



POLICY FORMATTING GUIDELINES

In preparing the first draft of a policy, please use the template below. When proposing an amendment to a policy, please submit a version of the policy with any changes annotated including striking out any recommended deletions and highlighting any additions. Guidelines for completing the template are as follows:

Policy Formatting Guidelines:

- Policy # should be selected as the next available number in the policy section.
- Effective and Amended dates should follow MM/DD/YYYY.
- Amended date should only be included if amended.
- All Policies should be drafted in Calibri font, size 11, the Oxford Comma is preferred.
- The first notation of the university should be listed as Pennsylvania Western University (PennWest) and the use of PennWest for all subsequent references.
- When listing items within a section, it should be done with round, solid bullets.
- If a section of policy, i.e. Definitions, Procedures, etc. does not have any information, please enter "Not Applicable."
- Policies should include references to both PennWest and PASSHE policies, if applicable.