Title/Subject: ENTER HERE

Applies to: [ ] Faculty [ ] Staff [ ] Students [ ] Student Employees [ ] Visitors [ ] Contractors

Effective Date of This Revision: Enter Date in the format: MM DD, YYYY

Contact for More Information: Enter Department/Office

[ ] Board Policy [ ] Administrative Policy [ ] Procedure [ ] Guideline

**BACKGROUND:**

Type or cut and paste paragraph(s) for this section. Leave blank if not applicable. To spellcheck his section, make sure you have selected and replaced the entire area with your text (the background should be white). Keep special formatting to a minimum.

**PURPOSE:**

Type or cut and paste paragraph(s) for this section. Leave blank if not applicable. To spellcheck this section, make sure you have selected and replaced the entire area with your text (the background should be white). Keep Special formatting to a minimum.

**DEFINITIONS:**

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**POLICY:**

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**PROCEDURE:**

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