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| --- | --- | --- |
| **Title:** | **Type** |  |
| No: | Approval Date: | |
| Responsible Office: | Approved By: | |
| Next Review: | Revision No: | |

**I. Purpose/Introduction/Rationale**

**II. Definition**

**III. Procedure or Application**

A.

1.

2.

3.

B.

1.

2.

3.

**IV. Related Policies or Applicable Publications**

*See also: [please provide information on related College policy or publications, if applicable]*

**V. Effective Date**

This policy is effective [add effective date here] and supersedes all previously issued versions.

**VI. Appendices/Supplemental Materials**

[*if applicable*]

**VII. Rationale for Revision**

[*if applicable*]