**Title: Full** Title of Policy (i.e., Operational Guidelines for Faculty Governance)

**Background:** Describe the policy background.

**Point of Contact:** President, Vice President for Finance and Administration, Vice President for Academic Affairs, Vice President for Student Affairs

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Public Safety, Faculty Senate, President, Student Counseling, Title IX Coordinator, Residence Life, LC State Legal Counsel, Idaho State Board of Education, etc.

**Date of approval by LC State authority:** Date of original approval

**Date of State Board Approval:** Date of most recent State Board approval, if applicable (or N/A)

**Date of Most Recent Review:** Date of most recent review

**Summary of Major Changes incorporated in this revision to the policy:** Concise summary of recent changes. If a new policy, state “new policy.” 

1. **Major Paragraph**
2. Supporting Paragraph
3. Supporting Paragraph
4. Sub paragraph
5. Sub paragraph
	1. Item 1
	2. Item 2
		1. Sub-item
		2. Sub-item
6. **Major Paragraph**

Paragraph, summary, or supportive text (Only use A., i., a), etc. if there is more than one point in the sequence)

1. Supporting Paragraph
2. Supporting Paragraph

Sub paragraph

Times New Roman 11 pt font

1” margins all sides

Even spacing between all paragraph breaks, 4.55 pt

No widow/orphan page breaks

Adhere to [LC State Writing Style Guide](https://www.lcsc.edu/communications/brand/writing-style-guide) and AP Stylebook

*Administrative Services can assist with formatting*

Sub paragraph

* 1. Item 1
	2. Item 2
		1. Sub-item
		2. Sub-item