**Procedures for: *“Title of Policy”***

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| Office of Administrative Responsibility:  Policy Owner (Sponsor):  Procedures Approved by: | Category:  Policy Number:  Last Revision Date:  Effective Date:  Next Review Date: |

## Procedures (Procedures Steps):

## Procedures answer the question “Who?” and “How?”. Procedures describe how the organization will carry out its commitment on a given topic. Therefore, include in the procedures the roles, responsibilities, methods and chronological steps to take in a given situation.

## Definitions

The source of institutional approved definitions is in the Academic and Curricular Nomenclature.

Insert any definitions so that the reader of the policy or procedure can easily understand the context and meaning within the institution.

* **Office of administrative responsibility:** Indicate the office or department within the university that is accountable for the development, implementation of a specific policy, procedures and guidelines. This office ensures that the policy is effectively communicated, adhered to, and reviewed periodically to remain relevant and up-to-date. The office of administrative responsibility coordinates with other university units, departments and stakeholders to ensure compliance and address any issues related to the policy.
* **Policy Owner (Sponsor):** Indicate the senior administrative position responsible for the policy (the sponsor). See the link for latest list of contacts: https://governance.usask.ca/documents/governing/org-chart.pdf

## Related Policies/Documents

Lists and links to related University policies, procedures, and other relevant documents.  
[Academic and Curricular Nomenclature](https://governance.usask.ca/governance/nomenclature.php)

## Revision History

## Please list the historical information in chronological order from oldest to newest.

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| **Date initially approved and**  **date(s) re-formatted or revised** | **By who and what type of revision** | **Maintained by** |
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