

**East Stroudsburg University of Pennsylvania**

**Procedure Template**

**Title of Procedure:** Click here to enter text.

**Policy Number:** Click here to enter text. **Review Date #:** Click here to enter text. **Effective Date**: Click here to enter text. **Division:** Click here to enter text.

**Revised Date:** Click here to enter text. **Responsible Office:** Click here to enter text.

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1. **Summary:**
2. **Process:**
3. **Forms:**
4. **Related Procedures:**
5. **Other Related Information:**
6. **Contacts:**
7. **History:**
8. **Appendices:**