

Procedure Name

**For Policy (Name), Number (#)**

# Reason for Procedure

Briefly explain the reason and background for the procedure.

# Coverage

Describe whom the procedure applies to – staff, students, faculty, and/or third parties such as vendors, consultants, visitors to campus, etc.

# Definitions

Definitions for terms used in this procedure.

# Procedure

## Sub-section Title (if needed)

Procedure (*include only information that helps members of the campus community complete tasks or take actions required by the related policy; you do not need to restate the policy here*)

# Related Information & Resources

* [Hyperlink]
* [Hyperlink]
* [Hyperlink]

# Contacts

* Name, email, phone number
* Name, email, phone number