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| **1.0** | **POLICY STATEMENT** | | | |
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| 1.1 | [Click to Enter Text Here] Describe what the policy is meant to achieve; the requirement(s) of the University community that the policy establishes | | | |
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| **2.0** | **PURPOSE** | | | |
|  | | | | |
| 2.1 | [Click to Enter Text Here] Describe the need for the policy | | | |
|  | | | | |
| **3.0** | **APPLICABILITY** | | | |
|  | | | | |
| 3.1 | [Click to Enter Text Here] Describe who the policy applies to; who needs to comply with the policy | | | |
|  | | | | |
| **4.0** | **DEFINITIONS** | | | |
|  | | | | |
| **[Click to Enter Term Here] Define key terms that are used in the policy** | | | | |
| [Click to Enter Definition Here] | | | | |
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| **[Click to Enter Term Here]** | | | | |
| [Click to Enter Definition Here] | | | | |
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| **5.0** | **POLICY ELEMENTS** | | | |
|  | | | | |
| 5.1 | **[Click to Enter Text Here] Set out the conditions and restrictions of the policy; roles and responsibilities.** | | | |
|  | | | | |
|  | 5.1.1 | [Click to Enter Text Here] | | |
|  | | | | |
|  | 5.1.2 | [Click to Enter Text Here] | | |
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|  | 5.1.3 | [Click to Enter Text Here] | | |
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|  | | 5.1.3.1 | | [Click to Enter Text Here] |
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|  | | 5.1.3.2 | | [Click to Enter Text Here] |
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| 5.2 | **[Click to Enter Text Here]** | | | |
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|  | 5.2.1 | [Click to Enter Text Here] | | |
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|  | 5.2.2 | [Click to Enter Text Here] | | |
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|  | 5.2.3 | [Click to Enter Text Here] | | |
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|  | | 5.2.3.1 | | [Click to Enter Text Here] |
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|  | | 5.2.3.2 | | [Click to Enter Text Here] |
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| 5.3 | **[Click to Enter Text Here]** | | | |
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|  | 5.3.1 | [Click to Enter Text Here] | | |
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|  | 5.3.2 | [Click to Enter Text Here] | | |
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|  | | 5.3.3.2 | | [Click to Enter Text Here] |
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| 5.4 | **[Click to Enter Text Here]** | | | |
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|  | 5.4.1 | [Click to Enter Text Here] | | |
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|  | | 5.4.3.2 | | [Click to Enter Text Here] |
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| **6.0** | **ASSOCIATED PROCEDURES** | | | |
|  | | | | |
| * [Click to Enter Text Here] List titles of the procedures that relate to the policy and that specify the action steps required to meet policy requirements | | | | |
|  | | | | |
| * [Click to Enter Text Here] | | | | |
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| * [Click to Enter Text Here] | | | | |
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| * [Click to Enter Text Here] | | | | |
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| **7.0** | **RELATED POLICIES, FORMS, AND OTHER DOCUMENTS** | | | |
|  | | | | |
| * [Click to Enter Text Here] List related University policies, legislation, and forms/templates, etc. | | | | |
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| * [Click to Enter Text Here] | | | | |
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| * [Click to Enter Text Here] | | | | |
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| * [Click to Enter Text Here] | | | | |
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| **8.0** | **ACCOUNTABILITY** | | | |
|  | | | | |
| **Policy Sponsor** | | | | |
| [Click to Enter Text Here] Name the Executive Officer who is ultimately responsible for the subject matter of the policy | | | | |
|  | | | | |
| **Responsible Office** | | | | |
| [Click to Enter Text Here] Name the University department, unit or division who is responsible for administering the policy | | | | |
|  | | | | |
| **9.0** | **HISTORY** | | | |
|  | | | | |
| **Relevant Dates** | | | | |
|  | | | | |
| Approved: | | | **YY.MM.DD** | |
|  | | | | |
| Effective: | | | **YY.MM.DD** | |
|  | | | | |
| Next Review: | | | **YY.MM.DD** | |
|  | | | | |
| **Modification History** | | | | |
|  | | | | |
| **YY.MM.DD:** | | | [Click to Enter Text Here] Summary of the changes made | |
|  | | | | |
| **YY.MM.DD:** | | | [Click to Enter Text Here] | |
|  | | | | |