**Procedure Area**

(G – Governance, Organization, and General Policies)

Number – (G-010, etc.)

Name:

**Purpose**

Only needs to be 2 or 3 sentences, if possible.

**Applies To**

(System Office; Community Colleges; Colleges of Applied Technology)

**Definitions**

If needed.

**Procedure**

Format as I.A.1.a.(1)(a)(i) (DO NOT use numbered lists, or bullet points) (NO “stand-alone” paragraphs or sentences)

**Source**

The policy that the procedure explains and date approved by President’s Council.

**Related**

Any related policy or procedure.

**Exhibits**

Any attachments to the procedure – Exhibit # and name. Include exhibits in transmittal to legal only.