Policy Matrix	[Date: August 14, 2017]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Administrative Proponent	President	President Faculty Senate	SAVPSA	Exec Dir. Enrollment Management		
The following policies are published in the APM, and in other policy publications, as denoted by "X."						
Georgia Gwinnett College Vision Statement, Mission Statement, and Operating Principles	.10	X	X	X	X	President
Disclaimer: "The authoritative source of information concerning Board approved policies and procedures governing academic and administrative matters is the Policy Manual of the Board of Regents. In cases of inconsistency, Board of Regents policy takes precedence."	X	X	X	X	X	President
Disclaimer: "The Administrative Policy Manual is Georgia Gwinnett College's primary policy manual. In the event of a conflict between (insert manual or handbook name) and the Administrative Policy Manual, the Administrative Policy Manual prevails."		X	X	X	X	President
Policy Requirements	.11	X				President
Procedure Requirements	.12	X				President
OFFICERS OF THE BOARD OF REGENTS	1.0					President
Officers of the Board	1.1					President
Chancellor	1.2					President
System and Board Responsibilities	1.2.1					President
Membership and Committee Responsibilities	1.2.2					President
Report and Document Responsibilities	1.2.3					President
Fiscal Responsibilities	1.2.4					President
Institution Responsibilities: Part-Time Faculty	1.2.5					President
Secretary to the Board of Regents	1.3					President
Treasurer	1.4					President
Other Officers	1.5					President
INSTITUTIONAL GOVERNANCE	2.0					
Election Of Presidents By The Board	2.1					President
Procedure For Selection Of A President For USG Institutions	2.2					President
Performance Assessment of Presidents	2.3					President
Presidential Transitions	2.4					President
Resignation or Retirement	2.4.1					President
Re-Appointment Declined	2.4.2					President
Removal for Cause	2.4.3					President

Policy Matrix	[Date: August 14, 2017]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Educational Leave and Continued Employment	2.4.4					President
Presidential Authority And Responsibilities	2.5					President
Executive Head of Institution	2.5.1					President
Ex-Officio Faculty Chair	2.5.2					President
Personnel Policies	2.5.3					President
Agreements	2.5.4					President
Presidents' Meetings	2.6					President
Organization Structure and Changes (only the Organization Chart is required in policy publications other than APM)	2.7		X		X	President
Delegation of Authority	2.7.5					President
Compensation of Presidents	2.8					President
Institutional Effectiveness: Planning and Assessment	2.9					Exec. Dir., Plans, Policy, and Analysis
Institution Mission	2.10					President
ACADEMIC AFFAIRS	3.0					
General Policy (note: XX indicates to publish only the SACS statement)	3.1		XX	XX	XX	Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Substantive Change Policy	3.1.1					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Representation of Accreditation and Certification Status	3.1.2					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Faculties	3.2					Provost
Faculty Membership	3.2.1					Provost
Corps of Instruction	3.2.1.1					Provost
Administrative Officers	3.2.1.2					Provost
Other Faculty Members	3.2.1.3					Provost
Election of Faculties	3.2.2					Provost
Faculty Meetings	3.2.3					Provost
Faculty Rules and Regulations	3.2.4					Provost
Termination of Faculty Employment	3.2.5					Provost
Regents Teaching and Service to Students Awards Program	3.2.6					Provost
Annual Awards Policies and Procedures	3.2.6.1		X			Provost
Curriculum	3.3					Provost

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Core Curriculum	3.3.1			X	X	Provost
Student Success Courses	3.3.2			X		Dean, School of Transitional Studies
Student Success Courses in English, Reading and Math	3.3.2.1			X		Dean, School of Transitional Studies
Student Placement Test Scores Relative to Course Placement	3.3.2.1.1			X		Dean, School of Transitional Studies
English Language Proficiency Requirements	3.3.2.1.1.1			X		Dean, School of Transitional Studies
Policies For Students Placed Into Student Success Courses	3.3.2.1.2			X		Dean, School of Transitional Studies
Advising	3.3.2.1.2.1			X		Dean, School of Transitional Studies
Student Success Courses Take Priority	3.3.2.1.2.2			X		Dean, School of Transitional Studies
Prerequisites For College-Level Classes	3.3.2.1.2.3			X		Dean, School of Transitional Studies
30-Hour Rule	3.3.2.1.2.4			X		Dean, School of Transitional Studies
Withdrawal From Student Success Courses	3.3.2.1.2.5			X		Dean, School of Transitional Studies
Maximum Number of Attempts and Suspension	3.3.2.1.2.6			X		Dean, School of Transitional Studies
Transfer Students and Student Success Courses	3.3.2.1.2.7			X		Dean, School of Transitional Studies
Resuming College Work and Student Success Requirements	3.3.2.1.2.8			X		Dean, School of Transitional Studies
Reporting and Recording Learning Support Status On Transcript	3.3.2.1.2.9			X		Dean, School of Transitional Studies
Exit Policies For Student Success Courses	3.3.2.1.3			X		Dean, School of Transitional Studies
Voluntarily Enrolling In Student Success Courses	3.3.2.1.4			X		Dean, School of Transitional Studies
Student Success Suspension in English (Writing), Reading, and Mathematics	3.3.2.1.5			X		Dean, School of Transitional Studies
Readmission From Student Success Suspension	3.3.2.1.6			X		Dean, School of Transitional Studies
Students With Special Needs Required To Enroll In Student Success Classes	3.3.2.1.7			X		Dean, School of Transitional Studies
Student Success Courses in English For Academic Purposes/English As A Second Language	3.3.2.2			X		Dean, School of Transitional Studies
Criteria For Determining EAP/ESL Placement	3.3.2.2.1			X		Dean, School of Transitional Studies
English For Academic Purposes/English AS A Second Language (EAP/ESL) Program	3.3.2.2.2			X		Dean, School of Transitional Studies
Prerequisites For College-Level Classes	3.3.2.2.3			X		Dean, School of Transitional Studies
EAP/ESL Registration	3.3.2.2.4			X		Dean, School of Transitional Studies
EAP/ESL Withdrawal Policy	3.3.2.2.5			X		Dean, School of Transitional Studies
EAP/ESL Exit Policy	3.3.2.2.6			X		Dean, School of Transitional Studies
Instruction Offered Externally	3.3.3					Provost
United States and Georgia History and Constitutions	3.3.4			X		Dean, School of Liberal Arts
University System and Technical College System of Georgia Articulation Agreement	3.3.5			X	X	Provost

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Associate Degrees, Diplomas & Certificates	3.3.5.1			X		Provost
General Education Course Transfer	3.3.5.2			X	X	Provost
Calendar of Academic Activities	3.4		X	X	X	Provost
Semester System	3.4.1					Provost
Georgia Gwinnett College Credit Granting Policy	3.4.1.1			X		Provost
Uniform Academic Calendar	3.4.2					Provost
Observance of Religious Holiday By Students	3.4.3	X	X	X		Provost
Exceptions	3.4.4					Provost
Grading System	3.5	X		X		Provost
Grade Point Average	3.5.1	X		X		Provost
Grades Approved in Determining the Grade Point Average	3.5.1.1	X		X	X	Provost
Cumulative Grade Point Average	3.5.1.2	X		X	X	Provost
Symbols Not Included in Determining the Grade Point Average	3.5.2	X		X		Provost
Grade Point Average Upon Academic Renewal	3.5.3	X		X		Provost
Creation and Elimination of Academic Programs	3.6					Provost
Creation of Academic Programs	3.6.1	X				Provost
Termination of Academic Programs	3.6.2					Provost
Comprehensive Academic Program Review	3.6.3	X				Dir., Academic Assessment
Regents' Writing and Reading Skills Requirement	3.7					Provost
Degrees	3.8					Provost
General	3.8.1					Provost
Graduate Degrees	3.8.2					Provost
Residence Requirement for Degree	3.8.3			X		Provost
Honorary Degrees	3.8.4	X				Provost
Diplomas Earned at Institutions Under Previous Name	3.8.5					Provost
Posthumous Degrees	3.8.50			X		Provost
Academic Advisement and Mentoring	3.9	X	X	X		Provost
Minority Advising Program	3.9.1					Provost
Academic Textbooks	3.10	X				Provost
Classroom Visitors Policy	3.15	X				Provost
Academic Freedom	3.50	X		X	X	Provost
Centers and Institutes	3.52					Provost
Student Study Abroad and Service Abroad Policies	3.53	X		X	X	Dir., Internationalization
Types of GGC Study Abroad Programs	3.53.1	X		X	X	Dir., Internationalization

