

Appendix A

**PALO ALTO COLLEGE  
COLLEGE PROCEDURES**

Procedure Number:

Procedure Title:

Relevant Board/SACSCOC Policy:

Originating Unit:

Maintenance Unit:

I. Purpose: The purpose of this line of the procedure template is to show the indenting of the purpose part of the procedure.

II. Procedure statement:

If there is prefatory or background information relevant to the procedure, it could be placed here as an unnumbered paragraph in the outline, with actual steps of the procedure beginning with "A." below.

A. First component of Procedure Statement

1. First subcomponent of Procedure Statement

a. First sub-subcomponent of Procedure Statement

b. Second sub-subcomponent of Procedure Statement

2. Second subcomponent of Procedure Statement

B. Second component of Procedure Statement

Attachments:

Date Created: \_\_\_\_\_

Date Updated/ Approved: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Vice President of College Services

\_\_\_\_\_  
Vice President of Academic Success

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Vice President of Student Success

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President