

Ogeechee Technical College

1.1p.a2. Local Procedure Format

To be used when submitting a new or revised procedure.
Existing procedures not in this format should be converted during the annual review process.

PROCEDURE:

[Procedure number/citation, e.g. 1.1p] [Name of Procedure]

Revised: Maintain dates of all revisions

Last Reviewed: Maintain dates of all reviews (should be reviewed annually) (February 16, 2022)

Adopted: Date the policy was first adopted (this date should never change)

I. **PURPOSE**

If the procedure is related to a State policy, you may use the policy statement here, summarize it or refer to it as: "See State Board Policy..." If the procedure is a "stand alone", type in a brief statement of intent.

II. **RELATED AUTHORITY**

The related authority should be any state or federal statute, rule or regulation supporting the procedure; other State Board policies or TCSG procedures related to this particular procedure; other OTC procedures related to this particular procedure; or OPB/State of Georgia Policies, etc. Format as "State Board Policy 2.1.2. Mission Statement or TCSG Procedure 2.1.7p. President Emeritus Designation.

III. **APPLICABILITY**

If a procedure is applicable to the entire College, use the phrase: "This procedure applies to Ogeechee Technical College." If a procedure does not apply to the entire College, define the procedure's scope of coverage.

IV. **DEFINITIONS**

Include any general statements and specific explanations for words or initials that clarify the content of the procedure that could be interpreted in more than one way. Format as "None." if there are no definitions.

V. **ATTACHMENTS**

List titles for all enclosures that are included as part of the procedure. Format as "None." if there are no attachments.

VI. **PROCEDURE**

The method to be used, by whom, when, where and how to be placed in operation. Statements are instructions of the sequence of events necessary for implementation. This will likely be the lengthiest portion of the procedure.

VII. **RECORD RETENTION**

For any records that will be created as part of the implementation of the procedure, this section will be utilized to outline the retention schedule and disposition of the forms.