

University of Louisiana System

Title: REPORTING GUIDELINES

Effective Date: July 1, 2003

Cancellation: None

Chapter: Miscellaneous

Policy and Procedures Memorandum

The Board of Supervisors and System staff are responsible for the collection, analysis, and reporting of various information relevant to the management of the institutions. These reports are intended to supplement existing reporting requirements as shown in various chapters of the Board RULES.

When such reports are required, the System staff will make every effort to provide the universities with:

- clear definitions of what is to be included in the reports
- formatting guidelines and directives
- reporting processes including to whom to report, schedules of due dates, and dates of receipt
- procedures, such as the use of a checklist, that would ensure that submittals are accurate and complete