|  |  |
| --- | --- |
|  | ***Procedure Template*** |
| ***Procedure Title*** |
| **Policy:** Name of the policy with which the procedure will be associated |
| **Category:** Administrative or Academic or Academic-Administrative | **Approval Date:** |
| **Procedure Owner:** e.g. Academic Policy Committee or other | **Effective Date:** |
| **Procedure Administrator:**  | **Review Period:** |
| **Associated Documents:** *List any other policies, additional procedures, manual, forms, etc. a user should have in order to understand or implement this procedure. These will be hyperlinked for ease of access.* |

**PURPOSE**

*In plain language, what is the purpose of this procedure?*

*Example: To outline the procedures for….*

**PROCEDURE**

*List steps to be followed, in plain language, and using single-level numbered lists. If sub-sections are required, use a bold and italicized sub-heading followed by a single-level numbered list restarting with 1 after each sub-heading.*

***Sub-heading*** *(if required)*

**DEFINITIONS**

*List any words requiring a definition. Definitions should only be included for words used in a non-standard or specific-to-RDC manner. Definitions will be hyperlinked to an online repository. The definition will not normally appear in full in the manual. Note: until the online repository is available, definitions will remain in the manual in full at the end.*