LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs   **MAPP 02.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 better addressed in a later section.

II.   PURPOSE AND SCOPE

 A.   List the federal, state, or TSUS laws, statutes, rules, and regulations under which this policy falls. If unknown, use this standard text: "This policy falls under the authority of applicable federal, state, and Texas State University System (TSUS) laws, statutes, rules, and regulations, including, but not limited to, the TSUS Rules & Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education."

 B.   Identify Lamar University (LU) academic practices this policy covers as well as exclusions or areas the policy does not cover.

III.   DEFINITIONS (optional)

 A.   **Term.** Define key terms used in this policy, especially terms critical to understanding the policy, specific to this policy, or unfamiliar to readers.

 B.   **Term.** Define . . . .

IV.   POLICY ROLES AND RESPONSIBILITIES (optional)

 A.   List applicable LU personnel (by title, not name) and their roles and responsibilities with regard to this policy. This section does not list the procedures that these individuals follow.

  1.   Use numbers for the next level of heading.

  2.   Use numbers for the next level of heading.

   • Use bullets for the next level of heading.

- Use bullets for the next level of heading.

V. **PROCEDURES** (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 sections "Purpose and Scope" and "Review and Responsibility," wherever the new section best fits into 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 (typed for Web;
      signed in ink for print copy)
_____
      Provost and Vice President for Academic Affairs   Date

      Full Name (typed for Web;
      signed in ink for print copy)
_____
      Lamar University President   Date

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.