

# PROCEDURE NUMBER Enter Procedure Name

**Policy Type**: Enter Academics and/or Administrative/Operations

**Revision Date**: N/A or Month DD, YYYY

**Training Required**: Yes or No

## Selected Procedure, Guideline or Protocol

All procedures that are part of a policy are required to be formatted with the above header.

If and/or when applicable, Responsible Administrators are encouraged to include other demonstrative documents that may assist in comprehension, implementation or execution of the policy.

If a work flow chart or calendar is needed, please add the content in the following format:

### Step/Day 1

Enter description

### Step/Day 2

Enter description

* Enter bullet points, if needed

### Step/Day 3

Enter description