Davis Technical College
Format Template for New Policy and Procedures

1. **Purpose**

   The purpose of this document is to outline the standard policy format for the Davis Technical College (College). Margins are set at one inch on the top, bottom, left side, and right side. Headers and footers are 0.5 inch from the edge. All fonts are Times New Roman. The policy title, including the College name, is bold 14 point font. The effective date is bold 10 point font. The approval dates are standard 8 point font. Approval dates and effective dates are in the Day Month Year format. In headings after page one, the policy title is bold 10 point font, and the page numbering is standard 10 point font. The body text is standard 10 point font. The first time the College is referred to in a policy, it will be referred to as "Davis Technical College (College)". After the first time in each policy, the College will be referred to as "College" or "the College" as is grammatically appropriate.

2. **References**

   References to related College policies, policies from the Utah System of Technical Colleges (UTech), or state law which provide direction for the policy should be referenced by policy number and title.

3. **Definitions**

   3.1.   Administrative Policies – Administrative policies are those policies which receive final approval at the President's Council level or at the respective vice president level and not forwarded to the Board for approval. Administrative policies are noted by inserting the words "Administrative Policy" on the line after the effective date in bold 10 point font. Revisions to the policy will be noted by listing the revised President's Council approval date along with all previous approval dates.

   3.2.   Board Approved Policies – Board policies are those policies which receive final approval at the Board of Directors level after approval from the President's Council. Revisions to the policy will be noted by listing the revised Board approval date along with all previous Board approval dates. Only the most recent President's Council approval date will be listed immediately prior to the most recent Board approval date.

4. **Policy**

   The first level of paragraph numbering is regular Arabic numerals followed by a period. The heading is bold. The heading is on a separate line with a blank line after the heading and before the text. Paragraphs are numbered and have a one quarter inch indent after the number. In those cases where the number requires more than one quarter inch, the indent is expanded as needed. Paragraph numbers are bolded. The heading and numbering scheme is illustrated in this document.

5. **Procedures**

   5.1.   Second Level of Numbering - The second level of paragraph numbering is regular Arabic numerals, followed by a period, followed by another regular Arabic numeral, followed again by a period. If a heading is included, the number and the heading are both bold with a dash after the heading. The text is started on the same line as the heading, as illustrated. Paragraphs are numbered and have a one quarter inch indent after the number (generally at 5/8 inch). In those cases where the number requires more than one quarter inch, the indent is expanded as needed. Paragraph numbers are bolded. A blank line is left between each paragraph. If several items follow which are to be separately numbered, but the items are in the form of a listing, rather than separate sentences, no line should be skipped between items.

5.1.1.   **Third Level of Numbering -** The third level of paragraph numbering is three sets of regular Arabic numerals, followed by periods, as illustrated. Paragraphs are numbered and have a one quarter inch indent after the number (generally at 6/8 inch). The same conventions regarding headings and skipped lines are followed.

5.1.1.1.   **Fourth Level of Numbering.** The fourth level of paragraph numbering is four sets of regular Arabic numerals, followed by periods, as illustrated. Paragraphs are numbered and have a one quarter inch indent after the number (generally at 7/8 inch). The same conventions regarding headings and skipped lines are followed.

5.1.1.1.1.   **Fifth Level of Numbering.** The fifth level of paragraph numbering is five sets of regular Arabic numerals, followed by periods, as illustrated. Paragraphs are numbered and have a one quarter inch indent after the number (generally at 1 inch). The same conventions regarding headings and skipped lines are followed.

6.   **Approval and Notes**

President's Council Approval: 28 January 2019
Board Approval: