

**ORIGINATION:** April 6, 1999

**EFFECTIVE:** November 30, 2017

**REVIEWED:** July 24, 2017

**SECTION 1. PURPOSE**

1.1 To establish the format and procedures for publication of Southern College Policy (SCP).

**SECTION 2. DEFINITION**

2.1 Southern College Policy (SCP) will be used to publish policy statements, delegation of authority, program or institutional administrative decisions; general guidelines or procedures; and other college administrative information of a continuing nature.

**SECTION 3. NUMBERING**

3.1 The President's Office will assign a number to each college policy. The number will consist of the identifying prefix (SCP), and a four-digit subject classification number. The number will be assigned prior to printing and will be centered immediately under the heading on the first page. Any forms necessary for full understanding of a policy or fulfillment of its requirements shall be included as attachments to the policy and shall contain the policy number followed by a decimal point and a consecutive letter of the alphabet as required.

**SECTION 4. STANDARD FORMAT**

4.1 General

4.1.1 This attachment illustrates the standard layout and paragraphing for all Southern College Policies in this manual. Standard sections within each policy include Purpose; Scope and Applicability; Definitions; Policy; Background or Exclusions; General Provisions; Responsibilities; Cancellations; Review Statement; Signatures. The first page must use the standard Southern College Policy format. Each subsequent page of a policy will include a footer showing the policy number, policy name, and page number. Policies will use a page size of 8½ x 11 inches, 0.75 inch margins on all sides, Times New Roman font face, and 11 point font size.

## 4.2 Content

4.2.1 Southern College Policies must include the following headings. If the heading does not apply, indicate so by inserting “Non applicable” under the heading.

**SUBJECT:** Title of the policy

**REFERENCE:** References will be used only when they improve understanding or when they cite higher directives that require or govern the policy.

**ORIGINATION:** The date the policy originated.

**EFFECTIVE:** The date the policy became effective.

**REVIEWED:** The date the policy was last reviewed.

### **SECTION 1. PURPOSE**

Broad-based description of the primary reason for the policy. Why this policy is written.

### **SECTION 2. SCOPE AND APPLICABILITY**

Departments, people, or items affected.

### **SECTION 3. DEFINITIONS**

Used to give specific meaning to a word, term, or phrase as used in the policy.

### **SECTION 4. POLICY**

Guideline statements for specific subjects. What the policy does. List the specific points.

### **SECTION 5. BACKGROUND OR EXCLUSIONS**

If needed for understanding.

### **SECTION 6. GENERAL PROVISIONS**

Includes information required for clarity that will not fit under other headings.

### **SECTION 7. RESPONSIBILITIES**

Specifies who does what, when, how, and where. Separation of these headings may be necessary for clarity. Reference may be made to the College catalog, employee and/or student manuals or similar documents for specific responsibility or procedures.

### **SECTION 8. CANCELLATION**

Any previous policy being superseded.

### **SECTION 9. REVIEW STATEMENT**

All policies shall be reviewed on a regular basis with a time frame for review to be determined by the President or President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed.

## **SECTION 10. SIGNATURES**

Provide the following flush right signature lines four lines below the final paragraph on the last page.

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

## **SECTION 11. ATTACHMENTS**

Official Summary Sheet(s), Form(s), and “/or example” attachments, etc., when necessary, two lines below last signature line.

## **SECTION 12. DISTRIBUTION**

Will be shown in the lower-left corner, two lines below attachments notation.

## **SECTION 13. REVISION NOTES**

These notes identify changes made to the policy to better describe or clarify the policy provisions, changes in management responsibilities and/or titles, and to correct grammatical or typographical errors.

### 4.3 Paragraphing

- 4.3.1 A legal numbering system will be used for paragraphs. Major paragraph heading will be bold. Headings for subparagraphs will be capitalized and will follow the numbering system below:

#### **SECTION 1. MAJOR PARAGRAPH**

##### 1.1 First Subparagraph

##### 1.1.1 Second subparagraph

### 4.4 Margins

- 4.4.1 Use a margin of 0.75 inches left, right, top, bottom.

### 4.5 Page Numbering Format

- 4.5.1 Page numbers must be formatted to show the current page and the total number of pages in the policy. Example format: “Page 2 of 5.” The position of page numbers is within the footer at the right-hand margin of every page.

### 4.6 Font Face and Size

4.6.1 The font face must be “Times New Roman” and the font size should be 11 points.

## **SECTION 5. CORRECTIONS OR REVISIONS**

### 5.1 Corrections

5.1.1 Corrections will be processed for publication by the President’s Office. “Corrections” differ from “revisions” in that corrections serve to correct policy details, clarify wording, correct titles, department names, etc.; not revise policy intent.

### 5.2 Revisions

5.2.1 Revisions will be made when a substantial change is required and will be assigned the same subject and number as the basic policy. The new date of issue will be used and revisions will be processed in the same manner as the original instruction.

### 5.3 Cancellation

5.3.1 Revised policies will replace and supercede existing policies.

## **SECTION 6. FILING**

6.1 Southern administrative issuances will be filed in accordance with the Classification Table (MAP Development System SCP-1000.A). SCP’s containing the original signature will be maintained in the Human Resources Department.

## **SECTION 7. PROCESSING FOR PUBLICATION**

### 7.1 Recommending Individual, Group, and/or Unit will:

7.1.1 Coordinate proposed issuances with other offices affected by the policy.

7.1.2 Research existing policies to reduce duplication, redundancy, and omissions.

7.1.3 Follow policy format and prepare a printed hard copy for the President’s Office using appropriate word processing software.

### 7.2 The President’s Office will:

7.2.1 Assure proper format and coordination, assign policy numbers, have policy signed, reproduced and distributed.

7.2.2 Maintain and issue a current index of Southern’s administrative issuances.