Policy: Availability of Policies & Procedures for Review Policy Number: B-3
Responsible for Policy: College President Most recent approval date: Fall 2014

Policy Statement
Finger Lakes Community College shall maintain and enforce a process for current and prospective students, faculty, staff
and members of the public to, upon written request, access and review the various operations and management policies
of the College.

Policies are available for inspection by the College community during normal business hours. Individuals may request
copies of policies at a cost of $.25 per page.

This policy applies only to those College policies that have been formally adopted and are in full force and effect at the
time of a request. It does not require the College to create new policies or descriptions of its informal business practices
that have not been codified as formal policy in response to a request.

If an individual requires assistance locating a policy or wishes to review a policy, s/he should contact the College’s
Records Access Officer.

Reason for Policy
Regulations promulgated by the New York State Department of Education require the College to make its policies
available for inspection to members of the College’s constituency.

Applicability of Policy