



Responsible Office:
 Contact:
 Originally Issued:
 Revised:
 Document ID:
 URL:

SECTION I. Process Information

Process Name:

Description:

Actor: (i.e. who performs the process)

Trigger(s): (e.g. calendar date, receipt of a form, student request, etc.)

Outcome/Motivation:

SECTION II. Process Steps

This section should describe a “how to” process. The process should reference policies, forms, and outline required action according to job function. Include screen shots, tables and/or other tools.

- 1.

SECTION III. Related Documents

List the names of related university/department internal and external documents that provide helpful, relevant information. (Attach file if readily available)

Documents

SECTION IV. Related Policies

List the names (if any) related system and/or university policy that trigger/provide helpful, relevant information.

University Documents

SECTION V. Contacts

The first item is usually “Policy clarification” which directs the reader to the Responsible Office. Other items relate to subject matter in the document about which the reader may have follow-up questions.

Subject Matter (alphabetical order)	Office Name (not the name of an individual)	Telephone Number	Email/URL

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SECTION VI. Acronyms/commonly used terms (optional)

Define acronyms/commonly used terms that have specialized meanings in the process.

Term (alphabetical order)	Definition

SECTION VII. Forms and Tools/Online Processes (optional)

Forms/Online Processes should be included with information on how to obtain any forms or perform any online processes.

SECTION VIII. Appendix (optional)

Appendices are used for informational material that is helpful, but not directly related to the performing of the process.

Section IX. Revision History

Created by:	Date:
Tested by:	Date:
Approved by:	Date: