



| TITLE | Category<br>Policy #<br>Approval/Latest Revision Date |
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**PURPOSE:**

A concise statement for the purpose and scope of the policy

**POLICY:**

A guide or governing principal

**DEFINITION:**

List the definition of terms as needed. List ONLY unique terms that, by being defined, would add to the reader's understanding of the policy.

**PROCEDURE:**

If applicable, this section provides the University community with a sequential, step-by-step guide of all actions required to comply with the policy. The procedures should be clear and concise.

1.0 XXXXX

A. XXXXX

1. XXXXX

a) XXXXX

1) XXXXX

(a) XXXXX

(1) XXXXXX

2.0 XXXXX

**REFERENCES:**

Federal and state laws and regulations, accreditation standards, other policies or other references directly applicable to the policy.

**DOCUMENT HISTORY:**

List who the policy was approved, revised and/or reviewed by, with date.