

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: PUBLICATION REVIEW POLICY

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 all required signatories 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.

**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

_____ Dean (if appropriate) _____ Signature of Administrator / Date

Review by Chancellor's Staff:

Director of Institutional Advancement _____
Signature / Date

Director of Institutional Research and Effectiveness _____
Signature / Date

Appropriate

Vice Chancellor for Finance and Administrative Services _____
Signature / Date

or

Provost and Vice Chancellor for Academic
and Student Affairs _____
Signature / Date