

# Policy Matrix

May 2, 2019

| Policies   | Administrative Policy Manual | Faculty Manual | Student Handbook | GGC Catalog | Website | Proponent |
|--|------------------------------|----------------|------------------|-------------|---------|-----------|
| The following policies are published in the APM as denoted by "X."   |                              |                |                  |             |         |           |
| Vision, Mission, and Operating Principles  | X                            | 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 |
| <b>OFFICERS OF THE BOARD OF REGENTS</b>  | 1.0                          |                |                  |             |         |           |
| <b>INSTITUTIONAL GOVERNANCE</b>  | 2.0                          |                |                  |             |         |           |
| Delegation of Authority  | 2.7.5                        |                |                  |             |         | President |
| <b>ACADEMIC AFFAIRS</b>  | 3.0                          |                |                  |             |         |           |
| Publication and Representation of Accreditation Status and Substantive Change  | 3.1                          |                | X                | X           | X       | Provost   |
| 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   |
| Core Curriculum  | 3.3.1                        |                |                  | X           | X       | Provost   |
| Student Success Programs   | 3.3.2                        |                |                  | X           |         | Provost   |
| Instruction Offered Externally   | 3.3.3                        |                |                  |             |         | Provost   |
| United States and Georgia History and Constitutions  | 3.3.4                        |                |                  | X           |         | Provost   |
| University System and Technical College System of Georgia Articulation Agreement   | 3.3.5                        |                |                  | X           | X       | Provost   |
| Associate Degrees, Diplomas & Certificates   | 3.3.5.1                      |                |                  | X           |         | Provost   |
| General Education Course Transfer  | 3.3.5.2                      |                |                  | X           | X       | Provost   |
| English Language Institute   | 3.3.7                        |                |                  |             | 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   |

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|---|---|---------------------------|-----------------------------|--------------------|----------------|------------------|
| 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                         |                             |                    |                | Provost          |
| 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 Education Abroad Requirements   | 3.53                                    | X                         |                             | X                  | X              | Provost          |
| Requirements for Education Abroad Program Directors and International Exchanges | 3.54                                    | X                         |                             |                    |                | Provost          |
| <i>i</i> -Courses   | 3.55                                    | X                         |                             | X                  |                | Provost          |
| Definition of <i>i</i> -Courses   | 3.55.1                                  | X                         |                             |                    |                | Provost          |
| Verification of Courses As <i>i</i> -Courses                                    | 3.55.2                                  | X                         |                             |                    |                | Provost          |
| Global Studies Certification  | 3.56                                    |                           |                             |                    | X              | Provost          |
| Global Studies Certification Admission Policy                                   | 3.56.1                                  |                           |                             | X                  | X              | Provost          |
| Global Studies Certification Program Completion Requirements                    | 3.56.2                                  |                           |                             | X                  |                | Provost          |
| Global Studies Certification Language Proficiency                               | 3.56.3                                  |                           |                             | X                  | X              | Provost          |
| Demonstration of English/Reading Competency and Regent Writing Competency       | 3.57                                    |                           |                             |                    |                |                  |
| Georgia Gwinnett College Library Collection Development Policy                  | 3.60                                    |                           |                             |                    |                | Provost          |
| Policy Overview   | 3.60.1                                  |                           |                             |                    |                | Provost          |

