 MICHIGAN TECHNOLOGICAL UNIVERSITY

Policies and Procedures

Form 1.01.1.4 Procedure Template

Once the template is complete, electronically forward to [policy@mtu.edu](mailto:policy@mtu.edu).

**Procedure Number:** (Will be assigned by policy coordinator)

**Title:** *(Name identifying the procedure.)*

[Enter your text here. Required.]

**Senate Proposal:** *(No/Yes. Indicates whether or not the policy originated from a University Senate proposal. If yes, the policy requires Senate approval for changes to the policy.)*

[Enter your text here. Required.]

**Responsible University Officer:** *(Title of the University officer (provost, vice president) responsible for implementing the policy and ensuring necessary procedures and guidelines are developed.)*

[Enter your text here. Required.]

**Responsible Office:** *(Name of University office with responsibility of implementation of the policy.)*

[Enter your text here. Required.]

# Introduction

(A brief description of what is accomplished by the procedure and the numerical process list. Example: 1.2.3.)

[Enter your text here. Required.]

# Process

(Required elements for any procedures supporting the policy.)

[Enter your text here. Required.]

# Related Information

(Include here any supporting information for this procedure or policy.)

[Enter your text here. Required.]

# Appendices

(Any lengthy or complex reference information that would disrupt the flow of the other sections.)

[*Enter your text here – if applicable*.]

# Forms and Instructions

(The forms and associated instructions that are used in direct support of the procedure.)

In support of this procedure, the following forms/instructions are included:

[Enter your text here – if applicable.]