**Dartmouth College Policies Portal**

**Policy Template for New Institutional Policies**

The following is an informal template for new policies on Dartmouth College’s Policy Portal. For a complete list of policy fields, please visit: <https://policies.dartmouth.edu/about/information-about-policy-fields>.

Note: policy fields with an asterisk (\*) are required fields in the Policy Portal.

**Quick Hints**:

* Avoid underlining; it can be confusing if underlining looks like web links.Using **bold** or *italics* to emphasize text are better options.
* Web Accessible Links – Best Practices
	+ Use clear, short, and descriptive link names.
	+ When possible, use the title of the destination web page.
	+ Do not use vague titles such as, “Click Here”, “More”, “Info,” or “Follow" because these link names tell a screen reader nothing about the content of the link.
* Web Accessible Tables – Best Practices
	+ Use a simple layout.
	+ Use a title (caption) for the table.
	+ Use descriptive and concise row and column heading labels.
	+ Use each table cell to relay only one piece of information or data.
	+ Do not merge cell contents.

**Policy Name\***

**Effective Date\***

**Last Revised Date**

**Office of Primary Responsibility\***

**Office(s) of Secondary Responsibility**

**Summary of Policy\***

**Reason for Policy**

**Policy Statement\***

**Exclusions & Exceptions**

**Definitions**

**Related Information**

**Ramifications**

**Procedure** *[describe, provide Website URL, or attach document with submission]*

**Forms** *[attachments]*