

# **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

## Procedure Statement

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

## History

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