

OFFICE OF THE CHANCELLOR  
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

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SUBJECT: PUBLICATION REVIEW POLICY

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PURPOSE: To establish a procedure for review of publications intended for external audiences.

#### GENERAL POLICY

Certain campus publications, advertisements, and news releases (paper and electronic) must be reviewed and approved prior to printing and distribution. This procedure applies to publications that contain data, descriptions, comments, or statements related to LSU at Alexandria academic offerings, policies, or procedures. Examples of publications that must follow this procedure include, but are not limited to: the Schedule of Classes, the Catalog, the Student Update, the Student Handbook, the Web Site, and any recruitment materials. This policy does not apply to grant proposals, letters or memoranda.

The unit responsible for the publication, advertisement or news release must prepare the materials in a manner appropriate for publication or distribution. Once a draft of the material is prepared, a publication approval form must be completed and signed by the department head or director and by the appropriate vice chancellor prior to printing or distribution.

Additionally, if these materials contain information describing specific offices, departments, or functional areas of the university they must also be approved by the administrator charged with responsibility for that administrative unit.

The Director of Media Relations is responsible for coordinating production of publications such as programs, flyers, etc. for University offices and assuring compliance with the campus Graphic Standards guidelines.

**Louisiana State University at Alexandria  
Publication & Distribution Review/Approval Form**

Name of Document/Publication \_\_\_\_\_

Department Producing Document/Publication \_\_\_\_\_

Individual Responsible for Document/Publication \_\_\_\_\_

Date Review Initiated \_\_\_\_\_

Other Departments/Administrative Units Involved:

Department \_\_\_\_\_ Signature of Administrator / Date

Department \_\_\_\_\_ Signature of Administrator / Date

Department \_\_\_\_\_ Signature of Administrator / Date

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**Review by Chancellor's Staff:**

Director of Media Relations  
(Compliance with Graphic  
Standards Guidelines) \_\_\_\_\_  
Signature / Date

***Appropriate***

Vice Chancellor for Finance and Administrative Services \_\_\_\_\_  
**or** Signature / Date

Provost and Vice Chancellor for Academic  
and Student Affairs \_\_\_\_\_  
Signature / Date