# Title of Procedure

Category: Select an item

Name of Responsible Office:

Title of Responsible Executive: Select an item.

Date Established: Select a date[To be completed by Administration]

Date Last Approved: Select a date [To be completed by Administration]

## Description of Procedure

Procedure Subsection (if applicable)

Often more complex procedures will require the procedure section to include one or more sub-sections to provide clarity and increased readability. (e.g., Subsection A., Subsection B.)

(Start Typing Here)

## Definitions (if applicable)

(Start Typing Here)

## Related Information (if applicable)

### College Documents

Title of related college policy, procedure, or form linked when applicable

(Start Typing Here)

### External Documents

Title of related external document linked when applicable

(Start Typing Here)