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| Responsibility for Collection Development                      | 3.60.2                                  |                           |                             |                    |                | Provost                          |
| Selection Criteria   | 3.60.3                                  |                           |                             |                    |                | Provost                          |
| Scope  | 3.60.3.1                                |                           |                             |                    |                | Provost                          |
| Relevance and Appropriateness                                  | 3.60.3.2                                |                           |                             |                    |                | Provost                          |
| Format   | 3.60.3.3                                |                           |                             |                    |                | Provost                          |
| Language   | 3.60.3.4                                |                           |                             |                    |                | Provost                          |
| Categories of Materials Not Acquired or Selectively Acquired   | 3.60.3.5                                |                           |                             |                    |                | Provost                          |
| General Selection Guidelines To Consider                       | 3.60.3.6                                |                           |                             |                    |                | Provost                          |
| Levels of Collection Development For Specific Programs         | 3.60.3.7                                |                           |                             |                    |                | Provost                          |
| Gifts  | 3.60.3.8                                |                           |                             |                    |                | Provost                          |
| Collection Maintenance   | 3.60.4                                  |                           |                             |                    |                | Provost                          |
| De-Selection   | 3.60.4.1                                |                           |                             |                    |                | Provost                          |
| Replacements   | 3.60.4.2                                |                           |                             |                    |                | Provost                          |
| Binding  | 3.60.4.3                                |                           |                             |                    |                | Provost                          |
| Duplication  | 3.60.4.4                                |                           |                             |                    |                | Provost                          |
| Academic Programs  | 3.60.5                                  |                           |                             |                    |                | Provost                          |
| Biology Program  | 3.60.5.1                                |                           |                             |                    |                | Provost                          |
| Business Program   | 3.60.5.2                                |                           |                             |                    |                | Provost                          |
| Criminal Justice/Criminology Program                           | 3.60.5.3                                |                           |                             |                    |                | Provost                          |
| Education Program  | 3.60.5.4                                |                           |                             |                    |                | Provost                          |
| English Program  | 3.60.5.5                                |                           |                             |                    |                | Provost                          |
| Exercise Science Program                                       | 3.60.5.6                                |                           |                             |                    |                | Provost                          |
| History Program  | 3.60.5.7                                |                           |                             |                    |                | Provost                          |
| Information Technology Program                                 | 3.60.5.8                                |                           |                             |                    |                | Provost                          |
| Math Program   | 3.60.5.9                                |                           |                             |                    |                | Provost                          |
| Political Science Program                                      | 3.60.5.10                               |                           |                             |                    |                | Provost                          |
| Psychology Program   | 3.60.5.11                               |                           |                             |                    |                | Provost                          |
| <b><u>STUDENT AFFAIRS</u></b>                                  | 4.0                                     |                           |                             |                    |                |                                  |
| General Policy   | 4.1                                     |                           |                             |                    |                | Provost                          |
| Institutional Responsibility                                   | 4.1.1                                   |                           |                             |                    |                | Provost                          |
| Student Rights and Responsibilities                            | 4.1.1.1                                 | X                         | X                           |                    |                | Provost                          |
| Student Complaints Policy                                      | 4.1.1.1.1                               | X                         | X                           |                    |                | Provost                          |
| Academic Integrity Policy For Academic Dishonesty Matters      | 4.1.1.1.2                               | X                         | X                           |                    |                | Provost                          |
| Student Voting Privileges                                      | 4.1.3                                   | X                         | X                           |                    |                | Provost                          |
| Fraternities and Sororities                                    | 4.1.4                                   |                           | X                           |                    |                | Provost                          |
| Students with Disabilities                                     | 4.1.5                                   |                           | X                           |                    |                | Provost                          |
| Disability Services  | 4.1.5.1                                 |                           | X                           | X                  |                | Provost                          |
| Emotional Support Animals                                      | 4.1.5.2                                 |                           | X                           |                    | X              | Provost                          |
| Admission of Persons Not Lawfully Present in the United States | 4.1.6                                   |                           |                             |                    |                | Provost, VP Business and Finance |
| Sexual Misconduct  | 4.1.7                                   |                           | X                           |                    |                | Executive Director, DEC          |

