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Policies by Category



Policies by Category

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- Instructional Policies
 - Attendance
 - Course Syllabus Policy
 - Disenrollment Policy
 - Final Examinations
 - Guidelines on Non-Discrimination on the Basis of Religion
 - Learning Management System
 - Student Athletes' and Athletic Training Students' Class Absence Policy
- Prior Learning Credit Policies
 - 2-2: Advanced Placement (AP), IB, CLEP & DSST Examinations
 - Credit by Examination
 - Credit for Prior Learning
- Research Policies
 - Institutional Animal Care and Use
 - Institutional Review Board
- Scheduling
 - Course Offerings and Cancellations
 - Course Scheduling - Fall and Spring
 - Course Scheduling - Summer
 - Waitlisting
- Transcripts
 - Academic Transcript Services (under development)
- Transfer Policies
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Advancement Policies

- Gift Policies
 - Coordination of Private Fundraising
 - Crowdfunding
 - Gift Acceptance Policy
 - Investment Policy of the Fort Lewis College Foundation
 - Memorial/Recognition Plaque Policy
 - Official Constituent Database
- Scholarship Policies
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Athletic Policies

- Student Athlete Handbook Policies
 - Part 3 - Student-Athlete Conduct Code
 - Part 4 - Substance Abuse Policy
 - Part 5 - Gambling, the NCAA and You
 - Part 7 - Student Athlete Relationships
 - Part 10 - Fort Lewis College Missed Class Policy
 - Part 11 - Financial Aid and Athletic Scholarship Policies
 - Part 12 - Athletic Training Center
 - Part 13 - Student-Athlete Complimentary Admission Policy
 - Part 15 - Policy on Social Networking Sites
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Business & Finance Policies

- Accounting Service Policies
 - 1-4: Student Accounts Receivable
 - 1-5: Commercial Accounts Receivable
 - 1-8: Journal Voucher Preparation
 - 1-14: Stale Dated Checks
 - 1-17: Special Projects - Self-Funded Activities
 - 1-19: Bank Reconciliations
 - 1-20: Accounts Receivable: Disclosure of Student Records
 - 1-21: Post Issuance Compliance
 - 1-22: Agency Funds
 - 2-9: Hospitality and Entertainment Policy: Guest Meals, Business Meals, Receptions
 - ACCT-0001 Cash Disbursements
 - ACCT-0002 Cash Receipts – College Cashier and Other College Departments
 - ACCT-0003 Change Funds
 - ACCT-0004 Petty Cash
 - ACCT-0005 Bad Debt Write Off
 - ACCT-0006 Military Tuition Assistance Refund Policy
- Budget Policies
 - 3-1 Budget Policy - Operating Budgets
 - 3-2: Internal Cost Allocations Methodology
 - 3-3: Education and General Fund Revenue
 - 3-4: Facilities Rental Income
- Finance and Administration Policies
 - 2-2 Receipt and Administration of Gift Funds
 - 2-3: Capital Assets
 - 2-4: Check and Signature Control
 - 2-6: Contribution of State Controlled Funds to a Separate Entity
 - 2-8: Course Fees
 - 2-11: Cell Phone Policy
 - 11-3: Alcohol Beverage Service
 - 11-4: On Campus Solicitation and Vending
 - 11-18: Lending of Equipment
 - 11-20: Identity Theft Prevention Program
 - Accepting and Processing Credit Cards
 - Institutional Fee Plan
 - Reimbursement of Moving Expenses for New Employees
 - Sale/Service of Non-Campus Dining Services Food
- Fiscal Rules - Introduction & Scope of Rules
- Purchasing Policies
 - 8-1 Central Stores and Warehouse Procedures
 - 8-4: Gift and Award Policy
 - Purchasing
- Travel Policies
 - 8-3: Travel Policy and Procedure