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Study Abroad Program Selection and Approval	3.53.2	X		X	X	Dir., Internationalization
Service Learning Programs	3.53.3	X		X	X	Dir., Internationalization
Eligibility and Requirements	3.53.4	X		X	X	Dir., Internationalization
Transfer Credit For Study Abroad	3.53.5	X		X	X	Exec. Dir., Enrollment Management/Dir., Internationalization
Financial Aid and Requirements	3.53.6	X		X	X	Exec. Dir., Enrollment Management/Dir., Internationalization
Education Abroad Student Pre-Departure Checklist	3.53.7	X		X	X	Dir., Internationalization
Summary of Student Obligations (mandatory) For Study Abroad and Service Learning	3.53.8	X			X	Dir., Internationalization
Study Abroad Policies and Procedures For Program Directors	3.54	X				Dir., Internationalization
Introduction	3.54.1	X				Dir., Internationalization
Terminology	3.54.2	X				Dir., Internationalization
Policies For Faculty-Led Study Abroad and Service-Learning Programs	3.54.3	X				Dir., Internationalization
Academic Integrity For Credit-Bearing Programs	3.54.3.1	X				Dir., Internationalization
Logistical Considerations	3.54.3.2	X				Dir., Internationalization
Faculty Compensation For Study Abroad	3.54.4	X				Provost
Student Recruitment For USG Programs	3.54.5	X				Dir., Internationalization
Program Proposal Development and Approval	3.54.6	X				Dir., Internationalization
Preliminary Proposal	3.54.6.1	X				Dir., Internationalization
Format And Checklist For Faculty-Led Study Abroad and Service Learning Preliminary Proposals	3.54.6.2	X				Dir., Internationalization
Detailed Proposal	3.54.6.3	X				Dir., Internationalization
Format And Checklist For Faculty-Led Study Abroad and Service Learning Detailed Proposals	3.54.6.4	X				Dir., Internationalization
Fiscal Procedures	3.54.7	X				Dir., Internationalization
Budgeting	3.54.7.1	X				Dir., Internationalization
Budget Items	3.54.7.2	X				Dir., Internationalization
Application Fees And Payment Schedules	3.54.7.3	X				Dir., Internationalization
Account Management and Record Keeping	3.54.7.4	X				Dir., Internationalization
Financial Aid	3.54.7.5	X				Dir., Internationalization
Pre-Departure Orientation	3.54.8	X				Dir., Internationalization
Risk And Crisis Management	3.54.9	X				Dir., Internationalization

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
How To Create A Reasonably Safe Program	3.54.9.1	X				Dir., Internationalization
Crisis Management	3.54.9.2	X				Dir., Internationalization
Summary of Participant Obligations and Responsibilities	3.54.10	X				Dir., Internationalization
Policies And Procedures Pertaining To International Exchange Agreements	3.54.11	X				Dir., Internationalization
Purpose	3.54.11.1	X				Dir., Internationalization
Procedures And Considerations	3.54.11.2	X				Dir., Internationalization
Procedures And Applicability	3.54.11.3	X				Dir., Internationalization
Types of International Exchange Agreements	3.54.11.4	X				Dir., Internationalization
Role Of Internationalization in Formalizing An Exchange Agreement	3.54.11.5	X				Dir., Internationalization
Guidelines For Drafting Exchange Agreements	3.54.11.6	X				Dir., Internationalization
Authorization And Approval Process	3.54.11.7	X				Dir., Internationalization
Exchange Agreement Worksheet For School-Initiated Agreements	3.54.11.8	X				Dir., Internationalization
Appendices	3.54.12	X				Dir., Internationalization
I-Courses	3.55	X		X		AVP QEPs and Institutional Policy
Definition of i-Courses	3.55.1	X				AVP QEPs and Institutional Policy
Verification of Courses As *i*-Courses	3.55.2	X				AVP QEPs and Institutional Policy
Global Studies Certification	3.56				X	AVP QEPs and Institutional Policy
Global Studies Certification Admission Policy	3.56.1			X	X	AVP QEPs and Institutional Policy
Global Studies Certification Program Completion Requirements	3.56.2			X		AVP QEPs and Institutional Policy
Global Studies Certification Language Proficiency	3.56.3			X	X	AVP QEPs and Institutional Policy
Demonstration of English/Reading Competency and Regent Writing Competency	3.57					
Georgia Gwinnett College Library Collection Development Policy	3.60					Dean, Library Services
Policy Overview	3.60.1					Dean, Library Services
Responsibility for Collection Development	3.60.2					Dean, Library Services
Selection Criteria	3.60.3					Dean, Library Services
Scope	3.60.3.1					Dean, Library Services
Relevance and Appropriateness	3.60.3.2					Dean, Library Services
Format	3.60.3.3					Dean, Library Services
Language	3.60.3.4					Dean, Library Services
Categories of Materials Not Acquired or Selectively Acquired	3.60.3.5					Dean, Library Services
General Selection Guidelines To Consider	3.60.3.6					Dean, Library Services
Levels of Collection Development For Specific Programs	3.60.3.7					Dean, Library Services

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Gifts	3.60.3.8					Dean, Library Services
Collection Maintenance	3.60.4					Dean, Library Services
De-Selection	3.60.4.1					Dean, Library Services
Replacements	3.60.4.2					Dean, Library Services
Binding	3.60.4.3					Dean, Library Services
Duplication	3.60.4.4					Dean, Library Services
Academic Programs	3.60.5					Dean, Library Services
Biology Program	3.60.5.1					Dean, Library Services
Business Program	3.60.5.2					Dean, Library Services
Criminal Justice/Criminology Program	3.60.5.3					Dean, Library Services
Education Program	3.60.5.4					Dean, Library Services
English Program	3.60.5.5					Dean, Library Services
Exercise Science Program	3.60.5.6					Dean, Library Services
History Program	3.60.5.7					Dean, Library Services
Information Technology Program	3.60.5.8					Dean, Library Services
Math Program	3.60.5.9					Dean, Library Services
Political Science Program	3.60.5.10					Dean, Library Services
Psychology Program	3.60.5.11					Dean, Library Services
STUDENT AFFAIRS	4.0					
General Policy	4.1					SAVPSA
Institutional Responsibility	4.1.1					SAVPSA
Student Rights and Responsibilities	4.1.1.1	X	X			SAVPSA
Student Complaints Policy	4.1.1.1.1	X	X			SAVPSA
Academic Integrity Policy For Academic Dishonesty Matters	4.1.1.1.2	X	X			SAVPSA
GGC Equal Opportunity, Affirmative Action, Prohibited Discrimination and Harassment Policies and Complaint Procedures	4.1.2	X	X		X	VP Business and Finance, Exec. Dir. Diversity/Equity/Title IX
Student Voting Privileges	4.1.3	X	X			SAVPSA
Fraternities and Sororities	4.1.4		X			SAVPSA
Students with Disabilities	4.1.5		X			SAVPSA
Disability Services	4.1.5.1		X	X		SAVPSA
Emotional Support Animals	4.1.5.2		X		X	SAVPSA
Admission of Persons Not Lawfully Present in the United States	4.1.6					Provost, VP B& F
Sexual Misconduct Policy	4.1.7		X			Exec. Dir. Diversity/Equity/Title IX