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| Notetaking   | 4.1.8                                   |                           |                             |                    |                | Provost                           |
| Freedom of Expression  | 4.1.9                                   | X                         | X                           |                    | X              | Provost                           |
| Undergraduate Admissions: Admission Policy   | 4.2                                     |                           |                             | X                  | X              | VP Enrollment Management Services |
| Admission Requirements for Programs Leading to the Baccalaureate Degree  | 4.2.1                                   |                           |                             | X                  |                | VP Enrollment Management Services |
| Freshman Requirements  | 4.2.1.1                                 |                           |                             | X                  | X              | VP Enrollment Management Services |
| Exceptions to Freshman Admission Requirements for Special Groups of Students   | 4.2.1.2                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Undergraduate Admission Requirements for Transfer Students   | 4.2.1.3                                 |                           |                             | X                  | X              | VP Enrollment Management Services |
| Undergraduate Admission Requirements for Students Under the Transfer Admission Guarantee policy with Georgia Perimeter College | 4.2.1.3.1                               |                           |                             | X                  | X              | VP Enrollment Management Services |
| Non-traditional Students   | 4.2.1.4                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Persons Aged 62 or Over  | 4.2.1.5                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Course Credits for International Baccalaureate Diploma Completion  | 4.2.1.6                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Advanced Placement, College Level Entrance Program, International Baccalaureate, Military Experience                           | 4.2.1.6.1                               |                           |                             | X                  |                | VP Enrollment Management Services |
| International Students   | 4.2.1.7                                 |                           |                             | X                  | X              | Provost                           |
| J-1 Visa Students  | 4.2.1.7.3.1                             |                           |                             | X                  | X              | Provost                           |
| Visa Classifications Other Than F-1 or J-1   | 4.2.1.7.3.2                             |                           |                             | X                  | X              | Provost                           |
| Admission Requirements for Undergraduate Programs Not Leading to the Baccalaureate Degree                                      | 4.2.2                                   |                           |                             |                    |                | VP Enrollment Management Services |
| Admission to Career Programs   | 4.2.2.1                                 |                           |                             |                    |                | VP Enrollment Management Services |
| Admission of Non-Degree Students   | 4.2.2.3                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Admission of Transient Students  | 4.2.2.4                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Admission of Auditors  | 4.2.2.5                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Additional Admission Policies  | 4.2.3                                   |                           |                             |                    |                | VP Enrollment Management Services |
| General  | 4.2.3.1                                 |                           |                             |                    |                | VP Enrollment Management Services |
| Application Procedures   | 4.2.3.1.1                               |                           |                             | X                  | X              | VP Enrollment Management Services |
| Background Review Process: Admissions and Housing Applications   | 4.2.3.1.2                               |                           |                             |                    |                | VP Enrollment Management Services |
| Admissions   | 4.2.3.1.2.1                             |                           |                             |                    |                | VP Enrollment Management Services |
| Housing  | 4.2.3.1.2.2                             |                           |                             |                    |                | VP Enrollment Management Services |
| Application Deadlines  | 4.2.3.1.3                               |                           |                             | X                  | X              | VP Enrollment Management Services |
| Admission Appeals  | 4.2.3.1.4                               |                           |                             | X                  |                | VP Enrollment Management Services |
| Referral of Students to Other Institutions   | 4.2.3.2                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Right to Refuse Admission  | 4.2.3.3                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Right to Limit Admission   | 4.2.3.4                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Social Security Numbers  | 4.2.3.5                                 |                           |                             | X                  |                | Provost, VP Business and Finance  |
| Good Standing  | 4.2.4                                   |                           | X                           | X                  |                | VP Enrollment Management Services |
| Academic Standing  | 4.2.5                                   |                           |                             | X                  |                | VP Enrollment Management Services |
| Classification of Students   | 4.2.5.1                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Good Academic Standing   | 4.2.5.2                                 |                           |                             | X                  |                | VP Enrollment Management Services |
| Academic Warning   | 4.2.5.3                                 |                           |                             | X                  |                | VP Enrollment Management Services |

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| Academic Probation  | 4.2.5.4                             |                       |                         | X                  |                | VP Enrollment Management Services |
| Academic Suspension   | 4.2.5.5                             |                       |                         | X                  |                | VP Enrollment Management Services |
| Academic Dismissal  | 4.2.5.6                             |                       |                         | X                  |                | VP Enrollment Management Services |
| Readmission   | 4.2.5.7                             |                       |                         | X                  |                | VP Enrollment Management Services |
| Georgia Gwinnett College's Residence Requirement                                    | 4.2.6                               |                       |                         |                    | X              | Provost                           |
| Rescission of Admission   | 4.2.7                               |                       |                         |                    | X              | VP Enrollment Management Services |
| Student Residency   | 4.3                                 |                       |                         | X                  |                | VP Enrollment Management Services |
| Out-of-State Enrollment   | 4.3.1                               |                       |                         | X                  |                | VP Enrollment Management Services |
| Classification of Students for Tuition Purposes                                     | 4.3.2                               |                       |                         | X                  |                | VP Enrollment Management Services |
| Description of Terms Used in the Policy   | 4.3.2.1                             |                       |                         | X                  |                | VP Enrollment Management Services |
| United States Citizens  | 4.3.2.2                             |                       |                         | X                  |                | VP Enrollment Management Services |
| Non-Citizens  | 4.3.2.3                             |                       |                         | X                  |                | VP Enrollment Management Services |
| Tuition Differential Waivers  | 4.3.3                               |                       |                         | X                  |                | VP Enrollment Management Services |
| Verification of Lawful Presence   | 4.3.4                               |                       |                         | X                  |                | VP Enrollment Management Services |
| Regents' Financial Assistance   | 4.4                                 |                       |                         |                    |                | VP Enrollment Management Services |
| Regents' Opportunity Grants Program   | 4.4.1                               |                       |                         |                    |                | VP Enrollment Management Services |
| Financial Needs Analysis  | 4.4.2                               |                       |                         |                    |                | VP Enrollment Management Services |
| Athletics   | 4.5                                 |                       | X                       |                    |                | VP Business and Finance           |
| Management of Athletics Affairs   | 4.5.1                               |                       |                         |                    |                | VP Business and Finance           |
| Intercollegiate Athletics   | 4.5.1.1                             |                       | X                       |                    |                | VP Business and Finance           |
| Recreation, Intramural Sports and Club Sports                                       | 4.5.1.2                             |                       | X                       |                    |                | Provost                           |
| Discipline of Students  | 4.6                                 |                       |                         |                    |                | Provost                           |
| Withdrawal of Recognition of Student Organizations                                  | 4.6.1                               |                       | X                       |                    |                | Provost                           |
| Violations of State or Federal Law  | 4.6.2                               |                       | X                       |                    |                | Provost                           |
| Disruptive Behavior   | 4.6.3                               |                       | X                       |                    |                | Provost                           |
| Alcohol and Drugs on Campus   | 4.6.4                               |                       | X                       |                    |                | Provost                           |
| Student Code of Conduct   | 4.6.5                               |                       | X                       |                    |                | Provost                           |
| Student Behavioral Concerns Team  | 4.6.8                               |                       |                         |                    |                | Provost                           |
| Administrative Actions Based on Health, Safety and Welfare of the College Community | 4.6.9                               |                       | X                       |                    |                | Provost                           |
| Appeals   | 4.7                                 |                       | X                       |                    |                | Provost                           |
| Immunizations   | 4.8                                 |                       |                         | X                  |                | Provost                           |
| Immunizations Against Disease During an Outbreak/ Epidemic                          | 4.8.1                               |                       | X                       |                    |                | Provost                           |
| Immunization Requirements for Students  | 4.8.2                               |                       | X                       |                    |                | Provost                           |
| University System Student Advisory Council  | 4.9                                 |                       |                         |                    |                | Provost                           |
| GGC Student Off Campus Events and Field Trip Policy                                 | 4.50                                | X                     | X                       | X                  |                | Provost                           |
| <b>RESEARCH</b>   | 6.0                                 |                       |                         |                    |                |                                   |
| Ethics in Research  | 6.1.1                               | X                     |                         | X                  |                | President                         |
| Intellectual Properties   | 6.3                                 | X                     |                         | X                  |                | President                         |
| Research and Sponsored Programs Policies and Procedures                             | 6.50                                |                       |                         |                    |                | Provost                           |
| Introduction  | 6.51                                |                       |                         |                    |                | Provost                           |
| Definitions   | 6.52                                |                       |                         |                    |                | Provost                           |

