

Policy Template

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Policy Title: *The title should accurately reflect the policy content in as few words as possible. Avoid acronyms as well as the words "Fort Lewis College," "college," and "college-wide."*

Policy Summary: *Type in one-sentence summary of the policy statement.*

Effective date: *Target date for implementation of policy (immediately upon approval, beginning of next academic year, etc.)*

Policy Statement: *Concise statement of the policy. Organize multi-point policy statements using this format: 1.A.i.a.*

Reason for Policy: *Specify the primary reason for this policy. Typical reasons are specified in Section 1.A. of "Development, Approval, and Review of Academic and Administrative Policies."*

Responsibilities:

For following policy: *Identify who must comply with the policy (e.g., all employees, cost center directors, students, etc.)*

For enforcement of policy: *Title of individual(s) with responsibility to enforce the policy.*

For oversight of policy: *President, Provost, Vice President for Finance & Administration, Vice President for Student Affairs, or Vice President for Advancement.*

For notification: Policy Librarian

For procedures implementing policy: *Title of the individual(s) with procedural responsibilities.*

Definitions (Optional):

In an alphabetical listing, define terms that have specialized or particular meaning in the policy.

Procedures (Optional):

Procedures may be listed here, hotlinking to procedural forms on a website, a Microsoft Word doc, or a PDF.

Cross-Referenced Policies (Optional): *In an alphabetical listing, identify by title statutes, regulations, and institutional policies that have been referenced in this policy.*

Consequences of Non-Compliance (optional): *Specify consequences for individuals who must follow the policy if they do so.*