Enrollment Management Policies

- Academic Records
 - Disclosure of Attempted and Earned Credit by Undergraduate Students
 - Preventing Oral Disclosure of Student Records
 - Release of Deceased Student's Educational Records
- Admission
 - Applicants with Criminal History
- Financial Aid Advising
 - Student Financial Aid Advising Plan (under development)
- Award of Financial Aid
 - 2019-2020 Satisfactory Academic Progress for Federal Title IV, State, and Institutional Need-Based Financial Aid and State Merit Aid
 - 2020-2021 Satisfactory Academic Progress for Federal Title IV, State, and Institutional Need-Based Financial Aid and State Merit Aid
 - State of Colorado Need-Based and Merit-Based Financial Assistance Program
- Award of Scholarship
 - 2016-2017 Institutional Tuition Merit Scholarships
 - 2017-2018 Freshman Institutional Tuition Merit Scholarships
 - 2017-2018 Sophomore Achievement Tuition Scholarship
 - 2017-2018 Transfer Tuition Merit Scholarships
 - 2018-2019 Freshman Finish in Four Institutional Tuition Merit Scholarships
 - 2018-2019 New Mexico Reciprocal Tuition Scholarship
 - 2018-2019 Transfer Tuition Merit Scholarships
 - 2019-2020 Freshman Tuition Merit Scholarships
 - 2019-2020 New Mexico Reciprocal Tuition Scholarship
 - 2019-2020 Transfer Tuition Merit Scholarships
 - 2019-2020 Western Undergraduate Exchange Tuition Scholarship
 - 2020-2021 First Year Tuition Merit Scholarships
 - 2020-2021 New Mexico Reciprocal Tuition Scholarship
 - 2020-2021 Transfer Tuition Merit Scholarships
 - 2020-2021 Western Undergraduate Exchange Tuition Scholarship
 - First Generation Scholarship
 - International Academic Tuition Scholarship
- Tuition Waiver
 - Tuition Waiver for Exonerated Persons

Ethical & Responsible Conduct Policies

- Anti-Discrimination Policies
 - Disability Anti-Discrimination
 - Discriminatory Harassment
 - Equal Opportunity and Affirmative Action
 - Grievance Procedure
 - Sexual Misconduct
- Codes of Ethics
 - Statement of Principles of Good Practice for the Office of Admission
 - State of Colorado Personnel Rules and Procedures - Conflict of Interest
- Dispute and Complaint Policies
 - Student Complaints
- Inclusivity Policies
 - 5-15: Participation of Persons with Disabilities
 - Commitment to Immigrants in the College Community
- Responsible Conduct Policies
 - Accessibility of Information Technology and Digital Content
 - Amorous Relationships Policy
 - Intellectual Property
 - Native American Graves Protection and Repatriation Act (NAGPRA)
 - Preferred First Name
 - Procurement
 - Section IX: Disputes & Remedies
 - Section V: Ethics
 - Section X: Suspension & Debarment
 - Service and Support Animals on Campus
 - State Personnel System Employee Handbook FY 10-11 -- Conduct

Facilities & Physical Plant Policies

- Facilities Policies
 - 5-5: Facilities Use Policy
 - 5-9: Accessibility Procedures - Residence Life
 - 5-10: Accessibility Procedures: Inspection and Monitoring of Handicapped Entrances
 - 5-11: Accessibility Procedures: Modification of Workstations
 - 5-12: Accessibility Procedures: Modification of Cooking Ranges
 - 5-13: Assistance with Registration
 - 5-16: Capital Construction: Related Activities
 - 5-18: Official Building Names
 - 11-4: On-Campus Solicitation and Vending
 - 11-6: Campus Posting
 - 11-22: Free Admission - Disabled Veterans
 - Designated Lactation Rooms
 - Gender Inclusive Restrooms
 - Providing Services in an Inaccessible Space
 - Public Speech and Peaceful Assembly
- Physical Plant Service Policies
 - 2-10 Snow Management Policy
 - 9-1: Work Orders: Maintenance Request: Physical Plant
 - 9-2: Physical Plant: Policies and Procedures
 - 9-5: Tree Relocation/Replacement
 - 9-6: Protected Natural Areas and Native/Outdoor Classroom Areas
 - 9-7: Key Policy and Procedures
 - 9-8: Signage Policies-Internal Campus
 - 9-10: Chalk/Markers for Classrooms
 - 9-11: Special Events Support
 - 9-13: Driving Vehicles on Campus Sidewalks and Fire Lanes
 - 9-14: Repair, Renovation, Alteration, Modification and Construction of Facilities
 - PPS-001 Campus Vehicles

