# 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. Policy fields with an asterisk (\*) are required fields in the Policy Portal.

For a complete list of policy fields, please visit: <https://policies.dartmouth.edu/about/information-about-policy-fields>.

### 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]*

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
	1. Use clear, short, and descriptive link names.
	2. When possible, use the title of the destination web page.
	3. Do not use vague titles such as, “Click Here”, “More”, or “Follow" because these link names tell a screen reader nothing about the content of the link.
* Web Accessible Tables – Best Practices
	1. Use a simple layout.
	2. Use a title (caption) for the table.
	3. Use descriptive and concise row and column heading labels.
	4. Use each table cell to relay only one piece of information or data.
	5. Do not merge cell contents.