

**DIN:** (To be assigned by Policy Manager)

**Name of Procedure:**

*(NOTE: A procedure is typically a step-by-step list of actions taken by one person from beginning to end.)*

**Purpose**

**Scope**

*(Identify the position [rather than name of person] who does this procedure.)*

**Definitions**

The following is a list of key definitions:

Term/Phrase	Definition/Description

**Procedure**

The table below describes the steps in this procedure:

Step	Action
1	
2.	
3.	
4.	
5.	
6.	

**Supporting references**

Listed below are college document(s) that support this procedure:

*(List here the process that this procedure is part of.)*

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