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.