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Revision History:

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DEFINITIONS

Policy – a statement of institutional position on a subject of importance to the University.

Procedure – identifies the steps to be taken to produce the outcome stated in the policy.

POLICY

All policy statements directing the activities of the University shall be approved by the President or the President's designee. All policies must contain the following elements:

- 1) A clear, concise statement of the purpose of the policy and the institutional interest it serves.
- 2) Definition(s) of terminology which is not commonly used.
- 3) The effective date of the policy.
- 4) How the policy will be disseminated.
- 5) The frequency of review of the policy.
- 6) The personnel responsible for implementation and enforcement of the policy.
- 7) The procedures to be employed in the implementation and enforcement of the policy.
- 8) The process for monitoring compliance and the employee who will receive the report.
- 9) Reporting the results of monitoring to the Board of Trustees, if required.

Unless otherwise noted, compliance with all policies is mandatory.

MONITORING/RESPONSIBLE PARTIES

The Chief Academic and Compliance Officer will be responsible for monitoring and enforcement of the policy.

PUBLICATION

The policy will be posted on the University's website.