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| --- | --- |
| **Policy Number** |  |
| **Policy Title** |  |
| **Responsible Officers** |  |
| **Responsible Offices** |  |
| **Summary** |  |
| **Definitions** |  |
| **Approving Body** |  |
| **Approval Date** |  |
| **Last Revision** |  |
| **Re-evaluation Date** |  |
| **Departmental Impact** |  |

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

**Policy Statement**

**Rationale**

**Policy Procedures**

**Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)