**COMMUNITY COLLEGE OF DENVER**

Title:

* + - * Click File -> Save As -> Browse, to give your instrument a title.
			* The title of your instrument must use plain English and must convey the purpose of this guideline.
			* You must use the indent function to align these header rows.

Guideline #: Will be assigned by the CCD instruments committee.

Approved By: Dr. Everette J. Freeman, President

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

1. Purpose

Please state the reason for this form. Is there a CCCS, state, or national standard we are following, or a best practice. Will this form provide a clear set of directions to ensure consistent practices here at CCD.

1. Definitions

Please define any technical terms here, or any acronyms you may use. It must use this format:

1. Term – The definition written as a sentence.
2. Term - The definition written as a sentence.
3. Guideline

Please list all elements of your guideline in logical order, using plain English or terms you have already defined. It must use this format:

1. Title of first section of guideline

Explanation of this part of the guideline.

* Any lists required within each section should be delineated in this manner.
1. Title of second section of guideline

Explanation of this part of the guideline.

* + Any lists required within each section should be delineated in this manner.

Approvals: You must use the indent function to align these two rows

All dates of approval for this form, listed from oldest to newest.

References: Please list any other instruments (CCD, CCCS, Colorado, or national) that you used in completing this form, and provide the link.

Style Guide:

1. The font must be Verdana, Normal, 12-point, Black.
2. Do not remove any sections of this guideline template. All sections must be completed.
3. The margins already set in this template, must not be modified.
4. Do not modify the 0.25-inch header, footer, and indent settings already set in this template.
5. Please use only **bold** text to indicate emphasis.
6. Do not use underlining for emphasis. Insert URLs by clicking the “Insert” tab and selecting Hyperlink.
7. To create accessible text boxes, follow the instructions at: [Creating Accessible Text Boxes](https://www.ccd.edu/docs/microsoft-word-guide-creating-alternative-accessible-text-boxes)
8. To create accessible tables, follow the instructions at: [Creating Accessible Tables](https://www.ccd.edu/docs/microsoft-word-guide-alternatives-complex-tables)
9. Separate paragraphs with a blank line.