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GGC Freedom of Expression Policy	4.1.9	X	X		X	SAVPSA
Undergraduate Admissions: Admission Policy	4.2			X	X	Exec. Dir. Recruit. and Admissions
Admission Requirements for Programs Leading to the Baccalaureate Degree	4.2.1			X		Exec. Dir. Recruit. and Admissions
Freshman Requirements	4.2.1.1			X	X	Exec. Dir. Recruit. and Admissions
Exceptions to Freshman Admission Requirements for Special Groups of Students	4.2.1.2			X		Exec. Dir. Recruit. and Admissions
Undergraduate Admission Requirements for Transfer Students	4.2.1.3			X	X	Exec. Dir. Recruit. and Admissions
Undergraduate Admission Requirements for Students Under the Transfer Admission Guarantee policy with Georgia Perimeter College	4.2.1.3.1			X	X	Exec. Dir. Recruit. and Admissions
Non-traditional Students	4.2.1.4			X		Exec. Dir. Recruit. and Admissions
Persons Aged 62 or Over	4.2.1.5			X		Exec. Dir. Recruit. and Admissions
Course Credits for International Baccalaureate Diploma Completion	4.2.1.6			X		Exec. Dir. Enrollment Management
Advanced Placement, College Level Entrance Program, International Baccalaureate, Military Experience	4.2.1.6.1			X		Exec. Dir. Enrollment Management
International Students	4.2.1.7			X	X	Director, Internationalization
Definition	4.2.1.7.1			X	X	Director, Internationalization
Degree Seeking Students	4.2.1.7.2			X	X	Director, Internationalization
Freshman Students	4.2.1.7.2.1			X	X	Director, Internationalization
Transfer Students	4.2.1.7.2.2			X	X	Director, Internationalization
Financial Requirements	4.2.1.7.2.3			X	X	Director, Internationalization
Non-Degree Seeking Students	4.2.1.7.3			X	X	Director, Internationalization
J-1 Visa Students	4.2.1.7.3.1			X	X	Director, Internationalization
Visa Classifications Other Than F-1 or J-1	4.2.1.7.3.2			X	X	Director, Internationalization
Presidential Exceptions	4.2.1.7.4			X	X	Director, Internationalization
Health Insurance	4.2.1.7.5			X	X	Director, Internationalization
Housing for International Students	4.2.1.7.6			X	X	Director, Internationalization
Admission Requirements for Undergraduate Programs Not Leading to the Baccalaureate Degree	4.2.2					Exec. Dir. Recruit. and Admissions
Admission to Career Programs	4.2.2.1					Exec. Dir. Recruit. and Admissions
Admission of Non-Degree Students	4.2.2.3			X		Exec. Dir. Recruit. and Admissions
Admission of Transient Students	4.2.2.4			X		Exec. Dir. Enrollment Management
Admission of Auditors	4.2.2.5			X		Exec. Dir. Recruit. and Admissions
Additional Admission Policies	4.2.3					Exec. Dir. Recruit. and Admissions
General	4.2.3.1					Exec. Dir. Recruit. and Admissions

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Application Procedures	4.2.3.1.1			X	X	Exec. Dir. Recruit. and Admissions
Background Review Process: Admissions and Housing Applications	4.2.3.1.2					Exec. Dir. Enrollment Management
APM 4.2.3.1.2.1 Admissions	4.2.3.1.2.1					Exec. Dir. Enrollment Management
APM 4.2.3.1.2.2 Housing	4.2.3.1.2.2					Exec. Dir. Enrollment Management
Application Deadlines	4.2.3.1.3			X	X	Exec. Dir. Recruit. and Admissions
Admission Appeals	4.2.3.1.4			X		Exec. Dir. Recruit. and Admissions
Referral of Students to Other Institutions	4.2.3.2			X		Exec. Dir. Recruit. and Admissions
Right to Refuse Admission	4.2.3.3			X		Exec. Dir. Recruit. and Admissions
Right to Limit Admission	4.2.3.4			X		Exec. Dir. Recruit. and Admissions
Social Security Numbers	4.2.3.5			X		Provost, VP ET, VP B&F
Good Standing	4.2.4	X		X		Exec. Dir., Enrollment Management
Academic Standing	4.2.5			X		Exec. Dir. Enrollment Management
Classification of Students	4.2.5.1			X		Exec. Dir. Enrollment Management
Good Academic Standing	4.2.5.2			X		Exec. Dir. Enrollment Management
Academic Warning	4.2.5.3			X		Exec. Dir. Enrollment Management
Academic Probation	4.2.5.4			X		Exec. Dir. Enrollment Management
Academic Suspension	4.2.5.5			X		Exec. Dir. Enrollment Management
Academic Dismissal	4.2.5.6			X		Exec. Dir. Enrollment Management
Readmission	4.2.5.7			X		Exec. Dir. Recruit. and Admissions
Georgia Gwinnett College's Residence Requirement	4.2.6				X	Provost
Student Residency	4.3			X		Exec. Dir. Enrollment Management
Out-of-State Enrollment	4.3.1			X		Exec. Dir. Enrollment Management
Classification of Students for Tuition Purposes	4.3.2			X		Exec. Dir. Enrollment Management
Description of Terms Used in the Policy	4.3.2.1			X		Exec. Dir. Recruit. and Admissions
United States Citizens	4.3.2.2			X		Exec. Dir. Recruit. and Admissions
Non-Citizens	4.3.2.3			X		Exec. Dir. Recruit. and Admissions
Tuition Differential Waivers	4.3.3			X		Exec. Dir. Recruit. and Admissions
Verification of Lawful Presence	4.3.4			X		Exec. Dir. Recruit. and Admissions
Regents' Financial Assistance	4.4					Exec Dir. Enrollment Management
Regents' Opportunity Grants Program	4.4.1					Exec Dir. Enrollment Management
Financial Needs Analysis	4.4.2					Exec Dir. Enrollment Management
Athletics	4.5		X			Director, Athletics
Management of Athletics Affairs	4.5.1					Director, Athletics
Intercollegiate Athletics	4.5.1.1		X			Director, Athletics

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Recreation, Intramural Sports and Club Sports	4.5.1.2		X			SAVPSA
Discipline of Students	4.6					SAVPSA
Withdrawal of Recognition of Student Organizations	4.6.1		X			SAVPSA
Violations of State or Federal Law	4.6.2		X			SAVPSA
Disruptive Behavior	4.6.3		X			SAVPSA
Alcohol and Drugs on Campus	4.6.4		X			SAVPSA
Student Code of Conduct	4.6.5		X			SAVPSA
Administrative Actions Based on Health, Safety and Welfare of the College Community	4.6.9		X			SAVPSA
Appeals	4.7		X			SAVPSA
Grade, Housing, Parking, Disability Services and ADA, Residency, Student Account, and Tuition Appeal	4.7.1		X		Grade only	SAVPSA
Appeals on Other Matters	4.7.2		X			SAVPSA
Immunizations	4.8			X		SAVPSA
Immunizations Against Disease During an Outbreak/ Epidemic	4.8.1		X			SAVPSA
Immunization Requirements for Students	4.8.2		X			SAVPSA
University System Student Advisory Council	4.9					SAVPSA
GGC Student Off Campus Events and Field Trip Policy	4.50	X	X	X		AP Academic Affairs SAVPSA
PUBLIC SERVICE	5.0					
General Policy	5.1					President
Service Agreements with Local and State Agencies	5.1.1					President
Lifelong Education	5.2					President
Economic Development	5.3					President
Special Public Service Organizations	5.4					President
Cooperative Extension Service	5.4.1					President
The Rural Development Center	5.4.2					President
Georgia Tech Research Institute	5.4.3					President
The Georgia Public Library Service	5.4.4					President
RESEARCH	6.0					
General Policy	6.1	X		X		President
Ethics in Research	6.1.1	X		X		President
Research Institutions	6.2					President
Intellectual Properties	6.3	X		X		President
Preamble	6.3.1	X		X		President

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Definitions	6.3.2	X		X		President
Intellectual Properties	6.3.2.1	X		X		President
Patentable Materials	6.3.2.2	X		X		President
Copyrighted Materials	6.3.2.3	X		X		President
Software	6.3.2.4	X		X		President
Trademarks	6.3.2.5	X		X		President
Trade Secrets	6.3.2.6	X		X		President
Patentable Plant	6.3.2.7	X		X		President
Mask Work	6.3.2.8	X		X		President
Novel Plant Variety	6.3.2.9	X		X		President
Creator and Originator	6.3.2.10	X		X		President
Faculty Member, Staff Member, and Student	6.3.2.11	X		X		President
Determination of Rights and Equities in Intellectual Properties	6.3.3	X		X		President
Sponsor-Supported Efforts	6.3.3.1	X		X		President
College- Assigned Efforts	6.3.3.2	X		X		President
College-Assisted Individual Effort	6.3.3.3	X		X		President
Individual Effort	6.3.3.4	X		X		President
Other Efforts	6.3.3.5	X		X		President
Institutional Procedures	6.3.4	X		X		President
Intellectual Property Committee	6.3.4.1	X		X		President
Disclosure of Intellectual Property	6.3.4.2	X		X		President
Obligations of Principal Investigators/Project Directors	6.3.4.3	X		X		President
Confidentiality	6.3.4.4	X		X		President
Collaboration	6.3.4.5	X		X		President
Administration of "Sponsor-Supported Efforts" and "College-Assigned Efforts"	6.3.4.6	X		X		President
Administration of "College-Assisted Individual Effort"	6.3.4.7	X		X		President
Administration of "Individual Effort"	6.3.4.8	X		X		President
Declined Intellectual Property	6.3.4.9	X		X		President
Revenue Sharing with Originators	6.3.4.10	X		X		President
Interpretation, Decision, and Appeal	6.3.4.11	X		X		President
Heirs and Assigns	6.3.4.12	X		X		President
Trademarks	6.3.5	X		X		President
Filing of Institutional Policies	6.3.6	X		X		President

