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| **GUIDELINE TEMPLATE** |
|  | **NAME OF GUIDELINE**  |

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| **Purpose** |
| *A statement about the purpose of the guideline.* |
| **Guideline** |
| *Actual guideline.* |
| **Contact Officer** | *Provide the position title rather than the name of a person* |
| **Date Approved** | *Month/Day/Year* |
| **Approval Authority** | *Board, Senate, SLT, etc.* |
| **Related Policies, Procedures, and Guidelines** | *Name and link to related policies, procedures, forms, etc.*  |