**University of Colorado Boulder Procedure**

**Topic: [Procedure TITLE]**

**Original** **Revised** \_\_\_

**Procedure Owner**:

**Procedure Contact**:

**Original Effective Date:**

**Revised Date**:

## I. Purpose

## II. Procedure

## III. [optional – use for definitions, resources, process, other information, etc.]

## IV. [optional – use for definitions, resources, process, other information, etc.]

*Note: Related policy should be attached in a separate document. See* [*http://www.colorado.edu/policies*](http://www.colorado.edu/policies) *for some examples of completed policies*