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Research and Sponsored Programs Policies and Procedures	6.50					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Introduction	6.51					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Definitions	6.52					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Policies	6.53					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Procedures	6.54					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Assurances and Certifications	6.55					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
Appendices	6.56					Dir., Research, Sponsored Programs, Accreditation and Certification Activities
FINANCE AND BUSINESS	7.0					
General Policy	7.1					VP Business and Finance
Allocation of Funds	7.1.1					VP Business and Finance
Accounting and Reporting	7.1.2					VP Business and Finance
Procedures	7.1.2.1					VP Business and Finance
Deficits	7.1.2.2					VP Business and Finance
Financial Report	7.1.2.3					VP Business and Finance
USG Budget	7.2					VP Business and Finance
Educational and General Revenues and Expenditures	7.2.1					VP Business and Finance
Instruction	7.2.1.1					VP Business and Finance
Research	7.2.1.2					VP Business and Finance
Public Service	7.2.1.3					VP Business and Finance
Academic Support	7.2.1.4					VP Business and Finance
Student Services	7.2.1.5					VP Business and Finance
Institutional Support	7.2.1.6					VP Business and Finance
Plant Operations and Management	7.2.1.7					VP Business and Finance

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Scholarships and Fellowships	7.2.1.8					VP Business and Finance
Auxiliary Enterprises Revenues and Expenditures	7.2.2					VP Business and Finance
Operating Budgets	7.2.3					VP Business and Finance
Budget Amendments	7.2.4					VP Business and Finance
Liability for Expenditure of Budgets	7.2.5					VP Business and Finance
Tuition and Fees	7.3			X	X	VP Business and Finance
Tuition	7.3.1					VP Business and Finance
Definitions	7.3.1.1					VP Business and Finance
Graduate Tuition	7.3.1.2					VP Business and Finance
Professional Program Tuition	7.3.1.3					VP Business and Finance
Tuition for Distance Learning Courses and Programs	7.3.1.4					VP Business and Finance
Tuition Agreements with Corporations, Organizations, and Other Legal Entities	7.3.1.5					VP Business and Finance
Tuition for Move On When Ready	7.3.1.6					VP Business and Finance
Student Fees and Special Charges	7.3.2		X	X	X	VP Business and Finance
Mandatory Student Fees	7.3.2.1		X	X	X	VP Business and Finance
Elective Fees and Special Charges	7.3.2.2			X		VP Business and Finance
Tuition and Fee Payment and Deferral	7.3.3			X		VP Business and Finance
Out-of-State Tuition Waivers and Waiver of Mandatory Fees	7.3.4			X		VP Business and Finance
Out-of-State Tuition Waivers	7.3.4.1			X		VP Business and Finance
Waiver of Mandatory Fees	7.3.4.2			X		VP Business and Finance
Waiver of Mandatory Fees for U.S. Military Reserve and Georgia National Guard Combat Veterans	7.3.4.3			X		VP Business and Finance
Partial Waiver of Mandatory Fees	7.3.4.4			X		VP Business and Finance
Refunds	7.3.5			X	X	VP Business and Finance
Students Withdrawing From an Institution	7.3.5.1			X	X	VP Business and Finance
Death of a Student	7.3.5.2			X	X	VP Business and Finance
Military Service Refunds	7.3.5.3			X	X	VP Business and Finance
Private Donations to the USG and Its Institutions	7.4					VP Advancement
Naming of Places, Colleges or School	7.4.1					VP Advancement
Fund Management	7.5					VP Business and Finance
Banking	7.5.1					VP Business and Finance
Required Electronic Transfer of Funds	7.5.1.1					VP Business and Finance
Investments	7.5.2					VP Business and Finance

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General	7.5.2.1					VP Business and Finance
Investment Objectives	7.5.2.2					VP Business and Finance
Investment Type	7.5.2.3					VP Business and Finance
Asset Allocation	7.5.2.4					VP Business and Finance
Diversification	7.5.2.5					VP Business and Finance
Spending Policy	7.5.2.6					VP Business and Finance
Collateralization	7.5.2.7					VP Business and Finance
Management, Reporting, and Monitoring	7.5.2.8					VP Business and Finance
Use of Investment Managers	7.5.2.9					VP Business and Finance
Loan Funds for Matching Purposes	7.5.3					VP Business and Finance
Sale of Securities	7.5.4					VP Business and Finance
Georgia Eminent Scholars Endowment Trust Fund	7.5.5					VP Business and Finance
Travel	7.6					VP Business and Finance
Purchasing	7.7					VP Business and Finance
General Policy	7.7.1					VP Business and Finance
Employee Purchasing	7.7.2					VP Business and Finance
Purchasing Policy	7.7.2.1					VP Business and Finance
Purchasing Card Program Policy	7.7.2.2					VP Business and Finance
Insurance	7.8					VP Business and Finance
Property Insurance	7.8.1					VP Business and Finance
Liability Insurance	7.8.2					VP Business and Finance
Automotive	7.8.2.1					VP Business and Finance
Professional Liability	7.8.2.2					VP Business and Finance
Fidelity Bond	7.8.3					VP Business and Finance
Contracts	7.9					VP Business and Finance
Contracting Authority	7.9.1					VP Business and Finance
Construction Contracts	7.9.2					VP Business and Finance
Contracts with Veterans Administration	7.9.3					VP Business and Finance
Auditing	7.10					Auditor
State Audits	7.10.1					Auditor
Internal Audits	7.10.2					Auditor
Miscellaneous	7.11					VP Business and Finance
Sales of Institutional Products	7.11.1					VP Business and Finance
Business Enterprises	7.11.2					VP Business and Finance

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Use of Institution Names	7.11.3					VP Business and Finance
Motor Vehicles	7.11.4					VP Business and Finance/VP Operations
Passenger Automobiles	7.11.4.1					VP Business and Finance/VP Operations
Institution-Owned Buses	7.11.4.2					VP Business and Finance/VP Operations
Farming Operations	7.11.5					VP Business and Finance
Faculty Housing	7.11.6					VP Business and Finance
Student Housing	7.11.7					VP Business and Finance
Comprehensive Plans	7.11.7.1					VP Business and Finance
Financial Statements	7.11.7.2					VP Business and Finance
Trademarks	7.11.8					VP Business and Finance
Home or Off-Campus Use of USG Equipment for Business Purposes	7.11.9					VP Educational Technology
Reserved By Board of Regents	7.12					VP Business and Finance
Board of Regents' Retiree Health Benefit Fund Investment Policy	7.13					VP Business and Finance
Purpose	7.13.1					VP Business and Finance
General Objectives	7.13.2					VP Business and Finance
Responsibilities	7.13.3					VP Business and Finance
Monitoring of Objectives	7.13.4					VP Business and Finance
Short-Term Investment Portfolio	7.13.5					VP Business and Finance
Long-Term Investment Portfolio	7.13.6					VP Business and Finance
Identity Theft Program	7.14					VP Business and Finance
Risk Management Policy	7.15					President
Risk	7.15.1					President
Purpose	7.15.2					President
General Objectives	7.15.3					President
Applicability	7.15.4					President
Implementation	7.15.5					President
Frameworks and Procedures	7.15.5.1					President
Risk Management Methodology	7.15.5.2					President
Oversight	7.15.5.3					President
Accountability	7.15.5.4					President
Compliance Policy	7.16					President
FINANCIAL MANAGEMENT	7.50					VP Business and Finance

