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**RELATED DOCUMENTS, FORMS, AND TOOLS**

**University Policies and Documents**

University Policy 4.1, Formulation and Issuance of University Policies

**Other Documents**

State, federal, or local legislation

Resolutions, white papers, organizational reports

**Forms and Tools**

*The following forms and tools are available at* [*www.policy.cornell.edu/(volume)\_forms.*](http://www.policy.cornell.edu/(volume)_forms)

Form or Tool Name: Use this form to…(Description)

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**CONTACTS**

Please direct general questions this policy to your unit’s administration.

questions about specific issues, call the following offices:

If you have

**Subject**

**Contact**

**Telephone**

**E-mail/Web Address**

Policy Clarification and Interpretation

Responsible Office/Executive

Phone Number(s)

E-mail address

Web address

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**DEFINITIONS**

These definitions apply to terms as they are used in this policy.

**Term**

**Definition**

**Term 1**

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Proin suscipit. Sed tempor odio id tortor. Donec non augue. Quisque mattis, turpis nec ultrices nonummy, pede risus sagittis tortor, ac imperdiet nisi arcu non sem. Lorem ipsum dolor sit amet, consectetuer adipiscing elit.

**Term 2**

Aliquam erat volutpat. Pellentesque ullamcorper. Nulla eleifend tincidunt metus. Curabitur mollis pretium diam. Etiam malesuada dolor ut nisl. Sed auctor, justo ac tincidunt consectetuer, lacus pede tempor nunc, et aliquet massa ipsum volutpat ligula. Mauris risus.

**Term 3**

Curabitur eget nunc. Praesent tellus libero, sodales sit amet, dignissim eu, cursus ac, mauris. Nam ornare massa euismod pede.

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**RESPONSIBILITIES**

The major responsibilities each party has in connection with this policy are as

follows:

**Function**

**Responsibilities**

**Function 1**

Nulla lectus odio, cursus quis, mattis eu, sollicitudin in, magna.

Curabitur lobortis, dolor consequat ultricies imperdiet, lacus lectus tincidunt ipsum, et adipiscing nulla nulla vitae augue.

Duis ac ligula in tellus porttitor auctor.

Aliquam dictum, est a pellentesque hendrerit, ligula lacus faucibus diam, at gravida nulla mauris vitae dui.

**Function 2**

Nulla lectus odio, cursus quis, mattis eu, sollicitudin in, magna.

Curabitur lobortis, dolor consequat ultricies imperdiet, lacus lectus tincidunt ipsum, et adipiscing nulla nulla vitae augue.

**Function 3**

Duis ac ligula in tellus porttitor auctor.

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**PRINCIPLES**

**Overview**

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Vivamus semper. Maecenas

iaculis placerat pede. Aliquam lorem arcu, interdum sed, consequat non, lacinia ut, metus. Duis varius mi convallis lacus. Pellentesque massa nulla, sagittis in, convallis id, iaculis nec, augue. Aenean cursus luctus augue. Donec gravida ipsum id metus. Morbi eu quam at nunc euismod ullamcorper. In ornare elit a mi. Vivamus ornare eros in magna lacinia bibendum. Sed ac ante eget lectus ultrices imperdiet. Aliquam malesuada metus. Vivamus placerat mauris at est iaculis dignissim. Morbi magna felis, interdum ut, pellentesque ac, ullamcorper in, libero. Donec orci quam, volutpat nec, facilisis eget, consectetuer vel, ante. Nam elit velit, condimentum et, gravida rutrum, venenatis sed, velit. Fusce in mauris. Aenean congue sem non purus. Duis aliquam lacus non lorem.

Nulla vestibulum. Fusce porttitor turpis nonummy urna. Nam consequat mi quis

augue. Nam nisi. Maecenas ac tortor vulputate diam lacinia ultricies. Cras viverra risus. Vivamus in neque. Duis ullamcorper interdum nunc. Duis quis turpis sit amet eros lobortis interdum. Etiam ut nibh. Etiam malesuada leo vitae sem. Vestibulum in diam et lorem vulputate eleifend. Nulla facilisi. Fusce suscipit nulla sed quam. Donec ut ante. In eu dui et libero dictum tempus. Praesent laoreet lorem. Cras vestibulum, leo dapibus tempor mollis, arcu magna aliquet justo, quis rhoncus dolor nisi a nisi. In nibh lorem, pretium eu, feugiat sed, vehicula non, erat.

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**PROCEDURES**

**Task 1 (For example:**

**Formulating and Approving a Policy)**

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Ut mollis consequat justo.

Quisque tempus, quam quis nonummy scelerisque, turpis dolor accumsan est, sed consequat purus nibh quis arcu. Donec sed nisi. Vivamus lectus. In hac habitasse platea dictumst. Nam rutrum leo in ipsum accumsan gravida. Mauris ligula diam, gravida eu, commodo ut, placerat eget, turpis. Curabitur nisi lorem, mollis ac, ornare et, tempor vitae, lectus. Integer eu odio a purus adipiscing vestibulum. Fusce id ante.

Pellentesque in arcu nec ante aliquam auctor. Vivamus vitae erat. Curabitur vel leo.

Aliquam ultrices arcu. Donec sed libero. Aliquam erat volutpat. Quisque ligula nibh, fringilla quis, sodales sit amet, rhoncus et, nisl. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Proin ullamcorper porttitor eros. Aliquam erat volutpat. Praesent non quam. Proin sem mauris, rhoncus ut, dignissim a, consectetuer sed, massa. Nulla dictum tortor eu dolor. Integer urna.

Maecenas faucibus ligula id lacus. Vivamus in dolor vitae elit dignissim eleifend. Aliquam at enim et erat ultrices vulputate. Nam elementum dolor quis lacus.

**Task 2**

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Fusce massa. Phasellus

volutpat, leo vel dictum fermentum, leo mi lobortis elit, sit amet auctor odio augue eget purus. Sed augue. Nullam sodales vulputate tellus. Sed convallis rhoncus leo. Morbi ut nisl nec tellus posuere viverra. Cras enim est, consectetuer sit amet, gravida a, commodo et, orci. Aliquam imperdiet tincidunt ante. Proin lorem justo, posuere et, iaculis in, porta vel, magna. Maecenas commodo facilisis nisi. Aliquam massa. Nunc placerat velit ac turpis.

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**Task 3**

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mauris vestibulum adipiscing. Nunc quis justo vel lectus consectetuer consequat. Duis volutpat nisi eu ligula. Sed laoreet metus non magna. Duis orci libero, feugiat eget, fringilla sit amet, consectetuer sit amet, erat. Proin aliquam, erat sed interdum porttitor, lorem magna dictum turpis, sed ultrices massa lacus eu ante. Sed quis quam ut diam volutpat ullamcorper. Nullam elementum. Donec vel enim. Phasellus vitae urna.

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**APPENDIX**

**Subheadings**

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