**Bergen Community College Policy #:**

**Board of Trustees Effective Date:**

**Section: Responsible Official:**

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**[Policy Title]**

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**Policy Statement:**

[insert text]

**Reason for Policy:**

[insert text]

**Who Should Read This Policy:**

[insert text]

**Definitions:**

[insert text]

**The Policy:**

[insert text]

**Procedure:**

[insert text]

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Related Documents/Policies:**

[insert text]

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Policy History: (adopted/amended)**

Adopted:

Amended: