GRAMBLING
STATE UNIVERSITY
GRAMBLING, LOUISIANA

Policy # 10100

POLICY ON UNIVERSITY POLICIES

Effective Date: January 15, 2008   **Reviewed Date:** August 5, 2020
Responsible Office: University Policy Committee
Division: President

I. **PURPOSE/OBJECTIVE**

This policy governs the establishment, revision and update of all University Policies in support of the University Mission. University policies must be reviewed, maintained and made available to the University community to ensure compliance and accountability.

II. **STATEMENT OF POLICY**

Policies are written to define institutional expectations; to guide employee conduct; and to ensure compliance with institutional, state, and federal laws and regulations by all University constituents. Clearly written policies enhance productivity and efficiency in the daily operation of the University. The University Policy Review Committee (UPRC) is a standing committee whose members are appointed by the University President. The committee is responsible for reviewing, revising and drafting new policies; establishing standard policy review processes needed for achieving consistency; and developing a mechanism to ensure university-wide access to policies. The UPRC is composed of faculty, support staff, and administrators for securing wide input. While all suggested revisions and new policy drafts are forwarded to the President's Executive Cabinet for review, final revisions must be approved by the University President. <u>In exigent circumstances and upon the recommendation of the UPRC, the President has the authority to temporarily suspend the application of a policy when it is in the best interest of the University.</u>

A. The 2ND page of the policy should begin here continuing with the outline. Follow these steps to change the letter to your correct alpha sequence.
   1. Select Format, Bullets and Numbering
   2. Select Customize
   3. Select Start at and select the correct alphabet for the start of page 2.

B. The following alphabets should adjust accordingly.

   1. Additional items should continue with the same format.
   2. If there is a #1, there should be a #2.
   3. If this is the final item in the list, press Enter, then press the Decrease Indent button.

C. If your policy is more than two pages, simply continue to type and or cut and paste. The formatting should continue to the next page(s) as indicated.

D. Highlight and delete any and all unnecessary text.

E. Next

F.

G.

H.

I.

J.

K.

L.

M.

N.

O.

P.

Q. Next