

OFFICE OF THE CHANCELLOR  
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

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SUBJECT: POLICY REVIEW

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PURPOSE: To define a procedure for Louisiana State University at Alexandria administrative officers to implement new policy statements and revise current policy statements.

#### GENERAL POLICY

LSUA's administrative officers are charged with reviewing those policy statements that affect their areas of responsibility and for making recommendations for changes to the Chancellor. Each policy statement will be reviewed every three years, during the spring semester of the appropriate year of the review cycle. A schedule that indicates the year in which each policy statement is due for review will be kept in the Chancellor's office.

The normal procedure for implementation of new policy statements and revisions of existing policy statements involves three steps:

1. Policy statements (new or revised) will be prepared in draft form by the appropriate administrative officer and submitted to the Chancellor for review.
2. The Chancellor may submit draft policy statements to other campus groups (e.g., Faculty Senate, Faculty Council, Planning Council, Academic Council) for their review and recommendations.
3. Once the Chancellor approves the policy statement (new or revised), it will be formally issued by his or her office to the campus community.

An important aspect of the review process is ensuring that LSUA's own policies are in compliance with the policies of its accrediting body, the Southern Association of Colleges and Schools Commission on Colleges.

As stipulated in PS 266, the university's commission liaison, who is appointed by and who reports directly to the Chancellor, is responsible for ensuring that policy reviewers are aware of the requirements and guidelines presented in the Commission's policies.

APPROVED: \_\_\_\_\_  
*Paul D. Coreil*  
*Interim Chancellor*

\_\_\_\_\_ 06/14/13  
*Date*