Policy Matrix

November 1, 2019

Policies	Administrative Policy Manual	Faculty Manual	Student Handbook	GGC Catalog	Website	Proponent
The following policies are published in the APM and other publications 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
OFFICERS OF THE BOARD OF REGENTS	1.0					
INSTITUTIONAL GOVERNANCE	2.0					
Delegation of Authority	2.7					President
ACADEMIC AFFAIRS	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-Courses	3.55	X		X		Provost
Definition of i-Courses	3.55.1	X				Provost
Verification of Courses As *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					
STUDENT AFFAIRS	4.0					
General Policy	4.1					Provost

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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
Notetaking	4.1.8					Provost
Freedom of Expression	4.1.9	X	X		X	Provost
Undergraduate Admissions	4.2			X	X	VP Enrollment Management Services
Dual Enrollment	4.2.1					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 Exceptions	4.2.2			X		VP Enrollment Management Services
Admission of Non-Degree Students	4.2.2.3			X		VP Enrollment Management Services
Additional Admission Policies	4.2.3					VP Enrollment Management Services
General	4.2.3.1					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
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
Background Review for Admissions and Student Housing Applications	4.2.8					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

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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
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
LIBRARY	5.0					
Daniel J. Kaufman Library Collection Development	5.1					Provost
RESEARCH	6.0					
Ethics in Research	6.1.1	X		X		President
Intellectual Properties	6.3	X		X		President
FINANCE AND BUSINESS	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

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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
Trademarks	7.11.8					VP Business and Finance
Home or Off-Campus Use of USG Equipment for Business Purposes	7.11.9					VP Educational Technology
Risk Management	7.15					President
Fiscal Misconduct	7.51					VP Business and Finance
Petty Cash	7.53					VP Business and Finance
Research and Grants Policies and Procedures	7.54	X				Provost
DEVELOPMENT	7.60					VP Advancement
The Georgia Gwinnett College Fundraising Policy	7.61					VP Advancement
GGC Scholarship Policy	7.62					VP Advancement
Corporate Sponsorship Policy	7.63					VP Advancement
GGC Corporate Relations and Sponsorship Policy	7.64					VP Advancement
GGC New Fund Creation and Administration	7.65					VP Advancement
GGC Memorial Tributes Policy	7.66					VP Advancement
GGC Student Grants Policy	7.67					VP Advancement
PERSONNEL	8.0					
Personnel Categories	8.1					VP Business and Finance
Faculty Members	8.1.1					VP Business and Finance
Corps of Instruction	8.1.1.1					VP Business and Finance
Classified Personnel	8.1.2					VP Business and Finance
General Policies for all Personnel	8.2					VP Business and Finance
Equal Employment Opportunity	8.2.1					VP Business and Finance; Executive Director, DEC
Age Criteria	8.2.2					VP Business and Finance
Employment of Relatives	8.2.3					VP Business and Finance
Employment of Foreign Nationals	8.2.4					VP Business and Finance
Employee Orientation	8.2.5					VP Business and Finance
Holidays	8.2.6			X		VP Business and Finance

