RAMAPO COLLEGE PROCEDURE TEMPLATE

Procedure for Policy Number and Name

Date Adopted: Date (MM/YYYY) procedure was originally approved by the Approval Authority

Date Revised: Date(s) (MM/YYYY) procedures are revised by the Approval Authority

Procedures are rules, protocols, directives and guidelines that operationalize policies as part of the implementation process. Exceptions should not be included in procedure.

Procedures must be written cogently.

Procedures should refrain, to the extent possible, from using large swaths of prose. Rather, procedures should delineate information clearly via:

- directional headings and subheadings,
- bulleted lists, and/or
- chronological steps