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DEFINITIONS

External agencies – any entity that accredits or approves Bethel to participate or receive funds.

Official communication – a communication, written or oral, which presents itself as stating the official position of the administration or Board of Trustees of Bethel University. Employees should be aware that any unofficial communication, written or oral, will not be indemnified by the University.

POLICY

All official communications between Bethel University and external agencies must be approved by the President. All official communications must be issued through the Office of the President and under the President's signature. Failure to obtain the President's approval may lead to employment action up to and including termination of employment.

RESPONSIBLE PARTIES

President, Chief Academic and Compliance Officer, all program directors

PUBLICATION

University website