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| Policies  | 6.53                                    |                           |                             |                    |                | Provost                 |
| Procedures  | 6.54                                    |                           |                             |                    |                | Provost                 |
| Assurances and Certifications                                 | 6.55                                    |                           |                             |                    |                | Provost                 |
| Appendices  | 6.56                                    |                           |                             |                    |                | Provost                 |
| <b><u>FINANCE AND BUSINESS</u></b>                            | 7.0                                     |                           |                             |                    |                |                         |
| Deficits  | 7.1                                     |                           |                             |                    |                | VP Business and Finance |
| Operating Budget  | 7.2                                     |                           |                             |                    |                | 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          |
| Investments   | 7.5.2                                   |                           |                             |                    |                | 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 |
| Business Enterprises  | 7.11.2                                  |                           |                             |                    |                | VP Business and Finance |
| Motor Vehicles  | 7.11.4                                  |                           |                             |                    |                | VP Business and Finance |
| Passenger Automobiles   | 7.11.4.1                                |                           |                             |                    |                | VP Business and Finance |
| Institution-Owned Buses                                       | 7.11.4.2                                |                           |                             |                    |                | VP Business and Finance |
| Student Housing   | 7.11.7                                  |                           |                             |                    |                | VP Business and Finance |
| Comprehensive Plans   | 7.11.7.1                                |                           |                             |                    |                | VP Business and Finance |
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| Occupational  | 8.2.15.1                            | X                     |                         |                    |                | VP Business and Finance                             |
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| 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                             |
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| 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                             |
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| Amorous Relationships   | 8.2.23                              | X                     |                         |                    |                | VP Business and Finance; Executive Director, DEC    |
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| Employment in Multiple Types of Employment  | 8.2.90                              |                       |                         |                    |                | VP Business and Finance                             |
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| Georgia Gwinnett College Faculty   | 8.3.4.4                                 | X                         |                             |                    |                | Provost                          |
| Evaluation of Personnel  | 8.3.5                                   |                           |                             |                    |                | VP Business and Finance          |
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| Faculty Employment Application Forms                                       | 8.3.10                                  | X                         |                             |                    |                | Provost                          |
| Faculty Contract Forms   | 8.3.11                                  | X                         |                             |                    |                | Provost                          |
| Compensation   | 8.3.12                                  | X                         |                             |                    |                | Provost                          |
| Salaries   | 8.3.12.1                                | X                         |                             |                    |                | Provost                          |
| Criteria for Determining Salaries  | 8.3.12.2                                | X                         |                             |                    |                | Provost                          |
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| Financial Exigency   | 8.5                                     |                           |                             |                    |                | VP Business and Finance; Provost |
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| 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 |
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| 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 |
| Sale of Property                                     | 9.9.3.1                                 |                           |                             |                    |                | VP Business and Finance |
| Conveyances for Road Improvements                    | 9.9.3.2                                 |                           |                             |                    |                | VP Business and Finance |
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| 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 |