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Fiscal Misconduct	7.51					VP Business and Finance
Petty Cash	7.53					VP Business and Finance
Research and Grants Policies and Procedures	7.54	X				Dir., Research, Sponsored Programs, Accreditation and Certification Activities
DEVELOPMENT	7.60					VP Advancement
The Georgia Gwinnett College Fundraising	7.61					VP Advancement
GGC Scholarship Policy	7.62					VP Advancement
GGC Alumni Contact Policy	7.63					VP Advancement
Corporate Relations and Sponsorship Policy	7.64					VP Advancement
New Fund Creation and Administration	7.65					VP Advancement
Memorial Tributes Policy	7.66					VP Advancement
GGC Student Grants Policy	7.67					VP Advancement
FOUNDATION POLICIES	7.70					VP Advancement
Foundation Spending	7.71					VP Advancement
Gift Acceptance Policy	7.72					VP Advancement
Privacy Policy	7.73					VP Advancement
Donor Recognition Policy	7.74					VP Advancement
Charitable Gift Annuity Agreement	7.75					VP Advancement
GGC Foundation Endowment Investment Policy	7.76					VP Advancement
Foundation Document Retention Policy	7.77					VP Advancement
Gift In Kind Policy	7.78					VP Advancement
Foundation Reinvestment and Management Fee Policy	7.79					VP Advancement
Foundation Tax Exempt Debt Policy	7.80					VP Advancement
Foundation Credit Card Policy	7.81					VP Advancement
Foundation Cash Management Policy	7.82					VP Advancement
Foundation Code of Conduct Policy	7.83					VP Advancement
Foundation Whistleblower Policy	7.84					VP Advancement
Foundation Conflict of Interest Policy	7.85					VP Advancement
Foundation Fund Disbursement Policy	7.86					VP Advancement
Foundation Courtesy Automobile Policy	7.87					VP Advancement
PERSONNEL	8.0					Development
Personnel Categories	8.1					VP Business and Finance
Faculty Members	8.1.1					VP Business and Finance
Corps of Instruction	8.1.1.1					VP Business and Finance

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Policies	Administrative Policy Manual	Faculty Manual	Student Handbook	GGC Catalog	Website	Proponent
Classified Personnel	8.1.2					VP Business and Finance
General Policies for all Personnel	8.2					VP Business and Finance
Equal Employment Opportunity (See APM 4.1.2)	8.2.1					VP Business and Finance, Exec. Dir. Diversity/Equity/Title IX
Age Criteria	8.2.2					VP Business and Finance
Employment of Relatives	8.2.3					VP Business and Finance
Employment of Foreign Nationals	8.2.4					VP Business and Finance
Employee Orientation	8.2.5					VP Business and Finance
Holidays	8.2.6			X		VP Business and Finance
Leave	8.2.7					VP Business and Finance
Vacation/Annual Leave	8.2.7.1					VP Business and Finance
Sick Leave With Pay	8.2.7.2					VP Business and Finance
Shared Sick Leave	8.2.7.2.1					VP Business and Finance
Shared Sick Leave Donation of Leave	8.2.7.2.1.1					VP Business and Finance
Shared Sick Leave Eligibility for Benefits	8.2.7.2.1.2					VP Business and Finance
Shared Sick Leave Application for Benefits	8.2.7.2.1.3					VP Business and Finance
Shared Sick Leave Termination of Membership	8.2.7.2.1.4					VP Business and Finance
Shared Sick Leave Confidentiality	8.2.7.2.1.5					VP Business and Finance
Shared Sick Leave Approval Process	8.2.7.2.1.6					VP Business and Finance
Shared Sick Leave Appeal	8.2.7.2.1.7					VP Business and Finance
Sick Leave Without Pay	8.2.7.3					VP Business and Finance
Educational and Professional Leave	8.2.7.4					VP Business and Finance
Educational and Professional Leave for Faculty	8.2.7.4.1	X				Provost
Military Leave with Pay	8.2.7.5					VP Business and Finance
Family Medical Leave	8.2.7.6					VP Business and Finance
Miscellaneous Leave	8.2.7.7					VP Business and Finance
Acceptance of Leave From a State of Georgia Agency by the University System of Georgia	8.2.7.8					VP Business and Finance
Retirement	8.2.8					VP Business and Finance
Retirement Systems	8.2.8.1					VP Business and Finance
Definition of a USG Retiree/ Eligibility for Retirement	8.2.8.2					VP Business and Finance
Employment Beyond Retirement	8.2.8.3					VP Business and Finance
Retirement of a Career Employee	8.2.8.4					VP Business and Finance
Retired Faculty Office Space	8.2.8.50					Provost
Insurance	8.2.9					VP Business and Finance

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Group Health Insurance	8.2.9.1					VP Business and Finance
Group Life Insurance	8.2.9.2					VP Business and Finance
Other Insurance	8.2.9.3					VP Business and Finance
Benefits Continuation into Retirement	8.2.9.4					VP Business and Finance
Disabled Employees Insurance	8.2.9.5					VP Business and Finance
Dependents of Deceased Employees, Disabled Employees, or Retirees	8.2.9.6					VP Business and Finance
Worker's Compensation Benefits	8.2.10					VP Business and Finance
Social Security	8.2.11					VP Business and Finance
Annuity Programs/ Deferred Compensation Programs	8.2.12					VP Business and Finance
Gratuities	8.2.13					VP Business and Finance
Prohibited Receipt of Gifts by USG Employees	8.2.13.1					VP Business and Finance
Appearance of Conflicts of Interest	8.2.13.2					VP Business and Finance
Other Rules of Conduct	8.2.13.3					VP Business and Finance
Violations	8.2.13.4					VP Business and Finance
Garnishment of Pay	8.2.14					VP Business and Finance
Outside Activities	8.2.15					VP Business and Finance
Occupational	8.2.15.1	X				VP Business and Finance
Consulting	8.2.15.2	X				VP Business and Finance
Political	8.2.15.3	X				VP Business and Finance
Georgia Gwinnett College Structured Volunteer Program	8.2.15.51	X	X			VP Business and Finance
GGC Equal Opportunity, Affirmative Action, Prohibited Discrimination and Harassment Policies and Complaint Procedures (See APM 4.1.2)	8.2.16					VP Business and Finance, Exec. Dir. Diversity/Equity/Title IX
Career Development	8.2.17					VP Business and Finance
Voluntary Disclosure of Drug Use	8.2.18					VP Business and Finance
Tuition Assistance Program	8.2.19					VP Business and Finance
Employee Auditing of Courses	8.2.19.1					VP Business and Finance
Special Tuition Assistance Program for Nursing Faculty	8.2.19.2					VP Business and Finance
Georgia Gwinnett College Ethics	8.2.20	X	X		X	VP Business and Finance
Introduction	8.2.20.1	X	X		X	VP Business and Finance
Applicability	8.2.20.2	X	X		X	VP Business and Finance
Statement of Core Values	8.2.20.3	X	X		X	VP Business and Finance
Purpose of the Code of Conduct	8.2.20.4	X	X		X	VP Business and Finance
Code of Conduct	8.2.20.5	X	X		X	VP Business and Finance
Interpretation of Sources	8.2.20.6	X	X		X	VP Business and Finance

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Employment Appeals	8.2.21	X				VP Business and Finance
Amorous Relationships	8.2.23	X				VP Business and Finance, Exec. Dir. Diversity/Equity/Title IX
Employee Grievance Policy	8.2.50	X				VP Business and Finance
Benefits Continuation Policy for Employees in Suspension or Leave Status	8.2.51					VP Business and Finance
Employee Transfer Policy	8.2.52					VP Business and Finance
Copyright and Fair Use Policy	8.2.53	X				VP Business and Finance
Procedures For Handling Copyright Infringement Complaints	8.2.53.1		X			VP Educational Technology
Prohibition Against Sales, Solicitation, Invitation and Operation of Private Enterprise	8.2.54					VP Business and Finance
Dress and Personal Appearance	8.2.55					VP Business and Finance
Teleworking Policy	8.2.56					VP Business and Finance
GGC Reduction in Force Policy	8.2.84					VP Business and Finance
Space Heaters	8.2.85					VP Business and Finance
Cellular Mobile and Smart Devices Policy	8.2.86					VP Educational Technology
Mandatory Participation in Alert Notification System	8.2.87		X			VP Educational Technology, VP Operations
Workplace Violence on Campus	8.2.88		X			VP Business and Finance
Tobacco and Smoke-Free Campus "Breathe Easy Policy"	8.2.89		X		X	VP Operations
Employment in Multiple Types of Employment	8.2.90					VP Business and Finance
Standard Calendar Year Hours	8.2.91					VP Business and Finance
Drug Testing	8.2.92					VP Business and Finance
Faculty/Staff Professional Travel	8.2.93					VP Business and Finance
Right to Know	8.2.94					VP Business and Finance Provost
Classified Personnel Performance Evaluation	8.2.95					VP Business and Finance
Visitors While at Work	8.2.96					VP Business and Finance
Personnel Files	8.2.97					VP Business and Finance
Drug Free Workplace Policy	8.2.98		X			VP Business and Finance
Background Investigation Policy	8.2.99					VP Business and Finance
Additional Policies for Faculty	8.3					Provost
Faculty Employment	8.3.1					Provost
Recruitment and Appointment	8.3.1.1	X				Provost
Minimum Qualifications for Employment	8.3.1.2					Provost
Regents' Professorships	8.3.2					Provost

