

DIN: (to be assigned by manager)
Name of Process:

Purpose
(Indicate what this process is for.)

Scope
(Indicate to whom this process applies.)

Definitions
 The following is a list of key definitions:

Term/Phrase	Definition

Process
 The table below describes responsibilities for this process:
(Write the stages, who does each, and what the stage entails. Typically a new stage starts when the policy changes hands.)

Stage	Who	Description
		IF
		THEN

Supporting references
 Listed below are college documents that support this process:

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/29/05 11:30 AM
Document Number: 1001-4-02	Rev.	Page 1 of 1	Level #
Title: Process Template			Implementation Date: