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|  **Title #**  |

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| **INITIAL EFFECTIVE DATE:***Month/Day/Year* | **LAST REVISION DATE:***Month/Day/Year* | **RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT** |

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| **PROCEDURE STATEMENT***A procedure supports a policy by describing in detail the process to implement the policy. The procedure area is used to define how the policy will be administered and operationalized. Write the procedure in a clear, concise and easily understood manner. Keep it as simple and straight forward as possible. This area will typically be longer than the policy statement.* |