Governance Policies

- Board of Trustees Manual of Policies and Procedures*
 - Board of Trustees Manual of Policies and Procedures
 - Section 1 - The Manual and the Board
 - Section 1.6 - Manual of the Board
 - Section 2 - Bylaws of the Board
 - Section 3 - Code of Ethics and Conflicts of Interest
 - Section 3.1 - Code of Ethics - excerpt
 - Section 3.2 - Conflicts of Interest - excerpt
 - Section 4 - Delegation of Board Authority
 - Section 5 - College Administration
 - Section 6 - Budget Policy
 - Section 7 - Legal Services
 - Section 8 - Internal Auditing
 - Section 9 - Equal Opportunity and Affirmative Action Policy
 - Section 10 - Grievance Review Policy
 - Section 11 - Hazardous Materials Management Policy
 - Section 12 - Policy on Seeking Public Office
 - Section 13 - Unfair Competition Appeal Process
 - Section 14 - Policy on Contractual Indemnification
 - Additional Policies
 - Investment Policy
 - Investment Policy Statement
 - Mission Statement
- President's Policies
 - Development, Approval, & Review of Academic & Administrative Policies

Information Technology Policies

- 6-1 Privacy Statement
- 6-2: Computer Software Licenses
- 6-3: Administrative Software
- 6-4: Banner Training
- 6-5: Banner Access
- 6-9: Computer Lab Use and Scheduling
- 6-10: Acceptable Use of Information Technology
- 6-11: Microcomputer Support
- 6-12: Information Technology Security
- 6-13: Resource Allocation Priorities for Administrative Computing
- 6-14: Telecommunications
- 6-15: Assistive Technology
- 6-16: Information Technology Administration
- IT-0001 Classification of Data
- IT-0002 Storage and Handling of Data
- IT-0003 Disposal of Personally Identifiable Information
- IT-0004 Installation and Funding of Computer Software in Academic Computing Labs
- IT-0005 Acceptable Use of Student and Employee Identification Numbers

Marketing and Communication Policies

- MARK-001 Trademark Licensing
- MARK-002 Social Media - Official Accounts
- MARK-003 Email Signature Guidelines
- MARK-004 Project Management & Production

Other Operational Policies

- Campus Police and Parking
 - Parking Regulations
 - Persona Non Grata
 - Timely Warning
- Center of Southwest Studies
 - 11-1 Special Collections at the Center of Southwest Studies
- Community Concert Hall
 - 10-1 Rental - Usage
 - 10-2: Campus Productions/Concerts
- Institutional Research
 - 11-13: External Data Reporting
- Office of Financial Aid Policies
 - Financial Aid Refund Policy
 - Return of Title IV Financial Aid Policy
 - Statement of Ethical Principles & Code of Conduct for the Office of Financial Aid
- Office of Public Affairs
 - Colorado Open Records Act Policy
 - Responding to Media Inquiries
- Sponsored Research & Federal Relations
 - SPON-001 Grant Application Policy
 - SPON-002 Sponsored Grants and Contracts, Budgeting, Accounting, and Reporting
 - SPON-003 Grants Incentive (Indirect Cost Distribution)
 - SPON-004 Gift or Grant Determination
 - SPON-005 Cost Sharing Requirements (Cash or In-Kind Matching) for Sponsored Research Projects
 - SPON-006 Policy for Responding to Allegations of Research Misconduct
 - SPON-007 Promoting Objectivity in Research--Financial Conflicts of Interest in Research for Public Health Services (PHS) Investigators
- Tuition Classification
 - Implementation of C.R.S. § 23-7-108.5 Concerning Tuition Classification of Veterans
 - Implementation of C.R.S § 23-7-108.5 (1) (b) Concerning Tuition Classification of Armed Forces Veteran Dependents

