Policy on Policy Formatting and Approvals
Policy Number 30001.1

Type of Policy: Administrative

Last Revised: November 1, 2019

Review Date: November 1, 2022

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Reason for Policy: This policy exists to provide the format guidance and approval process/sequence to be followed when a policy is to be drafted or revised. Consistency in policy format permits greater readability and compliance related to the policy's required actions.

Policy Statement: It is the policy of SUNY Cobleskill to have all administrative policies presented to the campus community in a consistent and prescribed format. All administrative policies will receive consultation and deliberation among the President's Cabinet and those constituencies with connection to the policy. As policies in existence at the time of the adoption of this policy are due for review and update, format will be adjusted, to the extent possible, to reflect the campus' policy format.

The President's Cabinet will ensure that policies under development or review/revision will be the subject of full consultation with impacted functional areas and staff. Following that process, the draft policy will then be deliberated at the Cabinet before a final decision is made and transmitted to the Chief Compliance Officer who will share and publish the approved policy.

Policy Numbering format example:

3	0	0	0	1	.1	
VP or System 1 – Academic Affairs 2 – Advancement 3 – Finance and Business 4 – Operations 5 – Student Development 6 - System					Version	Blank for policy; "P" for procedure

Policy History:

Revision Date	Author/Owner	Description of the action on the revision date
November 1, 2019	Wendy Gilman	Adoption of the policy