

**[ENTER GUIDELINE NAME]**

**Final Approval Body:**

**Senior Administrative Position with Responsibility for Guideline:**

**Date Initially Approved:** Click or tap to enter a date.

**Date of Last Revision, if applicable:** Click or tap to enter a date.

**PURPOSE OF GUIDELINE**

[Delete after completing this section – Provide a clear and succinct statement of the purpose of the guideline, including the name of the policy and/or procedure the guideline supports.]

[Type here]

**GUIDELINE**

[Delete after completing this section – Write out the actual guideline.]

**Related Policies, Procedures, Guidelines:**

**Guidelines Superseded by this Guideline:**

**Responsible Officer** (senior administrator ultimately responsible)**:**

**Contact:**

**Date for Next Review** (five years from initial approval)**:** Click or tap to enter a date.

Please submit your final package to the Secretariat at [policies@queensu.ca](mailto:policies@queensu.ca) .