|  |  |
| --- | --- |
| Logo  Description automatically generated |  |
| **Title of Procedure** |
| **Parent 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 the procedure(s) or forms that are directly associated with this procedure. These are the documents that a reader needs in order to understand how to follow the procedure and the parent policy. These will be hyperlinked for ease of access. |

**PURPOSE**

In plain and succinct language, describe the reason the procedure exists. Example: “This procedure establishes the required action to be taken in response to…” or “This procedure describes how make a complaint under the XYZ Policy.”

**PROCEDURE**

In plain and succinct language, list the steps to be followed using single-level numbered lists.

Sub-headings are recommended and should use a bold and italicized sub-heading followed by a single-level numbered list restarting with 1 after each sub-heading.

***Sub-heading #1***

1. Example
2. Example

***Sub-heading #2***

1. Example
2. Example

**DEFINITIONS**

List and define terms or phrases that are intended to be used in a non-standard manner or are unique to Red Deer Polytechnic.