

SOUTHERN VIRGINIA HIGHER EDUCATION CENTER

Policy Review Guidelines

A. PURPOSE

Subject of the policy and a brief description of what it is trying to accomplish

Does it make sense to the lay person? Is it clear?

B. AUTHORITY

What is the basis for the SVHEC's authority or responsibility to create this policy (state or federal statute, state or federal regulation, board directive, inherent power, etc.)?

Does it answer the question "Why does this policy exist?"

At a minimum, must include the general authority statement for the SVHEC.

C. DEFINITIONS

Words that might be confusing, have different possible meanings, or are being used in a specific way

Have all terms used in this policy that have **specialized meaning** to the policy, been listed and defined? (Not all words will have the same definition for all policies)

D. SCOPE

To whom does the policy apply (administrators, staff, partners, students, visitors, etc.)?

Have all groups to which this policy applies been listed? Are there any special exclusions? If so, are they clearly stated?

E. POLICY STATEMENT

Each policy statement presents the intent and applicability of the policy, as well as mandated actions and constraints

Does the statement expand on the policy's purpose by naming specific core provisions or requirements? Does it clearly state what is required? This section should be able to stand on its own to give the reader enough information to abide by the intent of the policy. For example, it should include the following:

- Intent of the policy
- Who must follow the policy
- When the policy applies
- Mandated actions or constraints (a general statement, with specifics included in procedures)



Opportunity Lives Here

F. RELATED INFORMATION

Any applicable policies, appendices and links that relate to the policy and help to implement the policy

Are sufficient links provided for referenced information included in the policy?
Do the links work?

G. POLICY HISTORY

Include all requested information

Are required signatures obtained?
Is proper date information included as required?

¹Procedures are not a part of the Policy document. They are maintained separately.