Personnel Policies

- Faculty
 - 11-14: Faculty Emeritus Privileges
 - Affiliated Faculty Members
 - Departmental Expectation Statements
 - Faculty Emergency Leave
 - Faculty Qualifications Policy
 - Faculty Research Release Policy for Full-Time Tenured and Tenure-Track Faculty Members
 - Sabbatical Program Policy
- Human Resource Policies
 - 4-2: Employees' Children on Campus
 - 4-3: Position Authorization for Classified Staff
 - 4-5: Consecutive Appointments for Part-Time and Full-Time Temporary Positions
 - 4-6: Staff Study Privileges
 - 4-7: Hours of Work and Overtime Compensation
 - 4-8: Employment Agreements for Faculty & Exempt Staff
 - 4-9: Approval of Personnel Actions
 - 4-10: Employee Separation
 - 4-12: Omnibus Transportation Employee Testing Act
 - 4-14: Alcohol and Other Drugs
 - 4-15: Equal Opportunity Data Management
 - 4-17: Faculty and Exempt Staff Family Medical Leave
 - 4-19: Promoting a Non-Violent Campus Environment
 - 4-20: Campus ID Policy
 - 4-21: Nepotism
 - 4-22: Background Check Policy
 - 11-15: Granting Emeritus Status to Senior Administrators
 - HR-0001 Payroll Processing and Pay Periods
 - HR-0013 Tuition Reduction Benefit Program for Spouses and Dependent Children
 - HR-0016: Voluntary Reduction of Work Schedule or Contract

Public Information Disclosure Policies

- Board of Trustees*
 - Section 2.9 - Meetings of the Board
- Disclosures Required by Higher Learning Commission
 - Disclosures Required by Higher Learning Commission (under development)

Safety & Health Policies

- Safety Policies
 - 7-1: Hazardous Materials Management
 - 7-2: Bloodborne Pathogen Control Exposure
 - 7-3: HIV and AIDS
 - 7-4: Bicycles, Skateboards, and Other Un-motorized, Wheeled Devices on Campus
 - 7-5: Weapons Prohibited on Campus
 - 7-6: Distracted Driver
 - Academic Laboratory Safety
 - Biosafety
 - Chemical Safety Storage
 - Radiation Safety
 - Risk Management for Academic Programs Held Off Campus
 - Safety Policy for Academic Research Use of Unmanned Aerial Vehicles (UAVs)
 - Safety Policy Governing Commercial and Recreational/Hobby Use of Unmanned Aerial Vehicles (UAVs) on Campus
 - Smoking and Tobacco Use on Campus

Student Policies & Procedures

- Academic Integrity and Conduct
 - Interim Suspension
- Associated Students of Fort Lewis College
 - Constitution of the Associated Students of Fort Lewis College
- Classification
 - Classification of Students – Graduate
 - Classification of Students - Undergraduate
- New Student Policies
 - New Student Advising and Registration - Undergraduate
 - New Student Immunization Requirements
 - Orientation - Graduate
 - Orientation - Undergraduate
- Registration Policies
 - Auditing
 - Census Date
 - Course Load - Graduate
 - Course Load - Undergraduate
 - Course Schedule Creation and Modification
 - Enrollment Certification
 - Maximum Credit Load - Undergraduate
 - Stopping Out
 - Withdrawing from a Term -- Graduate
 - Withdrawing from a Term - Undergraduate
- Rights and Responsibilities
 - Academic Grievance and Appeals
 - Communications Policy
 - Family Educational Rights and Privacy Act (FERPA)
 - Final Exams
 - Holds
- Student Bill of Rights*
 - Student Bill of Rights
- Student Handbook
 - Annual Security Report
 - Selected Campus Policies
 - Student Conduct
 - Student Housing Guide
 - Student Services
- Transcript Request Procedures
 - Student Transcripts
- Veterans
 - 11-8: Active Duty

