SECTION:

SUBJECT:
LCSC Policy Preparation Template

Step 1: Contact the office of the senior LCSC administrator (the office of responsible Vice President or, in the case of Direct Reporting Unit, the President's office) to obtain approval for the policy title and number for the new policy (or the policy you are revising) so that the action can be entered in the LCSC Policy Tracking System.

> Note: The following numbering scheme is used for LCSC policies:
> - 1.xxx General
> - 2.xxx Academic
> - 3.xxx Personnel
> - 4.xxx Administrative
> - 5.xxx Student Policies

Step 2: Complete the "Header/Cover" information for the policy. This can be a stand-alone sheet, or can be embedded as the beginning of the policy itself (preferred approach for new policies).

Step 3: Format (recommendation for new policies—previously-approved policies may retain their current formats until superseded, or upon major revision, as practical).

> 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 LCSC Policy web site.

> Paragraph Numbers (for new policies—existing policies may retain previous numbering schemes) should mirror the approach used by the Idaho State Board of Education policy manual, for example:

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

> Style: Strive to make the policy description clear, simple, and concise.

> 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 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.

SECTION:

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

Step 4: Coordination and Approval: After drafting the new (or revised policy), route it through affected LCSC offices for review and comments (these are normally the same offices and/or individuals, by position, listed in the Policy Header sheet or in the Header Section embedded at the beginning of the policy. Incorporate recommended changes, and pass along any significant suggestions that were not accepted for changes along with the list of coordinating units to the approval authority (the office of the affected Vice President, or President's Office for direct reporting units. For many routine policies, the simple list of major substantive changes outlined in the header for the policy revision may suffice. For some categories of policies, i.e., those with special legal ramifications, it may be necessary to show a "before" and "after" version of worded sections. Check with the administrative assistant for your functional area (Vice President or President-level assistant) to determine if a line in/line out format will be needed during coordination.