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| 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 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 Health and Safety                                       | 9.12.4                                  |                           |                             |                    |                | VP Business and Finance                          |
| Campus Police Alarm Policy  | 9.12.5.2                                |                           |                             |                    |                | VP Business and Finance                          |
| Security Alarm Services   | 9.12.5.2.1                              |                           |                             |                    |                | VP Business and Finance                          |
| Acquiring An Alarm System – Procedure                                 | 9.12.5.2.2                              |                           |                             |                    |                | VP Business and Finance                          |
| Alarm System Installation Standards                                   | 9.12.5.2.3                              |                           |                             |                    |                | VP Business and Finance                          |
| System Maintenance  | 9.12.5.2.4                              |                           |                             |                    |                | VP Business and Finance                          |
| Changes To Alarm System Status  | 9.12.5.2.5                              |                           |                             |                    |                | VP Business and Finance                          |
| Automated External Defibrillator (AED)                                | 9.12.5.3                                |                           |                             |                    |                | VP Business and Finance                          |
| Security  | 9.12.6                                  |                           |                             |                    |                | VP Business and Finance                          |
| Reckless Skateboard And Bicycle Use                                   | 9.12.8                                  |                           | X                           |                    |                | VP Business and Finance                          |
| Georgia Gwinnett College Campus Security Act Compliance Policy        | 9.12.65                                 |                           | X                           |                    | X              | VP Business and Finance; Provost                 |
| Posting Policy  | 9.50                                    |                           | X                           |                    |                | VP Business and Finance; VP Advancement          |
| Georgia Gwinnett College Library Facilities Use Policy                | 9.51                                    |                           | X                           |                    |                | Provost  |
| Space Management Policy   | 9.52                                    |                           |                             |                    |                | VP Business and Finance                          |
| Parking Regulations   | 9.53                                    |                           | X                           |                    | X              | VP Business and Finance                          |
| Fleet Management  | 9.55                                    |                           |                             |                    |                | VP Business and Finance                          |
| Low Speed Vehicle Safety, Registration, and Designated Parking Policy | 9.55.3                                  |                           |                             |                    |                | VP Business and Finance                          |
| <b>INFORMATION, RECORDS, AND PUBLICATIONS</b>                         | 10.0                                    |                           |                             |                    |                |  |
| Publicity   | 10.1                                    |                           |                             |                    |                | VP Advancement                                   |
| Publications  | 10.2                                    |                           |                             |                    |                | VP Advancement                                   |
| The System Supplement   | 10.2.1                                  |                           |                             |                    |                | VP Advancement                                   |
| Institutional Publications  | 10.2.2                                  |                           |                             |                    |                | VP Advancement                                   |
| Publishing Notices of Charges   | 10.2.3                                  |                           |                             |                    |                | VP Advancement; Provost; VP Business and Finance |
| Digital Communications Policy   | 10.2.4                                  |                           |                             |                    |                | VP Advancement                                   |
| GGC Website   | 10.2.4.1                                |                           |                             |                    |                | VP Advancement                                   |
| Design  | 10.2.4.1.1                              |                           |                             |                    |                | VP Advancement                                   |
| Graphics  | 10.2.4.1.2                              |                           |                             |                    |                | VP Advancement                                   |
| Content   | 10.2.4.1.3                              |                           |                             |                    |                | VP Advancement                                   |
| Questionable Content  | 10.2.4.1.3.1                            |                           |                             |                    |                | VP Advancement                                   |

