

# **CU Boulder Procedure**

**Procedure Title:**

**CU Boulder Functional Area**:

**Brief Description:** [Each University policy shall be drafted to promote an understanding of rights and responsibilities by impacted University faculty, staff, students and visitors.]

**Effective:**

**Approved by:**

**Procedure Owner:**

**Procedure Contact:** [include position title and email address]

**Last Reviewed/Updated:**

**Applies to:** [i.e. Staff, faculty, students]

**Reason for Procedure:** [Insert brief reason for policy (i.e. to comply with state or federal law or to implement a regent law or administrative policy statement).]

## Introduction

## Definitions

## Policy Statement

## Procedures

## Related policies, forms, guidelines and other resources (include links to each resource)

## History

* 1. Adopted:
	2. Revised:
	3. Last Reviewed:

## Categories

* 1. What buckets does the policy fall into? Examples:
		1. Staff, faculty
		2. Proposal, adoption