POLICY ORGANIZATION AND CONTENT

Alphabetical Index

There are two indices of the policies contained in the <u>Manual</u>, one is in alphabetical order by subject and the other in numerical order by policy number for each section. Both will be updated each time a policy is approved by the President and distributed by the Office of the Vice President for Finance and Administration.

There are seven major divisions in the Manual as follows:

0:xxx	Policy and Procedure	Manual	Instructions
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2:xxx	Academic Affairs		
3:xxx	Student Affairs		
4:xxx	Business and Finance	Э	
5:xxx	Personnel		
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5 011	(AIDS)		
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3:028	Alcoholic Beverage Use and Possession	12/02/98	
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4:022	Budgeting Process	08/01/86
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4:008	Cash Collections and Receipting	08/01/86
5:032	Certified Professional Secretary Examination	
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	Out-of-State for Purposes of Paying Fees	
	and for Admissions Purposes	04/24/97
5:016	Clearance Procedures for Academic	–
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5:025	Clearance Procedures for Administrative/	
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JJ.001	Printed Matter and Computer Software	08/01/86
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4:030	Computer Services Software Development	0.000
	Requests	05/22/91
3:024	Confidentiality of Student Records	08/06/92
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1:010	Contracts and Agreements Requiring	00/01/06
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JJ1000	Preparation of Multi-Copies	08/01/86
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3:007	Eligibility/Commitment of Financial Aid:	00/01/00
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99:013	Misconduct in Research	
	and Other Creative Activities	01/19/99
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1:003	Organization for Academic Affairs	11/01/90
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1:004	Organization for Finance and	11/12/00
1.006	Administration	11/12/90
1:006	Organization for Intercollegiate Athletics	12/03/90 08/06/92
1:005	Organization for Student Affairs	06/23/97
5:026 99:019	Outside Employment Parking Permits (Special)	00/23/97
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0:001	Policy Preparation Guidelines	11/12/97
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4:020	Property Control	02/14/92
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5:048	Salary Considerations for Staff Based Upon	
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3:013	Student Code of Conduct	08/06/92
3:011	Student Emergency Medical Procedures	08/06/92
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3:010	Student Health Services	08/06/92
3:008	Student Non-Academic Grievance	
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4:014	University-Owned Word Processors	
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4:025	Use and Care of University-Owned	
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4:023	Vending Machines	08/01/86	
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3:013	Student Code of Conduct	08/06/92
3:014	Alcoholic Beverage Advertising	10/20/98
3:015	Off-Campus Speakers	08/01/86
3:016	Student Residence Regulations and Agreements	08/06/92
3:017	Financial Aid Standards of Renewal and Retention	08/06/92
3:018	Student Affairs Council Constitution	11/03/86
3:019	Classifying Students In-State and Out-of-State for	
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3:021	Acquired Immune Deficiency Syndrome (AIDS)	08/06/92
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5:052	Merit Pay Policy for Non-Faculty Employees	08/20/91
5:053	Discipline Procedures for Non-Faculty Employees	09/10/90
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5:055	Employee Recognition Program	10/10/94
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5:057	Grievance Procedure for Persons with Complaints	
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5:058	Voting Leave	11/13/98

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99:005	Duplication Services, Duplicators and	
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99:006	Memberships and Subscriptions	08/01/86
99:007	Grant Proposals Preparation	12/20/89
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99:019	Parking Permits (Special)	01/11/88
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99:024	Financial Conflict of Interest on Externally-	
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