|  |  |  |
| --- | --- | --- |
| **1.0** | **ASSOCIATED POLICY** | |
|  | | |
| * [Click to Enter Text Here] Name the associated policy | | |
|  | | |
| **2.0** | **DEFINITIONS** | |
|  | | |
| **[Click to Enter Term Here] Define key terms that are used in the procedure if applicable** | | |
| [Click to Enter Definition Here] | | |
|  | | |
| **3.0** | **PROCEDURE ELEMENTS** | |
|  | | |
| 3.1 | [Click to Enter Text Here] Outline/describe the procedure | |
|  | | |
| 3.2 | [Click to Enter Text Here] | |
|  | | |
| 3.3 | [Click to Enter Text Here] | |
|  | | |
| 3.4 | [Click to Enter Text Here] | |
|  | | |
| **4.0** | **RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS** | |
|  | | |
| * [Click to Enter Text Here] List related University procedures, legislation and forms/templates, etc. | | |
|  | | |
| * [Click to Enter Text Here] | | |
|  | | |
| * [Click to Enter Text Here] | | |
|  | | |
| * [Click to Enter Text Here] | | |
|  | | |
| **5.0** | **ACCOUNTABILITY** | |
|  | | |
| **Responsible Office** | | |
| [Click to Enter Text Here] Name the University department, unit or division that is responsible for administering the procedure | | |
|  | | |
| **6.0** | **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] |
|  | | |