**ISP ###P**

**[Name] Procedure**

**PURPOSE**

[Present tense fragment beginning “States procedures for…]

**SUMMARY**

[Complete sentence(s) giving an overview of the ISP, usually the same as is written in the corresponding ISP itself.]

**PROCEDURE**

1. [Step One.]

a. [Substep.]

1. [Step Two.]

**REVIEW HISTORY**

|  |  |  |
| --- | --- | --- |
| ISP Committee | Adopted | [Date] |
| College Council | Reviewed | [Date] |