Contact Officer

Provide the position title rather than the name of a person

Purpose

A statement about the purpose of the guideline.

Guideline

Actual guideline.

Related Policies / Procedures

Name and link to related policies, procedures and guidelines.

Links

Links to relevant documentation, forms, explanatory notes.

<table>
<thead>
<tr>
<th>Date Approved</th>
<th>Year Month Day</th>
</tr>
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<tbody>
<tr>
<td>Approval Authority</td>
<td>Board, Senate, PVP, VPOC, VP, Dean, etc.</td>
</tr>
<tr>
<td>Related Policies, Procedures and Guidelines</td>
<td>Name and link to related policies, procedures and guidelines</td>
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