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Regents' Researchers	8.3.2.1					Provost
Establishment of Named Faculty Positions	8.3.2.2					Provost
Intrasystem Recruitment and Inter-Institutional Faculty Appointments	8.3.3					Provost
Intrasystem Recruitment	8.3.3.1					Provost
Inter-Institutional Faculty Appointments	8.3.3.2					Provost
Notice of Employment and Resignation	8.3.4					Provost
Tenured Faculty	8.3.4.1					Provost
Non-Tenured Faculty with Academic Ranks of Instructor, Assistant Professor, Associate Professor, and Professor	8.3.4.2					Provost
Lecturers and Senior Lecturers	8.3.4.3					Provost
Georgia Gwinnett College Faculty	8.3.4.4	X				Provost
Evaluation of Personnel	8.3.5					VP Business and Finance
Faculty	8.3.5.1					Provost
Graduate Teaching/Laboratory Assistants	8.3.5.2					Provost
Senior Administrators	8.3.5.3					VP Business and Finance
Post-Tenure Review for Tenured Faculty and Administrators	8.3.5.4					Provost
Criteria for Promotion	8.3.6					Provost
Minimum for All Institutions in All Professorial Ranks	8.3.6.1					Provost
State and Two-Year Colleges	8.3.6.4					Provost
Tenure and Criteria for Tenure	8.3.7					Provost
Tenure Requirements	8.3.7.2					Provost
Program Modification	8.3.7.10					Provost
Non-Tenure Track Personnel	8.3.8					Provost
Employment of Full-Time Lecturers	8.3.8.1					Provost
Senior Lecturers	8.3.8.2					Provost
Academic Professionals	8.3.8.3					Provost
Discipline and Removal of Faculty Members	8.3.9	X				Provost
Grounds for Removal	8.3.9.1	X				Provost
Procedures for Dismissal	8.3.9.2.	X				Provost
Dismissal of Temporary, Limited Term, or Part-time Instructional Personnel	8.3.9.3	X				Provost
Suspension for Violation of State or Federal Laws	8.3.9.4	X				Provost
Faculty Employment Application Forms	8.3.10	X				Provost
Faculty Contract Forms	8.3.11	X				Provost

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Compensation	8.3.12	X				Provost
Salaries	8.3.12.1	X				Provost
Criteria for Determining Salaries	8.3.12.2	X				Provost
Summer School Salaries	8.3.12.3	X				Provost
Research, Saturday Classes, and Off-Campus Continuing Education	8.3.12.4	X				Provost
Instructional Overloads	8.3.12.4.1	X				Provost
Salary Supplements from Cooperative Organizations	8.3.12.5					Provost
Employment for Faculty Members with Agency Funds	8.3.12.6					Provost
Pay For Class Coverage	8.3.12.50	X				Provost
Emeritus/a Title	8.3.13	X				Provost
Faculty Development	8.3.14	X				Provost
Enhancing Teaching and Learning in K-12 Schools and USG Institutions	8.3.15					Provost
Work in K-12 Schools	8.3.15.1					Provost
Work in USG Institutions	8.3.15.2					Provost
Additional Personnel Policies and Procedures	8.4					VP Business and Finance
Disciplinary Procedures for Classified Employees	8.4.5					VP Business and Finance
Financial Exigency	8.5					VP Business and Finance Provost
Definition of Financial Exigency	8.5.1					VP Business and Finance Provost
Layoffs or Terminations	8.5.2					VP Business and Finance Provost
Program Modification or Discontinuance in the Event of Financial Exigency	8.5.3					VP Business and Finance Provost
Application for Discretionary Review	8.6					Exec. Dir. Legal Affairs
Relocation Expense Policy	8.50	X				VP Business and Finance
FACILITIES	9.0					VP Business and Finance
General Policy on Real Estate and Facilities	9.1					VP Business and Finance
Definitions	9.1.1					VP Business and Finance
Portfolio Management and Utilization	9.1.2					VP Business and Finance
Compliance and Risk Management	9.1.3					VP Business and Finance
Board of Regents Procedures and Guidelines	9.1.4					VP Business and Finance
Training and Staff Development	9.1.5					VP Business and Finance
Delegation Of Authority	9.1.6					VP Business and Finance
Strategic Capital Planning	9.2					VP Business and Finance

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System-wide Multi-Year Planning and Funding Model	9.2.1					VP Business and Finance
Campus Master Planning	9.2.2					VP Business and Finance
Off-Campus Instructional Sites	9.3					VP Business and Finance
Project Authorization	9.4					VP Business and Finance
Authorization By Board of Regents	9.4.1					VP Business and Finance
Annual Plan for Capital Implementation	9.4.2					VP Business and Finance
Emergency and Other Projects Outside the Annual Plan	9.4.3					VP Business and Finance
Capital Program Procurement	9.5					VP Business and Finance
Project Delivery	9.5.1					VP Business and Finance
Professional Services	9.5.2					VP Business and Finance
Construction Services	9.5.3					VP Business and Finance
Furniture, Fixtures, And Equipment	9.5.4					VP Business and Finance
Contracting	9.6					VP Business and Finance
Contracting Authority	9.6.1					VP Business and Finance
Required Reporting	9.6.2					VP Business and Finance
Debarment	9.6.3					VP Business and Finance
Facilities and Campus Grounds Development	9.7					VP Business and Finance
Sustainable Design and Life Cycle Costing	9.7.1					VP Business and Finance
Building Design Standards	9.7.2					VP Business and Finance
Modular/Temporary Buildings	9.7.3					VP Business and Finance
Campus Grounds and Landscape Standards	9.7.4					VP Business and Finance
Plaques	9.7.5					VP Business and Finance
Public Private Ventures	9.8					VP Business and Finance
Housing Facilities	9.8.1					VP Business and Finance
Private Housing	9.8.2					VP Business and Finance
Capital Liability Capacity and Affordability	9.8.3					VP Business and Finance
Capital Liability Reserve Fund	9.8.4					VP Business and Finance
PPV Rental Agreements	9.8.5					VP Business and Finance
Lease Rental Agreement Revisions	9.8.5.1					VP Business and Finance
Repair and Replacement Reserves	9.8.5.2					VP Business and Finance
Real Property Ownership and Asset Management	9.9					VP Business and Finance
Procurement of Professional Expertise	9.9.1					VP Business and Finance
Acquisition	9.9.2					VP Business and Finance
Disposition	9.9.3					VP Business and Finance

Policy Matrix	[Date: August 14, 2017]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Sale of Property	9.9.3.1					VP Business and Finance
Conveyances for Road Improvements	9.9.3.2					VP Business and Finance
Demolition	9.9.3.3					VP Business and Finance
Easements	9.9.4					VP Business and Finance
Timber Sales	9.9.5					VP Business and Finance
Use of Board of Regents Property	9.10					VP Business and Finance
Leasing Authority as Landlord	9.10.1					VP Business and Finance
When to Lease as Landlord	9.10.2					VP Business and Finance
Lease of Residential Facilities	9.10.3					VP Business and Finance
Lease of Research Facilities	9.10.4					VP Business and Finance
Presidents' Homes	9.10.5					VP Business and Finance
Use of Institutional Facilities/Property	9.10.6					VP Business and Finance
In Political Campaigns	9.10.6.1					VP Business and Finance
By Affiliated Organizations	9.10.6.2					VP Business and Finance
Facilities Use by Non-College Groups	9.10.6.3					VP Operations
For Personal Use	9.10.6.4					VP Business and Finance
Use of Property not Owned by the Board of Regents	9.11					VP Business and Finance
Leasing Authority As Tenant	9.11.1					VP Business and Finance
Leasing As Tenant	9.11.2					VP Business and Finance
Reporting Of Leases As Tenant	9.11.3					VP Business and Finance
Management and Operations	9.12					VP Business and Finance
Sustainability, Efficiency, and Effectiveness	9.12.1					VP Business and Finance
Maintenance and Upkeep	9.12.2					VP Business and Finance
Major Repairs and Rehabilitation	9.12.3					VP Business and Finance
Environmental and Occupational Safety	9.12.4					VP Operations
Emergency Planning and Preparedness	9.12.5					VP Operations
Emergency Operations Plan	9.12.5.1					VP Operations
Emergency Operations Plan (EOP) Emergency Notification Plan	9.12.5.1.1					VP Operations
Campus Police Alarm Policy	9.12.5.2					VP Operations
Security Alarm Services	9.12.5.2.1					VP Operations
Acquiring An Alarm System – Procedure	9.12.5.2.2					VP Operations
Alarm System Installation Standards	9.12.5.2.3					VP Operations
System Maintenance	9.12.5.2.4					VP Operations
Changes To Alarm System Status	9.12.5.2.5					VP Operations

