

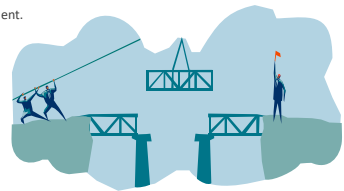
Policies and Procedures

BRENDA HICKS
DIRECTOR OF FINANCIAL AID
SOUTHWESTERN COLLEGE, KS

1

Under Construction

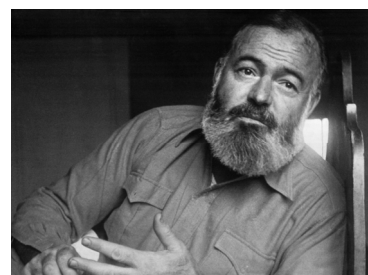
Get in the right frame of mind.
Write the darn thing already!
Celebrate the accomplishment.



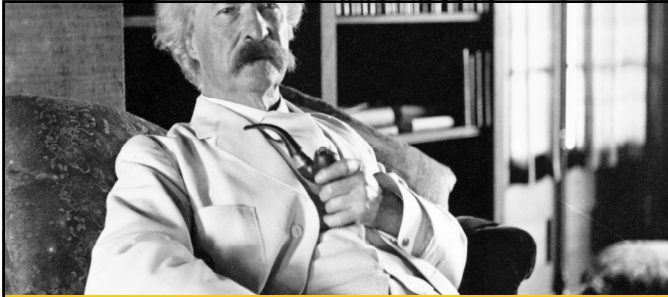
2

1. Get in the right frame of mind.

"There is nothing to writing. All you do is sit down at a typewriter and bleed."



3



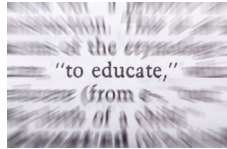
Mark Twain

"My books are water, those of the great geniuses are wine. Everybody drinks water."

4

pol-i-cy (pŏl' ĭ-sē) *n. pl.*

a definite course of action adopted for the sake of expediency. A course of action, guiding principle, or procedure considered expedient, prudent, or advantageous.



5

Pro-ce-dures (prə' sējərs) *n. pl.*

- 1. An established or official way of doing something.
- 2. A series of actions conducted in a certain order or manner.
- 3. A surgical operation.

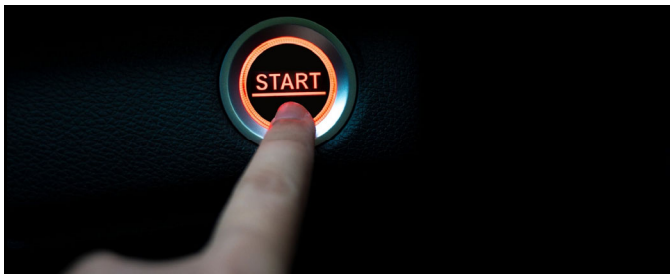


6

Point A...



7



Just Start

8

2. Write the darn thing already!



9

Choose. And then write.

THE 48 HOUR POUR



ONE SECTION AT A TIME



10

The Architectural Plan

What exactly do we need a policy about?
◦ (i.e. How to avoid duplicating the Code of Federal Regulations and Federal Student Aid Handbook)

How do we get the manual to look like "a manual"?

How do we get the manual off the shelf and on to the desk?



11

Content

Department of Education Guide

- [FSA Partner Connect>Knowledge Center Home>Library>Publications by Resource Type>FSA Assessments](#)
- <https://fsapartners.ed.gov/knowledge-center/library/fsa-assessments/2022-04-13/guide-creating-policies-and-procedures-manual>

NASFAA Compliance Resources – Self Evaluation Checklists (Free)

- <https://www.nasfaa.org/sec>

NASFAA Compliance Resources – Policy & Procedures Builder (\$100)

- <https://www.nasfaa.org/ppb>

NASFAA Blue Icon

- <https://www.nasfaa.org/blueicon>

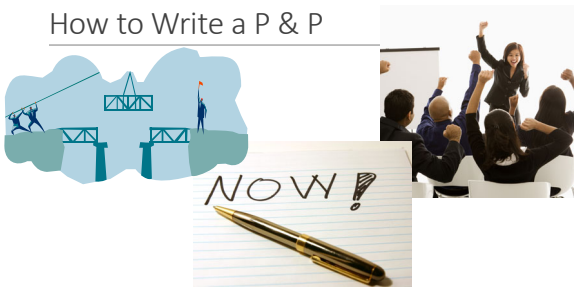
12

What's your carrot?



22

How to Write a P & P



23
