

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

MAPP02.xx.xx

AREA: Insert Topic Area (Faculty, Curriculum, Degree Programs, etc.)

Insert Policy Title

I. POLICY

- A. State the policy, completely yet succinctly. Clearly identify the academic issue being addressed, the university's position on this issue, and, as needed, the principles that form the basis of the policy. Avoid too much detail or nuance or too many references to exceptions. These might be

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x Use bullets for the next level of heading.

V. PROCEDURE (This section may be renamed)

- A. List the procedures followed to implement the policy. Procedures should be complete but not overly detailed. Decide which procedures are essential for the reader to know and which can be left out.
- B. Although this section may list the steps needed to implement the policy, procedures should not be confused with instructions, desk manuals, or similarly detailed documents. Include only what is necessary.

VI. ADDITIONAL SECTIONS (optional)

- A. Insert additional sections as needed. This information can often be embedded in previous sections. However, at times, this information is critical enough to require its own section. Insert a new section anywhere between the section "Purpose and Scope" and "Review and Responsibility," wherever the new section best fits the policy.

VII. REFERENCES (Optional)

- A. List outside sources used to write the policy. This section is similar to the References list at the end of an article. To avoid disrupting the policy's readability, use a superscript number or parenthetical number/reference to cite a source in the policy's text, then include the full citation in this References section.

VIII. REVIEW AND RESPONSIBILITY

Responsible Party: Academic Policy Advisory Council

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

IX. APPROVAL

Full Name (type for Web;
signed in ink for print copy)
Provost and Vice President for Academic Affairs

Full Name (type for Web;
sign)

REVISION LOG

Delete these instructions Use this table to track the creation and revision history of the policy. All policies should have a complete Revision Log to ensure an accurate history of the policy. Format the Revision Log as follows:

Revision Number	Date	Description of Changes
1	mm/dd/yyyy	Version created.
	mm/dd/yyyy	Version approved by President
2	mm/dd/yyyy	Here, explain revisions & changes made to policy.
	mm/dd/yyyy	Revised version approved by President

APPENDICES

If no appendices, delete header APPENDICES and these instructions. When necessary, attach documents referenced within or in support of the policy. Attach appendices to the end of the policy. Appendices should be clearly labeled and readable.