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| Images  | 10.2.4.1.3.2                            |                           |                             |                    |                | VP Advancement                   |
| Accessibility   | 10.2.4.1.3.3                            |                           |                             |                    |                | VP Advancement                   |
| Continuous Improvement  | 10.2.4.1.4                              |                           |                             |                    |                | VP Advancement                   |
| Public GGC Website  | 10.2.4.1.5                              |                           |                             |                    |                | VP Advancement                   |
| Content Managers  | 10.2.4.1.5.1                            |                           |                             |                    |                | VP Advancement                   |
| Content Management Procedures   | 10.2.4.1.5.2                            |                           |                             |                    |                | VP Advancement                   |
| Requesting a Sub-Site   | 10.2.4.1.5.3                            |                           |                             |                    |                | VP Advancement                   |
| Content Review  | 10.2.4.1.5.4                            |                           |                             |                    |                | VP Advancement                   |
| Requesting Edits  | 10.2.4.1.5.5                            |                           |                             |                    |                | VP Advancement                   |
| Other Website Requests  | 10.2.4.1.5.6                            |                           |                             |                    |                | VP Advancement                   |
| Official Social Media Accounts  | 10.2.4.2                                |                           |                             |                    |                | VP Advancement                   |
| Official Tools and Accounts   | 10.2.4.2.1                              |                           |                             |                    |                | VP Advancement                   |
| Social Media Content Managers   | 10.2.4.2.2                              |                           |                             |                    |                | VP Advancement                   |
| Content   | 10.2.4.2.3                              |                           |                             |                    |                | VP Advancement                   |
| Social Media Account Requests   | 10.2.4.2.4                              |                           |                             |                    |                | VP Advancement                   |
| Photography   | 10.2.5                                  |                           |                             |                    |                | VP Advancement                   |
| Media Relations   | 10.3                                    |                           | x                           |                    |                | VP Advancement                   |
| Records Retention   | 10.4                                    |                           |                             |                    |                | Chief of Staff                   |
| Data Management and Classification  | 10.8                                    |                           |                             |                    |                | VP Business and Finance          |
| Purpose   | 10.8.1                                  |                           |                             |                    |                | VP Business and Finance          |
| Scope   | 10.8.2                                  |                           |                             |                    |                | VP Business and Finance          |
| Institutional Data Definition   | 10.8.2.1                                |                           |                             |                    |                | VP Business and Finance          |
| User Responsibilities and Compliance  | 10.8.3                                  |                           |                             |                    |                | VP Business and Finance          |
| Data Management Structure   | 10.8.4                                  |                           |                             |                    |                | VP Business and Finance          |
| Data Users  | 10.8.4.1                                |                           |                             |                    |                | VP Business and Finance          |
| Data Managers   | 10.8.4.2                                |                           |                             |                    |                | VP Business and Finance          |
| Data Stewards   | 10.8.4.3                                |                           |                             |                    |                | VP Business and Finance          |
| Data Trustees   | 10.8.4.4                                |                           |                             |                    |                | VP Business and Finance          |
| Data Classification   | 10.8.5                                  |                           |                             |                    |                | VP Business and Finance          |
| Unrestricted Data   | 10.8.5.1                                |                           |                             |                    |                | VP Business and Finance          |
| Internal Data   | 10.8.5.2                                |                           |                             |                    |                | VP Business and Finance          |
| Sensitive Data  | 10.8.5.3                                |                           |                             |                    |                | VP Business and Finance          |
| Confidential Data   | 10.8.5.4                                |                           |                             |                    |                | VP Business and Finance          |
| Definitions For The Purpose Of This Document Section  | 10.8.6                                  |                           |                             |                    |                | VP Business and Finance          |
| Records Management and Security   | 10.9                                    | X                         | X                           | X                  |                | Provost; VP Business and Finance |
| Scope   | 10.9.1                                  | X                         | X                           | X                  |                | Provost; VP Business and Finance |
| Records Management Policies   | 10.9.2                                  | X                         | X                           | X                  |                | Provost; VP Business and Finance |
| Protecting the Right to Privacy   | 10.9.2.1                                | X                         | X                           | X                  |                | Provost; VP Business and Finance |
| Restricting Access to Records   | 10.9.2.1.1                              | X                         | X                           | X                  |                | Provost; VP Business and Finance |
| Releasing Information Only In Accordance With Strict Guidelines   | 10.9.2.1.2                              | X                         | X                           | X                  |                | Provost; VP Business and Finance |
| 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 Business and Finance |

