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[; Insert purpose and rationale here. Keep it concise and clear. Use easy-to-understand language]

[; Who/what areas of the college does this policy apply to? Who does the policy NOT apply to, if there are any exceptions?]

[; List and define applicable words that will aid in the understanding of the policy. Define clearly for the reader what is meant by specific terms that may not be commonly understood. This section is intended to define phrases or terminology that would normally be expected to be understood by the general College community. If no terms need definition, write "There are no specific terms that need to be defined to understand this policy."]

Definition

Definition



[; Statements of key importance that clearly articulate policy values and outline the parameters of the policy; Use a numbered list to list principles; use a heading title for each principle if applicable and aids in summarizing principle]

Principle 1

Principle 2