

LCSC Policy Development/Revision Checklist

[Use the checklist below as you develop a new policy, or as you review/revise an existing policy. Attach the completed checklist when you submit the package to the appropriate Vice President (or President's Office for Direct Reporting Units) for approval.]

Place a check mark in each block below, or if not applicable, so state.

Header/Cover Sheet (or Header Section of the policy, if it is embedded at the beginning of the policy)

- The short title (and number) of the policy is listed accurately
- The "Background" section lists the purpose of the policy and provides a short, clear synopsis of the topic(s) covered by the policy
- The "Background" section lists any State statutes, State Board of Education policies, or other governing rules which drive the need for this LCSC policy.
- The "Background" section provides a short synopsis of the topics and types of issues covered by the policy.
- The "Point of Contact" for the policy (either by unit title or position title—not by name) is listed.
- Other units with shared responsibility for the program or directly affected by the policy have been listed.

Format and Content

- If this is a change or revision to an existing policy, the significant changes have been clearly summarized in the proposed change package.
- Where detailed (or frequently changing) material is available on unit web sites or in other accessible documents, links to the detailed information have been inserted in the policy document (where possible, avoid replication of long, detailed sections that can be practicably included in other references).
- The policy has been reviewed carefully for typos or substantive errors.
- For LCSC policies mandated by (or directly linked to) external policies, the guiding policies have been reviewed to ensure the LCSC material is consistent with higher guidance

Other

- Coordination: The appropriate units/offices (including those listed as coordinating offices in the header) have reviewed and initialed the proposed policy or policy revision (forward comments to the signing authority if there were unresolved issues in the signing process).
- The policy proposal/revision has been routed through the administrative office responsible for policy tracking within the major functional area (normally the administrative or management assistant for the Vice President or President in the supervisory chain for the policy's Point of Contact).
- Student Catalog.
- The policy, once approved, is entered into the unit's tracking system or calendar to ensure annual reviews of the new or revised policy.

Questions...need assistance? Contact Administrative Services, 792-2240.