



[ENTER GUIDELINE NAME]

Date Initially Approved: *Click or tap to enter a date.*

Date of Last Revision, if applicable: *Click or tap to enter a date.*

PURPOSE OF GUIDELINE

[Delete after completing this section – State the overarching purpose of the guideline.]

GUIDELINE

[Delete after completing this section.]

Related Policies, Procedures, Guidelines: *Click or tap here to enter text.*

Contact: *Click or tap here to enter text.*

Date for Next Review (five years from initial approval): *Click or tap to enter a date.*

Please submit your final package to the Secretariat at policies@queensu.ca .