


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

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Initiating Authority: Executive Assistant to the President	SBR Policy/Guideline Reference:
Approved:  President	

General

Distribution of the Manual and subsequent distribution of materials pertaining hereto will be selected University officials. It shall be the responsibility of these officials to see that all individuals under their purview or within their office complex are acquainted with the existence and location of the Manual. Further responsibility shall include duplication and distribution of individual policies to persons who are directly affected but who are not receiving the Manual. For the convenience of those desiring to duplicate copies of a policy the Office of Institutional Research will maintain a file of policy masters for loan purposes.

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