



COLLEGE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Procedure Manual: Formatting	BH - II	4	6/30/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
B - Local Governance	Administrative Rules and Regulations	BH (LOCAL)	6/30/2025

PURPOSE

This document provides information on how to properly format a College Procedure when creating or revising procedures.

PROCEDURE

All College Procedures should be drafted from the “McLennan Community College Procedure Template” found within the appendix of this procedure. The template includes the use of a procedure header, Board Policy reference header, purpose, and Narrative and adheres to a distinct set of formatting guidelines to ensure readability, accessibility, consistency, and clarity.

Document Header

The document header contains the College logo.

Document Footer

The document footer contains:

- **Procedure Number:** This is the number of the procedure and should correlate to the Board Policy and be followed with a sequential roman numeral. Example: AB – I
 - If there are multiple, related procedure that should be grouped together, the roman numeral may be followed by lowercased letters, starting with the letter “a”. Example: AB – I – a



College Procedure Manual Reference Information

- **Procedure Title:** This is the title of the College Procedure as it will appear on the College's website and in potential campus documentation or other College Procedures.
- **Procedure Number:** This is the number of the procedure and should correlate to the Board Policy and be followed with a sequential roman numeral. Example: AB – I
 - If there are multiple, related procedure that should be grouped together, the roman numeral may be followed by lowercased letters, starting with the letter "a". Example: AB – I – a
- **Pages:** This is the number of pages in the College Procedure. For the example, if the College Procedure document is two (2) pages in length once finalized, "2" would be listed number of pages.
- **Date Adopted:** This date references the date the President approved this procedure to be added to the College Procedure Manual.

Board of Trustee Policy Reference Information

- **Section:** This refers to the Section from the McLennan Community College Board Policy Manual that correlates to the College Procedure. The sections of the Board Policy Manual are:

A - Basic District Foundations

B - Local Governance

C - Business and Support Services

D - Personnel

E - Instruction

F - Students

G - Community and Governmental Relations

- **Policy Title:** This is the title of the policy in the McLennan Community College Board Policy Manual that corresponds to the College Procedure.
- **Policy:** This is the letter(s) of the referenced McLennan Community College Board Policy Manual, and whether the policy is LOCAL, LEGAL, or both.
- **Date Adopted:** This date must reference the initial date that the Board of Trustees adopted the Policy that this College Procedure references. Most of the College's Policies were adopted to go into effect on June 20, 2025. Note: Policies may be updated and



revised regularly; it is important to use the date that the Policy being referenced was initially adopted by the Board of Trustees.

Body and Narrative

- Purpose Section: This section is optional and provides additional details on the purpose or reason for the procedure that may be necessary to provide supporting details.
- Procedure Section: This section provides details on all the additional details and/or actions that must be completed within the College Procedure.

FORMATTING GUIDELINES

In addition to the above outlined section information, when drafting and finalizing College Procedures, the following guidelines should be followed as standards:

- 1-inch top, bottom, left, and right margin
- Heading 1 Font Style: Calibri (Body) 14-point font, bold, all letter capitalized, 0pt spacing before, 6pt spacing after the line, and single line spacing.
- Heading 2 Font Style: Calibri (Body) 13-point font, bold, 0pt spacing before, 6pt spacing after the line, and single line spacing
- Heading 3 Font Style: Calibri (Body) 12-point font, bold and underline, 0pt spacing before, 4pt spacing after the line, and single line spacing
- Normal Font Style: Calibri (Body) 12-point font, 6pt spacing after the line, and single line spacing
- Include page numbering to appear in the bottom right of the document in the footer.
- Only use a bulleted list only to visually draw attention to items in the list without requiring the items to be in a certain order or sequence
- Any reference to “the College” should be made with a capital “C”
- Spell out all titles in their entirety for the initial reference, with the applicable acronym directly following in parentheses (e.g. “Vice President of Instruction and Student Engagement (VPISE)”).
 - Subsequent references to this title within the same document must then be labeled using only the acronym (e.g. “VPISE”).
 - If there are no subsequent references within the document, do not include the acronym after the lone reference.



Template

COLLEGE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
[Insert Procedure Title]	[Insert Procedure Number]	[Insert Number of pages]	[Date Procedure was Adopted]

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
[Insert Board Policy Section]	[Insert Board Policy Title]	[Insert Board Policy Number]	[Date Board Policy was Adopted]

PURPOSE

PROCEDURE

Subheading