**BERGEN COMMUNITY COLLEGE POLICY [TEMPLATE]**

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| **Policy Name:** |  |
| **Section #:** |  | **Section Title:** |  | **Former #:** |  |
| **Approval Authority:** |  | **Adopted:** |  | **Reviewed:** |  |
| **Responsible Executive:** |  | **Revised:** |  |
| **Responsible Office:** |  | **Contact:** |  |

1. **Policy Statement**
2. **Reason for Policy**
3. **Who Should Read this Policy**
4. **Resources**
5. **Definitions**
6. **The Policy**

1. **The Procedure**