

Lewis-Clark State College Policy Preparation Instructions

Step 1: Contact the office of the senior LC State administrator (the office of responsible Vice President or, in the case of Direct Reporting Units, the President’s office) to obtain approval for the creation or revision of a policy. Once approved, contact the office of Administrative Services for the Word version of the policy or the policy number and template for a new policy. Standard templates are available at <https://www.lcsc.edu/policies>. Note: The following numbering scheme is used for LC State policies:

- 1.xxx General
- 2.xxx Academic
- 3.xxx Personnel
- 4.xxx Administrative
- 5.xxx Student Policies

Step 2: Make all revisions and comments to the Word version of the policy, with track changes turned on. Update the Summary of Major Changes section on the first page of the policy with the recent revisions.

Step 3: When revising or writing a new policy, ensure the format, style, grammar, punctuation, verb tense and spelling are accurate and consistent with the AP Style guide and the internal [Writing Style Guide](#).

Format: Page Set Up: Use “Times New Roman” font, 11 pitch, one-inch margins on top/bottom/sides of page, number pages (page numbers may be revised when the overseeing administrative office posts the policy to the LC State Policy website).

Paragraph Numbers should mirror the approach used by the Idaho State Board of Education policy manual, for example:

- 1. (major paragraph)
 - A. (supporting paragraph)
 - i. (sub-paragraph)
 - a) (item)
 - 1) (sub-item)

Style: Strive to make the policy description clear, simple, and concise. Refer to the [Writing Style Guide](#) and the [1.100 Policy on Policies](#) for guidance.

Cross References: Where detailed procedures and/or instructions for carrying out the policy are drawn from or listed in another document, provide a short outline of the material, and, when possible, provide the link (or cross reference) to the guiding policy. Avoid duplicating or cutting and pasting large sections of material when it is better accessed in other documents. Use of cross-references and links will also assist the policy monitor and readers if the basic reference material is changed by an outside agency.

Goal: The overriding objective for formatting approaches is to make interpretation of the policy by readers clear and user-friendly.

Step 4: Routing and Approval: After drafting the new (or revised policy), complete the [Policy Approval Transmittal Form](#) and route the policy and form to the coordinating offices for review. If a Coordinating Office approver has comments or suggested revisions, add to the policy with track changes turned on and send to the President's or responsible Vice President's office. If revisions are accepted, a new draft will be distributed for review. Vice President approvers submit revised policies to Administrative Services for routing.
