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| **POLICY TEMPLATE** |
|  | **NAME OF POLICY**  |
| Approval: | *Identify the appropriate approval body, (e.g., Board of Trustees, Senate, SLT, etc.)* |
| Responsibility: | *Indicate the senior administrative position responsible for the policy (the sponsor)* |
| Date: | *Date initially approved:**Date of last revision:* |

Definitions:Include definitions for terms with discrete meaning within the policy. Always capitalize defined terms when used in the policy.Purpose/Reason for Policy:*State the overarching purpose of the policy.*Scope of this Policy:*Scope may include the groups (students, faculty, staff) to which the policy pertains, or other statements with respect to time periods, geographic locations (e.g. all campus buildings), funds (e.g. operating funds, research funds), etc.* *This section should also reference other pertinent policies, legislation, regulations, collective agreements, etc. and explain their relationship to the policy.* Policy Statement:*The statement of policy should be brief and direct.*Responsibilities:*Indicate what responsibilities are assigned, and to which units/positions, under the policy. If there are different categories or levels of responsibility, this section can be used to delineate these.*

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| Responsible Officer |  |
| Contact Officer |  |
| Date for Next Review | Month/Day/Year |
| Related Policies, Procedures, and Guidelines |  |
| Policies Superseded by This Policy |  |

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