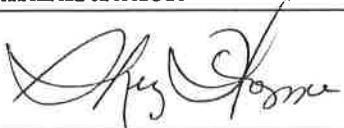


# AUSTIN PEAY STATE UNIVERSITY POLICIES AND PROCEDURES MANUAL

Policy Number: 0:003	Supersedes Policy Number: 0:003
Date: November 2, 2001	Dated: June 1, 1987
Subject: Policies and Procedures not Necessarily Contained in the Manual	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:  11/2/01 <div style="text-align: right;">President:</div>	

The development of the Policies and Procedures Manual is an attempt to define and codify policies and procedures that guide the overall operation of the University. The Manual is intended as a hand reference to enable key administrators to be consistent in their interpretation and administration of University policy that, as a general rule, is not contained in other documents. To include all policies contained in other documents in this Manual would be impractical. However, each administrator should be familiar with the policies contained in these other documents as appropriate to his/her area of responsibility. The documents referred to here and the officer responsible for each are as follows:

Faculty Handbook	Vice President for Academic Affairs
University Bulletin	Vice President for Academic Affairs
Class Schedule	Vice President for Academic Affairs
Staff Employees' Handbook	Executive Director for Human Resources
Student Handbook	Vice President for Student Affairs
EEO/AA Procedures Manual	Director of Affirmative Action
TOSHA Handbook	Vice President for Finance and Administration
Department of Public Safety Rules and Regulations	Vice President for Finance and Administration
APSU Foundation Bylaws	Executive Director for University Advancement
Computer Services' Standards and Procedures Manual	Vice President for Finance and Administration
EDP Disaster Recovery Plan and Procedures	Vice President for Finance and Administration