Policy Matrix [Date: August 14, 2017]						
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Automated External Defibrillator (AED)	9.12.5.3					VP Operations
Security	9.12.6					VP Operations
Georgia Gwinnett College Campus Security Act Compliance Policy	9.12.65		X		X	VP Operations SAVPSA
Skateboard and Bicycle Policy	9.12.8		X			VP Operations
Posting Policy	9.50		X			VP Business and Finance, VP Strategic Communications and Positioning
Georgia Gwinnett College Library Facilities Use Policy	9.51		X			Dean, Library Services
Space Management Policy	9.52					VP Operations
Parking Regulations	9.53		X		X	VP Operations
GGC Fleet Management	9.55					VP Operations
Operating College Vehicles	9.55.1					VP Operations
Authorized Vehicle Use	9.55.1.1					VP Operations
Unauthorized Vehicle Use	9.55.1.2					VP Operations
Driver Qualifications	9.55.1.3					VP Operations
Motor Vehicle Pool	9.55.1.4					VP Operations
Assigned Vehicles and Driven Home Overnight	9.55.1.5					VP Operations
Record Keeping Requirements	9.55.1.6					VP Operations
Traffic Violations	9.55.1.7					VP Operations
Accidents	9.55.1.8					VP Operations
Fuel Card Usage	9.55.1.9					VP Operations
Commercial Rentals	9.55.2					VP Operations
Low Speed Vehicle Safety, Registration, and Designated Parking Policy	9.55.3					VP Operations
INFORMATION, RECORDS, AND PUBLICATIONS	10.0					
Publicity	10.1					VP Strategic Communications and Positioning
Publications	10.2					VP Strategic Communications and Positioning
The System Supplement	10.2.1					VP Strategic Communications and Positioning
Institutional Publications	10.2.2					VP Strategic Communications and Positioning
Publishing Notices of Charges	10.2.3					VP Strategic Communications and Provost; VP Business and Finance

Policy Matrix	[Date: August 14, 2017]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Digital Communications Policy	10.2.4					VP Strategic Communications and Positioning
GGC Website	10.2.4.1					VP Strategic Communications and Positioning
Design	10.2.4.1.1					VP Strategic Communications and Positioning
Graphics	10.2.4.1.2					VP Strategic Communications and Positioning
Content	10.2.4.1.3					VP Strategic Communications and Positioning
Questionable Content	10.2.4.1.3.1					VP Strategic Communications and Positioning
Images	10.2.4.1.3.2					VP Strategic Communications and Positioning
Accessibility	10.2.4.1.3.3					VP Strategic Communications and Positioning
Continuous Improvement	10.2.4.1.4					VP Strategic Communications and Positioning
Public GGC Website	10.2.4.1.5					VP Strategic Communications and Positioning
Content Managers	10.2.4.1.5.1					VP Strategic Communications and Positioning
Content Management Procedures	10.2.4.1.5.2					VP Strategic Communications and Positioning
Requesting a Sub-Site	10.2.4.1.5.3					VP Strategic Communications and Positioning
Content Review	10.2.4.1.5.4					VP Strategic Communications and Positioning
Requesting Edits	10.2.4.1.5.5					VP Strategic Communications and Positioning
Other Website Requests	10.2.4.1.5.6					VP Strategic Communications and Positioning
Official Social Media Accounts	10.2.4.2					VP Strategic Communications and Positioning
Official Tools and Accounts	10.2.4.2.1					VP Strategic Communications and Positioning
Social Media Content Managers	10.2.4.2.2					VP Strategic Communications and Positioning
Content	10.2.4.2.3					VP Strategic Communications and Positioning

Policy Matrix	[Date: August 14, 2017]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Social Media Account Requests	10.2.4.2.4					VP Strategic Communications and Positioning
Photography	10.2.5					VP Strategic Communications and Positioning
Identification of Institutions of the University System	10.3					VP Strategic Communications and Positioning
Records Retention	10.4					Chief of Staff
Healthcare Information	10.5					President
Data Management and Classification	10.8					VP Educational Technology
Purpose	10.8.1					VP Educational Technology
Scope	10.8.2					VP Educational Technology
Institutional Data Definition	10.8.2.1					VP Educational Technology
User Responsibilities and Compliance	10.8.3					VP Educational Technology
Data Management Structure	10.8.4					VP Educational Technology
Data Users	10.8.4.1					VP Educational Technology
Data Managers	10.8.4.2					VP Educational Technology
Data Stewards	10.8.4.3					VP Educational Technology
Data Trustees	10.8.4.4					VP Educational Technology
Data Classification	10.8.5					VP Educational Technology
Unrestricted Data	10.8.5.1					VP Educational Technology
Internal Data	10.8.5.2					VP Educational Technology
Sensitive Data	10.8.5.3					VP Educational Technology
Confidential Data	10.8.5.4					VP Educational Technology
Definitions For The Purpose Of This Document Section	10.8.6					VP Educational Technology
Records Management and Security	10.9	X	X	X		Provost VP Educational Technology
Scope	10.9.1	X	X	X		Provost VP Educational Technology
Records Management Policies	10.9.2	X	X	X		Provost VP Educational Technology
Protecting the Right to Privacy	10.9.2.1	X	X	X		Provost VP Educational Technology
Restricting Access to Records	10.9.2.1.1	X	X	X		Provost VP Educational Technology
Releasing Information Only In Accordance With Strict Guidelines	10.9.2.1.2	X	X	X		Provost VP Educational Technology

Policy Matrix **Policies**	Administrative Policy Manual	Faculty Manual	Student Handbook	GGC Catalog	Website	Proponent
Providing Student and Their Parents With Information Concerning Students' Rights For the Protection of Their Confidential Records	10.9.2.1.3	X	X	X		Provost VP Educational Technology
Student Electronic Records Storage and Recovery	10.9.2.2	X	X	X		Provost VP Educational Technology
Training of New Employees(Faculty, Staff and Student Workers) As Well As Current Employees	10.9.2.3	X	X	X		Provost VP Educational Technology
Annual Review of Procedures As Well As Immediate Review of Procedures Any Time A Breach Of Procedures Is Identified	10.9.2.4	X	X	X		Provost VP Educational Technology
Records Retention and Dispositions	10.9.2.5	X	X	X		Provost VP Educational Technology
Release of Records	10.9.2.6	X	X	X		Provost VP Educational Technology
Correction Of Records	10.9.2.7	X	X	X		Provost VP Educational Technology
Student Records Procedures	10.9.3	X	X	X		Provost VP Educational Technology
Procedures Related to Privacy	10.9.3.1	X	X	X		Provost VP Educational Technology
Procedures Related To Restricting Access To Records	10.9.3.1.1	X	X	X		Provost VP Educational Technology
Procedures Related To Releasing Information	10.9.3.1.2	X	X	X		Provost VP Educational Technology
Procedures Related To Informing Students And Parents of Students' Rights For The Protection Of Their Confidential Records	10.9.3.1.3	X	X	X		Provost VP Educational Technology
Procedures Related To Electronic Records Storage And Recovery	10.9.3.2	X	X	X		Provost VP Educational Technology
Procedures Related To Training	10.9.3.3	X	X	X		Provost VP Educational Technology
Procedures Related To Review Of Procedures	10.9.3.4	X	X	X		Provost VP Educational Technology
Procedures Related To Records Retention And Disposition	10.9.3.5	X	X	X		Provost VP Educational Technology
Procedures Related To Release of Records	10.9.3.6	X	X	X		Provost VP Educational Technology
Procedures Related To Correction OF Records	10.9.3.7	X	X	X		Provost VP Educational Technology
Media Relations Policy	10.50		X			VP Strategic Communications and Positioning