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| Student Electronic Records Storage and Recovery   | 10.9.2.2                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Training of New Employees(Faculty, Staff and Student Workers) As Well As Current Employees                                | 10.9.2.3                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| 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 Business and Finance  |
| Records Retention and Dispositions  | 10.9.2.5                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Release of Records  | 10.9.2.6                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Correction Of Records   | 10.9.2.7                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Student Records Procedures  | 10.9.3                                  | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Procedures Related to Privacy   | 10.9.3.1                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Procedures Related To Restricting Access To Records   | 10.9.3.1.1                              | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Procedures Related To Releasing Information   | 10.9.3.1.2                              | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| 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 Business and Finance  |
| Procedures Related To Electronic Records Storage And Recovery   | 10.9.3.2                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Procedures Related To Training  | 10.9.3.3                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Procedures Related To Review Of Procedures  | 10.9.3.4                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Procedures Related To Records Retention And Disposition   | 10.9.3.5                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Procedures Related To Release of Records  | 10.9.3.6                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| Procedures Related To Correction OF Records   | 10.9.3.7                                | X                         | X                           | X                  |                | Provost; VP Business and Finance  |
| The GGC Brand Policy  | 10.50.1                                 |                           | X                           |                    |                | VP Advancement                    |
| Open Records Policy and Procedures  | 10.60                                   |                           |                             |                    |                | Executive Director, Legal Affairs |
| Applicability to Georgia Gwinnett College   | 10.61                                   |                           |                             |                    |                | Executive Director, Legal Affairs |
| <b>INFORMATION TECHNOLOGY</b>   | 11.0                                    |                           |                             |                    |                |                                   |
| General Policy  | 11.1                                    |                           |                             |                    |                | VP Business and Finance           |
| Board of Regents Procedures and Guidelines  | 11.1.1                                  |                           |                             |                    |                | VP Business and Finance           |
| Delegation of Authority   | 11.1.2                                  |                           |                             |                    |                | VP Business and Finance           |
| Project Authorization   | 11.2                                    |                           |                             |                    |                | VP Business and Finance           |
| Delegation of Authority   | 11.2.1                                  |                           |                             |                    |                | VP Business and Finance           |
| Information Security Policy   | 11.3                                    |                           |                             |                    |                | VP Business and Finance           |
| General Policy  | 11.3.1                                  |                           |                             |                    |                | VP Business and Finance           |
| System-Level Activities   | 11.3.2                                  |                           |                             |                    |                | VP Business and Finance           |
| Institutional Responsibilities  | 11.3.3                                  |                           |                             |                    |                | VP Business and Finance           |
| Specific Policies and Standards   | 11.50                                   |                           |                             |                    |                | VP Business and Finance           |
| Appropriate Use   | 11.50.1                                 |                           |                             |                    |                | VP Business and Finance           |
| Acceptable Use of Information Technology  | 11.50.1.1                               |                           | X                           |                    |                | VP Business and Finance           |
| Internet Acceptable Use Policy  | 11.50.1.2                               |                           |                             |                    |                | VP Business and Finance           |
| GGC Information Security  | 11.50.2                                 |                           |                             |                    |                | VP Business and Finance           |
| Data Usage  | 11.50.2.1                               |                           |                             |                    |                | VP Business and Finance           |
| Password Policy   | 11.50.2.2                               |                           |                             |                    |                | VP Business and Finance           |
| Electronic Mail Privacy Statement   | 11.50.2.3                               |                           |                             |                    |                | VP Business and Finance           |
| Firewall Policy   | 11.50.2.4                               |                           |                             |                    |                | VP Business and Finance           |

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| Continuity of Operations Plan  | 11.50.3                             |                       |                         |                    |                | VP Business and Finance                          |
| Payment Card Industry Policy   | 11.50.4                             |                       |                         |                    |                | VP Business and Finance                          |
| Electronic and Information Technology Accessibility Policy   | 11.60                               |                       |                         |                    |                | VP Advancement; VP Business and Finance          |
| Web Accessibility  | 11.60.1                             |                       |                         |                    |                | VP Advancement; VP Business and Finance          |
| Procurement of Electronic and Information Technology   | 11.60.2                             |                       |                         |                    |                | VP Business and Finance                          |
| GGC Library Computer Use Policies  | 11.90                               |                       | X                       |                    |                | Provost  |
| Lost, Stolen, Or Damaged Equipment   | 11.91                               |                       |                         |                    |                | VP Business and Finance                          |
| Lost Or Stolen Equipment   | 11.91.1                             |                       |                         |                    |                | VP Business and Finance                          |
| Damage   | 11.92.2                             |                       |                         |                    |                | VP Business and Finance                          |
| Funding For Lost, Stolen, Or Damaged Equipment   | 11.93.3                             |                       |                         |                    |                | VP Business and Finance                          |
| <b>MISCELLANEOUS</b>   | 12.0                                |                       |                         |                    |                |  |
| Nondiscrimination and Harassment   | 12.1                                |                       |                         |                    |                | Executive Director, DEC                          |
| Equal Opportunity and Affirmative Action   | 12.2                                |                       |                         |                    |                | Executive Director, DEC                          |
| ADA and Reasonable Accommodations  | 12.3                                |                       |                         |                    |                | VP Business and Finance; Executive Director, DEC |
| Interment of Persons on Campus   | 12.4                                |                       |                         |                    |                | VP Business and Finance                          |
| Campus Security and Police   | 12.8                                |                       |                         |                    |                | VP Business and Finance                          |
| Institution Police Departments   | 12.8.1                              |                       |                         |                    |                | VP Business and Finance                          |
| USG Chief of Police  | 12.8.2                              |                       |                         |                    |                | VP Business and Finance                          |
| Chief of Police Certification Requirements   | 12.8.3                              |                       |                         |                    |                | VP Business and Finance                          |
| Chief of Police Reporting Requirements   | 12.8.4                              |                       |                         |                    |                | VP Business and Finance                          |
| Personnel Actions: Chief of Police   | 12.8.5                              |                       |                         |                    |                | VP Business and Finance                          |
| Notification Requirements  | 12.8.6                              |                       |                         |                    |                | VP Business and Finance                          |
| Police Department Assessment Program   | 12.8.7                              |                       |                         |                    |                | VP Business and Finance                          |
| Protection of Non-Student Minors   | 12.9                                |                       |                         |                    |                | VP Business and Finance                          |
| Testing Services   | 12.90                               |                       |                         |                    | X              | Provost  |
| Elected/Appointed Officials on Campus  | 12.91                               |                       | X                       |                    |                | VP Advancement                                   |
| <b>EDUCATIONAL TECHNOLOGY</b>  | 20                                  |                       |                         |                    |                |  |
| Use, Selection, and Support of Educational Technology  | 20.1                                | X                     |                         |                    |                | VP Business and Finance                          |
| Learning Management System Usage Policy  | 20.2                                | X                     |                         |                    |                | VP Business and Finance                          |
| <b>FINANCIAL AID OFFICE POLICIES AND PROCEDURES</b>  | 21.0                                |                       |                         | X                  |                | VP Enrollment Management Services                |
| <b>Faculty Manual: The following items are published in the Faculty Manual, but not in the Administrative Policy Manual.</b> |                                     |                       |                         |                    |                |  |
| 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  |
| Course Evaluations   |                                     | X                     |                         |                    |                | Provost  |
| Curriculum Committee   |                                     | X                     |                         |                    |                | Provost  |

