

GUIDELINE TEMPLATE



NAME OF GUIDELINE

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.

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