**SPRINGFIELD COLLEGE**

**[Policy Title/Name]**

1. **Purpose:**

[State the reason for or the origin of the policy.]

1. **Scope:**

[Identifies to whom the policy applies. Enter scope information here.]

1. **Defined Terms [INSERT HEADING]:**

[List and define terms that may have specialized meaning in the policy.]

1. **College Policy & Sections [INSERT HEADING]:**

[The policy itself, including relevant implementing procedures and guidelines.]

* 1. **First Policy Section [INSERT HEADING]**

[Policy section text]

* 1. **Second Policy Section [INSERT HEADING][Repeat As Needed]**

[Policy section text]

1. **Responsible Parties/Contacts [INSERT HEADING]:**

[Identifies and provides contact information of and ensuring compliance with the policy.]

1. **Related Policies and References [INSERT HEADING]:**

[Reference to or an attachment of related policies or documents, including those of any individual school, college, or other operating unit of the College.]

Approved by: [INSERT]

Date Adopted: [INSERT]

Date Effective: [INSERT]

Last Revision: [INSERT]