

Preferred Usage for SACS Compliance Report

All first use/subsequent use notations apply to each compliance section

Term	Preferred Usage
Lake-Sumter Community College	First Use: Lake-Sumter Community College (LSCC) Subsequent Use: LSCC For continuity and readability “the College” or “College” may be used in place of LSCC
District Board of Trustees	First Use: District Board of Trustees Subsequent Use: The Board
Members of the DBOT	Board members
District Board of Trustees Rule	Board Rule 1.01 (in body) Board Rule 1.01 - Title (in the document list at the bottom of document)
Administrative Procedure	LSCC Administrative Procedure PRO 1-01
Division of Community Colleges	Florida College System
Florida Statutes citations	Florida Statute 1004.65 (6)(a)(b) (in body) Florida Statute 1004.65 (6)(a)(b) – Title (in the document list at bottom of document)
Florida Administrative Rule Citation State Board of Education Rule	Florida Administrative Code 6A- (in body) Florida Administrative Code 6A – Title (in the document list at the bottom of document)
Florida Department of Education	First Use: Florida Department of Education (DOE) Subsequent Use: DOE
U.S. Department of Education	First Use: U.S. Department of Education (USDOE) Subsequent Use: USDOE
General Education Competencies aka Core Principles	General Education Competencies (Core Principles)
Email	e-mail
Website	website
Homepage	home page
Internet	Internet

academic years	2008-2009 (without spaces between hyphen)
credit hours	credit hours
Associate in Arts	First Use: Associate in Arts (AA) Subsequent Use: AA
Associate in Science	First Use: Associate in Science (AS) Subsequent Use: AS
Associate in Applied Science	First Use: Associate in Applied Science (AAS) Subsequent Use: AAS
Numbers for example: thirty-six (36)	Spell out numbers below ten unless in a series with both then use the numeral
Numbers (commas)	Use commas: 2,000
Campuses	Locations or campus/centers (consider readability)
Commas	Comma before which but not before that
Core Requirement	CR 2.4
Federal Requirement	FR
Comprehensive Standard	CS