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| 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                  |                | VP Enrollment Management Services |
| 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                     |                         |                    |                | Provost                           |
| 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                           |
| Appendix 7: Guidelines for Promotion for Administrative Faculty   |                                     | X                     |                         |                    |                | Provost                           |
| <b>The following policies are published in the Catalog, but not in the Administrative Policy Manual</b> |                                     |                       |                         |                    |                |                                   |
| Withdrawal from   |                                     |                       |                         | X                  |                | VP Enrollment Management Services |
| Course Load   |                                     |                       |                         | X                  |                | VP Enrollment Management Services |
| Degrees   |                                     |                       |                         | X                  | X              | VP Enrollment Management Services |
| Grade Changes   |                                     |                       |                         | X                  |                | VP Enrollment Management Services |
| Mid-Term Grades   |                                     |                       |                         | X                  |                | VP Enrollment Management Services |
| Registration  |                                     |                       |                         | X                  |                | VP Enrollment Management Services |
| Course Drops and Additions  |                                     |                       |                         | X                  |                | VP Enrollment Management Services |

## Policy Matrix

May 2, 2019

| <b>Policies</b>   | <b>Administrative<br/>Policy Manual</b> | <b>Faculty<br/>Manual</b> | <b>Student<br/>Handbook</b> | <b>GGC Catalog</b> | <b>Website</b> | <b>Proponent</b>                  |
|---|---|---------------------------|-----------------------------|--------------------|----------------|-----------------------------------|
| Undergraduate Degree Requirements                         |   |                           |                             | X                  | X              | VP Enrollment Management Services |
| Upper Division Major/Minor Requirements                   |   |                           |                             | X                  | X              | VP Enrollment Management Services |
| Transcript Requests                                       |   |                           |                             | X                  |                | VP Enrollment Management Services |
| Course Load (to be full time student)                     |   |                           |                             | X                  |                | VP Enrollment Management Services |
| Repeated Courses  |   |                           |                             | X                  |                | VP Enrollment Management Services |
| Academic standing   |   |                           |                             | X                  |                | VP Enrollment Management Services |
| Recognition of Scholarship                                |   |                           |                             | X                  |                | VP Enrollment Management Services |
| ARCHE Cross Registration                                  |   |                           |                             | X                  | X              | VP Enrollment Management Services |
| Honors Program  |   |                           |                             | X                  | X              | Provost                           |
| Graduation with Honors                                    |   |                           |                             | X                  |                | VP Enrollment Management Services |
| 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              | Provost                           |
| Georgia Gwinnett College Nursing Student Handbook 2016-17 |   |                           |                             | X                  | X              | Provost                           |
| Appendix: Teacher Education Handbook                      |   |                           |                             | X                  | X              | Provost                           |