

## CMS Style Guide for Policies

Policies are added or revised in CMS (Content Management System) based on Cabinet-approved Policy submissions, via either the New Policy Proposal Template or the Policy Revision Process, both found on the [Policy Resources webpage](#) under Fillable Templates. RCE Assistants are responsible for transferring all provided information into the appropriate policy fields in CMS for new or revised policies.

*Please note: When an existing CMS policy is revised, it must go through the RCE for review and final Cabinet approval. To start this process, the original policy must be copied into a Word document, with red crossed-out font to indicate deleted text and green bold font to indicate new text, and sent to [policy@brockport.edu](mailto:policy@brockport.edu). Cabinet may also require a second Word version in final form.*

### File Naming

Example of a valid policy file name: aa\_academic\_affairs\_credit\_contact\_hours.pcf

1. Use all lowercase text.
2. Use the underscore “\_” between words, not spaces (you can use hyphens, but this should be avoided if possible).
3. A period may only be used at the end of the file name, before the extension (i.e.: filename.pcf).
4. The first part of the file name corresponds to the Responsible Cabinet Executive (RCE):

<b>Responsible Cabinet Executive (RCE)</b>	<b>Abbreviation</b>
President	pres_
Provost and Vice President for Academic Affairs	aa_
Vice President of Administration and Finance	af_
Vice President for Advancement	adv_
Vice President of Enrollment Management & Student Affairs	emsa_
Vice President for University Relations	ur_

5. The second part of the file name corresponds to the responsible department or unit:

<b>Department / Unit</b>	<b>Abbreviation</b>
Academic Advisement	advisement_
Academic Affairs	academic_affairs_
Administration and Finance	admin_
Affirmative Action	affirm_action_
Campus Life	campuslife_
College-Wide Mandatory Report	report_
College-Wide Notification	notification_
College-Wide Policy	collegewide_
Community Development Office	community_dev_
Department Chairs	dept_chairs_
Department of Athletics	athletics_
Department of Research, Analysis and Planning	research_
Division of Enrollment Management	enrollment_management_
Financial Aid	financial_aid_
Graduate Program	graduate_
Grants Development	grants_
Hazen Center for Integrated Care	hazen_
International Student Services	international_

Library, Information, and Technology Services	lits_
Office for Students with Disabilities	osd_
Office of Environmental Health and Safety	health_safety_
Office of Provost	provost_
Office of Residential Life and Learning Communities	reslife_
Office of Student Accounts	accounts_
Office of Student Employment	student_employment_
Office of Undergraduate Admissions	admissions_
Parking and Transportation Services	parking_
Professional Education Council	pec_
Professional Education Unit	peu_
Registration and Records	registration_
Student Conduct Office	conduct_
Student Retention	retention_
Undergraduate Student	ug_
University Police	police_
Vice President of “department”	vp_
Vice Provost	vprovost_

6. The last part of the file name should be the actual policy name, abbreviated if necessary.

## Field Notes

### 1. Top Data Box

#### A. Category Assignment - There are seven categories and selection is based on the following criteria:

- 1) Academic Affairs and Research – This category covers policies related to the college’s academic mission which includes teaching, academic research and outreach planning.
- 2) Administration and Operations – This category covers policies related to the general administrative duties and operation of the College.
- 3) Business and Financial – This category covers policies related to the financial or business functionality of the College – including, but not limited to: accounting, budgeting, procurement and travel.
- 4) Human Resources – This category covers policies (including rules, related procedures and information) that impact all employee groups’ working relationship with the College.
- 5) Information and Technology – This category covers policies that deal with the dissemination and protection of information and data which includes implementation of security standards for campus systems, access, and technology usage.
- 6) Student – This category covers a broad range of policies which are applicable to those with the status of student.
- 7) Other – This category covers policies that do not qualify for inclusion in the aforementioned categories.

#### B. Responsible Unit - The Responsible Unit should be spelled out as much as possible.

#### C. Responsible Exec - The Responsible Cabinet Executive (RCE) for the above named Unit/Department should be entered by title (not name), as follows:

- President
- Provost and VP for Academic Affairs
- VP for Administration and Finance
- VP for Advancement
- VP for Enrollment Management and Student Affairs

- VP for University Relations

D. Adoption Date, Last Revision Date, Last Review Date - If there is no known date for one of these fields, the term “Unavailable” should be used, not “Unknown.”

## 2. Definitions

If no information exists for this field, the following statement should be utilized (and italicized):

*There are no definitions for this policy at this time.*

## 3. Links to Related Procedures and Information

If no information exists for this field, the following statement should be utilized (and italicized):

*There are no links for this policy at this time.*

## 4. Contact Information

This field should reference a person by title (rather than by name), with a main unit email linked or a main unit phone number listed.

## 5. History Box

When a policy is updated, it must be noted in the history section at the bottom of the policy. Use “Revision Date” in the first column, followed by the date the revision was approved, and then a brief summary of what the revision entailed.

If there is no known date for a field, the term “Unavailable” should be used, rather than “Unknown.”

# Styling Information

## 1. Subheadings

All subheadings after main headings (i.e.: Policy Statement, Purpose, Definitions) should be set to <Heading 3>.

## 2. Lists or Numbered Items

Any lists or numbered items should be indented from the left margin.

## 3. Underlining

Do not utilize underlining, as this is reserved for web links.