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Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
The GGC Brand Policy	10.50.1		X			VP Strategic Communications and Positioning
Open Records Policy and Procedures	10.60					Exec. Dir. Legal
Applicability to Georgia Gwinnett College	10.61					Exec. Dir. Legal
INFORMATION TECHNOLOGY	11.0					VP Educational Technology
General Policy	11.1					VP Educational Technology
Board of Regents Procedures and Guidelines	11.1.1					VP Educational Technology
Delegation of Authority	11.1.2					VP Educational Technology
Project Authorization	11.2					VP Educational Technology
Delegation of Authority	11.2.1					VP Educational Technology
Information Security Policy	11.3					VP Educational Technology
General Policy	11.3.1					VP Educational Technology
System-Level Activities	11.3.2					VP Educational Technology
Institutional Responsibilities	11.3.3					VP Educational Technology
Specific Policies and Standards	11.50					VP Educational Technology
Appropriate Use	11.50.1					VP Educational Technology
Acceptable Use of Information Technology	11.50.1.1		X			VP Educational Technology
Internet Acceptable Use Policy	11.50.1.2					VP Educational Technology
GGC Information Security	11.50.2					VP Educational Technology
Data Usage	11.50.2.1					VP Educational Technology
Password Policy	11.50.2.2					VP Educational Technology
Electronic Mail Privacy Statement	11.50.2.3					VP Educational Technology
Firewall Policy	11.50.2.4					VP Educational Technology
Continuity of Operations Plan	11.50.3					VP Educational Technology
Payment Card Industry Policy	11.50.4					VP Educational Technology
Electronic and Information Technology Accessibility Policy	11.60					VP Strategic Communications and Positioning, VP Educational Technology
Web Accessibility	11.60.1					VP Strategic Communications and Positioning, VP Educational Technology
Procurement of Electronic and Information Technology	11.60.2					VP Educational Technology
GGC Library Computer Use Policies	11.90		X			Dean, Library Services
Lost, Stolen, Or Damaged Equipment	11.91					VP Educational Technology
Lost Or Stolen Equipment	11.91.1					VP Educational Technology
Damage	11.92.2					VP Educational Technology

Policy Matrix

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Policies	Administrative Policy Manual	Faculty Manual	Student Handbook	GGC Catalog	Website	Proponent
Funding For Lost, Stolen, Or Damaged Equipment	11.93.3					VP Educational Technology
MISCELLANEOUS	12.0					President
Political Interference	12.1					President
Disruptive Behavior	12.2					President
Seals	12.3					President
Interment of Persons on Campus	12.4					VP Business and Finance
Cooperative Organizations	12.5					President
Definition	12.5.1					President
Relationship Between Cooperative Organizations and USG Institutions	12.5.2					President
Service of Process	12.6					President
Campus Security and Police	12.8					VP Operations
Institution Police Departments	12.8.1					VP Operations
USG Chief of Police	12.8.2					VP Operations
Chief of Police Certification Requirements	12.8.3					VP Operations
Chief of Police Reporting Requirements	12.8.4					VP Operations
Personnel Actions: Chief of Police	12.8.5					VP Operations
Notification Requirements	12.8.6					VP Operations
Police Department Assessment Program	12.8.7					VP Operations
Protection of Non-Student Minors	12.9					VP Operations
Testing Services	12.90				X	Dean, School of Transitional Services
Elected/Appointed Officials on Campus	12.91		X			Dir., Gov't. Affairs
CHANGES	13.0					President
EDUCATIONAL TECHNOLOGY	20					VP Educational Technology
Use, Selection, and Support of Educational Technology	20.1	X				VP Educational Technology
Learning Management System Usage Policy	20.2	X				VP Educational Technology
FINANCIAL AID OFFICE POLICIES AND PROCEDURES	21.0			X		Exec Dir. Enrollment Management
Faculty Manual: The following policies are published in the Faculty Manual, but not in the Administrative Policy Manual.						
Absence		X				Provost
Academic Freedom Grievance Procedures		X				Provost
Amendments		X				Provost
Appeals		X				Provost
Club Advising		X				Provost
Contracts		X				Provost
Conflict of Interest- Research		X				Provost

Policy Matrix	[Date: August 14, 2017]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Course Evaluations		X				Provost
Curriculum Committee		X				Provost
Faculty Credentialing		X				Provost
Faculty Orientation		X				Provost
Faculty Quality and Performance		X				Provost
Faculty Rank		X				Provost
Faculty Responsibilities		X				Provost
Faculty Rights, Privileges, Benefits		X				Provost
Faculty Senate Bylaws		X				Provost
Final Exam Policy		X				Provost
Governance Policy		X				Provost
Grade Books		X				Provost
Graduation		X				Provost
Office Hours		X				Provost
Other Standing Committees		X				Provost
Professor in Residence		X				Provost
Prohibition Against Selling Products and Services to Students		X				Provost
Promotion and Credentialing Committee		X				Provost
Scholarly Activities		X				Provost
Service		X				Provost
Student Research in the Classroom		X				Provost
Statement on Professional Ethics		X				Provost
Student Attendance Policy		X		X		Exec Dir. Enrollment Management
Student Engagement		X				Provost
Supplementary Compensation		X				Provost
Syllabi		X				Provost
Teaching		X				Provost
Appendix 1: Faculty Evaluation		X				Provost
Appendix 2: Promotion and Credentialing		X				Provost
Appendix 3: Library Faculty Handbook		X				Dean, Library Services
Appendix 4: Seed Funds Policies and Procedures Manual: VPASA/Provost Seed Grants Program		X				Provost
Appendix 5: Curriculum Committee Policies and Procedures		X				Provost
Appendix 6: Institutional Animal Care and Use Committee Policies and Procedures		X				Provost

Policy Matrix	[Date: August 14, 2017]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Appendix 7: Guidelines for Promotion for Administrative Faculty		X				Provost
The following policies are published in the Catalog, but not in the Administrative Policy Manual or Faculty Manual.						
Withdrawal from				X		Exec Dir. Enrollment Management
Course Load				X		Exec Dir. Enrollment Management
Degrees				X	X	Exec Dir. Enrollment Management
Grade Changes				X		Exec Dir. Enrollment Management
Mid-Term Grades				X		Exec Dir. Enrollment Management
Registration				X		Exec Dir. Enrollment Management
Course Drops and Additions				X		Exec Dir. Enrollment Management
Undergraduate Degree Requirements				X	X	Exec Dir. Enrollment Management
Upper Division Major/Minor Requirements				X	X	Exec Dir. Enrollment Management
Transcript Requests				X		Exec Dir. Enrollment Management
Course Load (to be full time student)				X		Exec Dir. Enrollment Management
Repeated Courses				X		Exec Dir. Enrollment Management
Academic standing				X		Exec Dir. Enrollment Management
Recognition of Scholarship				X		Exec Dir. Enrollment Management
ARCHE Cross Registration				X	X	Exec Dir. Enrollment Management
Honors Program				X	X	Director, Honors Program
Graduation with Honors				X		Exec Dir. Enrollment Management
Programs of Study				X	X	Provost
Academic Minors				X	X	Provost
Multiple Majors				X	X	Provost
Multiple Concentrations with an Academic Degree Program				X	X	Provost
Program Completion				X	X	Provost
Nursing Program Admission Requirements & Procedures				X	X	Dean, School of Nursing
Georgia Gwinnett College Nursing Student Handbook 2016-17				X	X	Dean, School of Nursing
Appendix: Teacher Education Handbook				X	X	Dean, School of Education
The following policies are published in the Student Handbook, but not in Administrative Policy Manual, Faculty Manual, or Catalog.						
Student Insurance			X			Provost
Parental Notification			X			SAVPSA
Adoption and Amendment to Policies, Procedures, and the Student Handbook			X			SAVPSA
Student Behavioral Concerns Team Policy			X			SAVPSA
Appendix 1: 2015-2016 GGC Community Guide: Housing and Residence Life Policies and Procedures			X			VP Business and Finance Provost

Policy Matrix	[Date: August 14, 2017]					
Policies	**Administrative Policy Manual**	**Faculty Manual**	**Student Handbook**	**GGC Catalog**	**Website**	**Proponent**
Appendix 2: Documentation and Plagiarism Policy			X		X	SAVPSA
Appendix 3: 2015-16 GGC Grizzlies Student- Athlete Handbook			X			Director, Athletics
Appendix 4: Disability Services Policy and Procedures Manual			X			SAVPSA
Appendix 5: Registered Student Organization Policies and Procedures			X			SAVPSA
Appendix 6: Student Center Manual and Policy Guide			X			SAVPSA
Appendix 7: Wellness Recreation Center Membership Policies and Procedures			X			SAVPSA
Appendix 8: Club Sports Policies & Procedures			X			SAVPSA
Appendix 9: Outdoor Adventures Policies and Procedures			X			SAVPSA