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UNIVERSITY POLICY TEMPLATE

**Title:**

**Effective Date:**

**Supersedes:**

**Issuing Authority:**

**Responsible Officer:**

**Statement of Policy**

This section should include a statement of the Policy and the purpose of the Policy.

## To Whom the Policy Applies

This section should state the members of the University community to whom the policy applies.

## Policy and Procedures

**Definitions**

Definitions may be placed earlier in the Policy if that facilitates the readability of the Policy.

## Related Policies