



POLICY STATEMENT

NO. 1.01.02

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COORDINATED BY: Office of the Chancellor

EFFECTIVE: October 25, 1978

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<https://www.lsus.edu/faculty-and-staff/human-resources/policy-statements>

SUBJECT: POLICY MANUAL

I. PURPOSE

The intent of the Policy Manual is to prepare a single collection of official written policies of the University. It cannot be exhaustive on a particular subject, but it does approach a comprehensive expression of a need to document the University's purpose and governing constraints.

II. DEFINITIONS

- A. Policy Statements** – Referred to as PS's, Policy Statements are official statements of University-wide broad principles excluding operating procedures and details such as forms, room numbers, names of people and dates. The policy statements are issued by the Chancellor.
- B. Coordinating Office** – The coordinating office is indicated in the heading of each statement and is responsible for the administration of the policy and the issuance of guidelines, procedures, rules, regulations, etc., and is the office to which questions should be directed.
- C. Catalog** – The Catalog is a collection of policies on academic matters.
- D. Student Handbook** – The Student Handbook contains policies other than academic pertaining to student life.
- E. Faculty Handbook** – The Faculty Handbook is an official guide to members of the faculty for carrying out their responsibilities, including teaching, student advising and research.

III. POLICY

- A. In addition to the policies in this manual, University policy appears in the following:
1. LSU System policies are contained in the Bylaws and Regulations of the Board of Supervisors. Occasionally, these regulations are extended, elaborated on, and/or explained by Permanent Memoranda, referred to as PM's, issued by the Office of the President.
 2. The Catalog
 3. The Student Handbook
 4. The Faculty Handbook
 5. Procedural policies appear in such documents as administrative assistants' handbooks and courses and curricula manual.
 6. Statements of policies and/or procedures of a less permanent nature are
- B. When a policy question arises, the Manual should be consulted. If the policy is treated in the Manual, those guidelines prevail; if it is not, the reader should turn to those policy references which have guided such situations in the past.
- C. Should a conflict occur between a policy statement and an official ruling or document of a higher authority (e.g., federal, state or local government; Louisiana Board of Regents; LSU Board of Supervisors; LSU President), the ruling or document of the higher authority will prevail. Should a conflict occur between a policy statement and any other written or oral statement developed by any operating unit of the University, the policy statement will prevail.
- D. From the revised date of this statement, all policies contained in the Policy Manual will be developed, or revised according to the approval process, numbering system and layout outlined in this statement.

IV. POLICY DEVELOPMENT

- A. Any member of the faculty or staff may propose a policy, or a revision of an existing one, by routing the suggestion in the proper format, and layout through the administrative channel described below for review and approval.
1. Department Chairman/Director (academic or service)
 2. Dean (where applicable) reviews and approves
 3. Responsible Cabinet reviews and approves
 4. Chancellor and Vice Chancellor review
 5. Written comments (optional) submitted through Cabinet to the responsible Vice Chancellor
 6. Responsible Vice Chancellor reviews comments with Cabinet and approves draft policy
 7. Draft policy is presented to Faculty Senate, Staff Senate and LPC for feedback
 8. Responsible Vice Chancellor finalizes the policy statement
 9. The Chancellor's Office checks the number, checks conflicts with other policies, checks the layout and saves the statement electronically in the policy file.
 10. Responsible Vice Chancellor signs the policy statement and submits it to the Chancellor for approval and distribution through Vice Chancellors
 11. The Office of Media and Public Relations will upload policy statements to the LSUS website at: <https://www.lsus.edu/faculty-and-staff/human-resources/policy-statements>.
 12. The Office of Media and Public Relations will send notification to campus of new or revised policy statement and where it can be located on the LSUS website <https://www.lsus.edu/faculty-and-staff/human-resources/policy-statements>.

Cabinet.

- B. When the need for written policy emerges with the Chancellor, he may designate a Vice Chancellor or staff member to generate and coordinate the needed policy.
- C. It is the responsibility of the generating office to maintain the record file of all correspondence, coordination notes, conference notes and other documentation that preceded the adoption of any given policy. The coordination process should be as comprehensive as the implication of the policy dictates.

V. POLICY REVISIONS

- A. A policy statement may be revised by following the procedure described in Paragraphs IV A, B, C and D. This procedure is not required for routine updates.
- B. When a policy statement is revised, it is reissued with the date of revision.

VI. POLICY REVIEW

By June 1 of each year, the Chancellor and Cabinet review the policies of their area to determine whether updating, cancellation, revision or new policy is needed. At the same time, those offices that are affected by policy submit suggested changes or improvements.

VII. POLICY NUMBER

Each statement is assigned a number under the following format:

X.XX.XX

A B C

- A. Source of Policy

1 – General Administrative

2 – Academic Affairs

3 – Finance and Administration

4 – Student Affairs

5 – Information Services

6 – Safety and Security

B. Sequentially Assigned Policy Number (01-99)

Example: 1.01 indicates a general administrative policy – the first in the sequence from that area.

C. Sequentially Assigned Policy Amendment Number (01-99)

Example: 1.01.01 indicates the first amendment to Policy 1.01

VIII. LAYOUT

Each policy developed or revised after the effective date of this statement is stated in the prescribed form but may have some variation as to style of presentation within bounds of the prescribed criteria. The template, entitled “Policy Statement Template” should be used for all statements. The layout of the template is as follows:

- A. Margins of 1.25 inches at the top, bottom and sides of each page.
- B. Unless otherwise indicated, use single spacing with double spacing between paragraphs and triple spacing between sections.
- C. Type the subject and major section headings in all capitals, using bold font.
- D. Number each paragraph and use hanging indentation and full justification at each level of the text.

date of the signature and the proposed effective date. The signature indicates that to the best of that Vice Chancellor's knowledge, the policy expresses the coordinated intent of the University on that particular subject.

- J. Approval Signature. Immediately following the authorizing signature line is the signature, name and title of the approving authority, who is the Chancellor. The signature is followed by the date of signature and the effective date of the policy.

IX. FILE STRUCTURE

- A. The Table of Contents groups the policies by the originating officials in the order given in Section VII. Within each group, the policies are listed in the order in which they are developed.
- B. The Chancellor's office will keep an index list of the policies and document the review process.

X. HOLDERS OF POLICY MANUALS

- A. The official holders of policy manuals are as follows:
 - 1. Chancellor
 - 2. Vice Chancellors
 - 3. Deans
 - 4. Librarian
 - 5. Department Chairpersons
 - 6. Faculty Senate President
 - 7. Other administrators designated by the Chancellor or Vice Chancellors

- B. As a general rule, there is only one manual holder designated in a given area represented by an administrative head. When the holder leaves the area, the manual is left in said area.

- C. Holders file policy statements in an orderly manner in the loose-leaf binder provided. As additional statements or revisions are received, they are inserted in the proper location in the binder.

AUTHORIZED AND APPROVED BY:



Dr. Robert T. Smith, Chancellor

2/19/2026

Date