

Administrative Policy Manual Policy Style Guide

The following guidelines are presented as guidance for writing policies that are descriptive, clear, and easy for users unfamiliar with a topic to understand. .

1. Policies should contain GGC-specific language and may not be simply references to related Board of Regents or GGC policies.

DO:

Presidential Exceptions

International students may also be admitted as Presidential Exceptions. See APM 4.2.1.2 Exceptions to Freshman Admissions Requirements for Special Groups of Students for more information.

DON'T:

Presidential Exceptions

See APM 4.2.1.2 Exceptions to Freshman Admissions Requirements for Special Groups of Students.

ALSO DON'T:

Presidential Exceptions

See BOR 4.2.1.2 Exceptions to Freshman Admissions Requirements for Special Groups of Students.

2. Use third person language.

DO:

Students are required to pay their tuition by the published deadline.

DON'T:

You must pay your tuition by the published deadline.

3. Use section headings and formatting to organize the text of a long policy. Do not use a table of contents or policy outline in a policy.
4. Use one policy number per policy.
5. Do not include procedures in policies.
6. Use the GGC Policy Template to format all policies.
7. Always spell out the word "and." Do not use ampersands (&).
8. Don't use "Georgia Gwinnett College" or "GGC" in the title of a policy, as it's assumed. Exceptions will occur when "GGC" or equivalent language is needed for clarity (e.g., GGC Brand vs. Brand) or when we are referring to a legal entity (e.g., GGC Foundation).

9. When the word “college” is used to substitute for GGC, capitalize it, as in “Use of College resources may be suspended for noncompliance.”

10. Unless absolutely necessary for clarity, don’t use “policy” in the title of policy. For example:

DO:

Student Code of Conduct

DON’T:

Student Code of Conduct Policy

11. Policy titles and headings should be relatively brief, informative, and general enough that they encompass the topic without listing everything covered. Policies should not be called “General” or “General Policy.”

DO:

Student Conduct at Off-Campus Events

DON’T:

Rules of Behavior that Students Must Follow When Representing GGC at Off-Campus Events

DO:

Faculty Compensation

DON’T:

Faculty

DO:

Student Complaints

DON’T:

Types of Complaints, How to File a Complaint, and How to Appeal a Complaint

12. Any bulleted list should occur within a sentence or section that provides context. For example:

DO:

Program Criteria

The following criteria are required for eligibility:

- Good academic standing
- No disciplinary infractions on record
- Ability to attend all meetings

DON’T:

Program Criteria

- Good academic standing
- No disciplinary infractions on record
- Ability to attend all meetings

13. Bullets within the text of a policy should generally not be complete sentences. Bullets composed of complete sentences can usually become paragraphs within the policy.

DO:

Many policies have multiple sections or provisions that aren't included in this template. Add those as appropriate. Additional sections may occur after the Roles and Responsibilities section (if used) or after the Compliance section (if used). Additional sections may occur elsewhere in the policy if necessary for clarity.

DON'T:

- Many policies have multiple sections or provisions that aren't included in this template. Add those as appropriate.
- Additional sections may occur after the Roles and Responsibilities section (if used) or after the Compliance section (if used).
- Additional sections may occur elsewhere in the policy if necessary for clarity.

14. Don't use FAQ style for headings.

DO:

Admission Requirements

DON'T:

What are the GGC Admission Requirements?

15. Use the following guide for referring to Board of Regents policies, manuals, or GGC policies with the text of a policy.

- a. BOR [policy number] [policy name]
 - i. **Example:** BOR 10.4 Records Retention
- b. BOR IT Manual [number] [name]
 - i. **Example:** BOR IT Manual 5.3.6 USG Incident Response and Reporting Standard
- c. APM [policy number] [policy name]
 - i. **Example:** APM 4.6.5 Student Code of Conduct

16. When listing three or more words or phrases in a series, use the Oxford (or serial) comma immediately before the coordinating conjunction.

DO:

Policy: An operating principle or required course of action adopted by the Cabinet or Faculty Senate, published in one of the official GGC policy publications, and made available to those affected by it.

DON'T:

Policy: An operating principle or required course of action adopted by the Cabinet or Faculty Senate, published in one of the official GGC policy publications and made available to those affected by it.

17. If you choose to quote or paraphrase material from other sources, you must cite your sources by the use of quotes (if appropriate) and a Related References section at the end of the policy with a link to the source of the quote.

DO:

Definitions

Open access: Literature that is “digital, online, free of charge, and free of most copyright and licensing restrictions.”

Related References

[Source of definition of open access](#)

18. Don't start a sentence with an initialism like GGC. Acronyms – when the letters of the abbreviation are pronounced like their own word – may be used to start a sentence.

DO:

Georgia Gwinnett College faculty and staff must comply with this policy.

NASA must be consulted before launching satellites.

DON'T:

GGC faculty and staff must comply with this policy.

19. Avoid referring to GGC as the subject or source of action in a sentence.

DO:

Faculty and staff are encouraged to use recycled paper whenever possible.

DON'T:

Georgia Gwinnett College supports the ethical use of resources. [Who is Georgia Gwinnett College?]

20. Keep extraneous or background information, such as mission statements or summaries of the history of the topic, to a minimum in policies as they add unnecessary length and verbiage, making it harder for readers to find the necessary information in the policy.