



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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## Comprehensive Review of Student Services Forms Annual Process

- 1) All forms will be reviewed for internal consistency:
  - Formatting
  - Font
  - Nomenclatures
  - District logo
  - Web posting vs. paper copies
- 2) All forms should have a current updated date no older than two years back.
- 3) All pronouns will be replaced with non-identifying verbiage.
- 4) All NCR forms will be reviewed and evaluated for need of NCR reproduction. If form can be copied, NCR format will discontinue.
- 5) All forms that undergo substantial changes will be reviewed at a Student Services Council meeting.
- 6) Any forms with non-substantial changes will be sent electronically to the Vice President of Student Services and Student Service Deans of each campus, and the appropriate department:
  - All updated forms that are published on the website, will be posted to District Student Services.
  - The campus and appropriate department will update their webpages with the current form or link directly to the District Student Services webpage.

Student Services  
May 2017