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Leave	8.2.7					VP Business and Finance
Vacation/Annual Leave	8.2.7.1					VP Business and Finance
Sick Leave With Pay	8.2.7.2					VP Business and Finance
Shared Sick Leave	8.2.7.2.1					VP Business and Finance
Shared Sick Leave Donation of Leave	8.2.7.2.1.1					VP Business and Finance
Shared Sick Leave Eligibility for Benefits	8.2.7.2.1.2					VP Business and Finance
Shared Sick Leave Application for Benefits	8.2.7.2.1.3					VP Business and Finance
Shared Sick Leave Termination of Membership	8.2.7.2.1.4					VP Business and Finance
Shared Sick Leave Confidentiality	8.2.7.2.1.5					VP Business and Finance
Shared Sick Leave Approval Process	8.2.7.2.1.6					VP Business and Finance
Shared Sick Leave Appeal	8.2.7.2.1.7					VP Business and Finance
Sick Leave Without Pay	8.2.7.3					VP Business and Finance
Educational and Professional Leave	8.2.7.4					VP Business and Finance
Educational and Professional Leave for Faculty	8.2.7.4.1	X				Provost
Military Leave with Pay	8.2.7.5					VP Business and Finance
Family Medical Leave	8.2.7.6					VP Business and Finance
Miscellaneous Leave	8.2.7.7					VP Business and Finance
Acceptance of Leave From a State of Georgia Agency by the University System of Georgia	8.2.7.8					VP Business and Finance
Retirement	8.2.8					VP Business and Finance
Retirement Systems	8.2.8.1					VP Business and Finance
Definition of a USG Retiree/ Eligibility for Retirement	8.2.8.2					VP Business and Finance
Employment Beyond Retirement	8.2.8.3					VP Business and Finance
Retirement of a Career Employee	8.2.8.4					VP Business and Finance
Retired Faculty Office Space	8.2.8.50					Provost
Insurance	8.2.9					VP Business and Finance
Group Health Insurance	8.2.9.1					VP Business and Finance
Group Life Insurance	8.2.9.2					VP Business and Finance
Other Insurance	8.2.9.3					VP Business and Finance
Benefits Continuation into Retirement	8.2.9.4					VP Business and Finance
Disabled Employees Insurance	8.2.9.5					VP Business and Finance
Dependents of Deceased Employees, Disabled Employees, or Retirees	8.2.9.6					VP Business and Finance
Worker's Compensation Benefits	8.2.10					VP Business and Finance
Social Security	8.2.11					VP Business and Finance
Annuity Programs/ Deferred Compensation Programs	8.2.12					VP Business and Finance
Gratuities	8.2.13					VP Business and Finance
Prohibited Receipt of Gifts by USG Employees	8.2.13.1					VP Business and Finance
Appearance of Conflicts of Interest	8.2.13.2					VP Business and Finance
Other Rules of Conduct	8.2.13.3					VP Business and Finance
Violations	8.2.13.4					VP Business and Finance
Garnishment of Pay	8.2.14					VP Business and Finance

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Outside Activities	8.2.15					VP Business and Finance
Occupational	8.2.15.1	X				VP Business and Finance
Consulting	8.2.15.2	X				VP Business and Finance
Political	8.2.15.3	X				VP Business and Finance
Georgia Gwinnett College Structured Volunteer Program	8.2.15.51	X	X			VP Business and Finance
Sexual Harassment	8.2.16					VP Business and Finance; Executive Director, DEC
Career Development	8.2.17					VP Business and Finance
Voluntary Disclosure of Drug Use	8.2.18					VP Business and Finance
Tuition Assistance Program	8.2.19					VP Business and Finance
Employee Auditing of Courses	8.2.19.1					VP Business and Finance
Special Tuition Assistance Program for Nursing Faculty	8.2.19.2					VP Business and Finance
Georgia Gwinnett College Ethics	8.2.20	X	X		X	VP Business and Finance
Introduction	8.2.20.1	X	X		X	VP Business and Finance
Applicability	8.2.20.2	X	X		X	VP Business and Finance
Statement of Core Values	8.2.20.3	X	X		X	VP Business and Finance
Purpose of the Code of Conduct	8.2.20.4	X	X		X	VP Business and Finance
Code of Conduct	8.2.20.5	X	X		X	VP Business and Finance
Interpretation of Sources	8.2.20.6	X	X		X	VP Business and Finance
Employment Appeals	8.2.21	X				VP Business and Finance
Amorous Relationships	8.2.23	X				VP Business and Finance; Executive Director, DEC
Overtime and Compensatory Time	8.2.40					VP Business and Finance
Employee Grievance Policy	8.2.50	X				VP Business and Finance
Benefits Continuation Policy for Employees in Suspension or Leave Status	8.2.51					VP Business and Finance
Employee Transfer Policy	8.2.52					VP Business and Finance
Copyright and Fair Use Policy	8.2.53	X				VP Business and Finance
Procedures For Handling Copyright Infringement Complaints	8.2.53.1		X			VP Educational Technology
Prohibition Against Sales, Solicitation, Invitation and Operation of Private Enterprise	8.2.54					VP Business and Finance
Dress and Personal Appearance	8.2.55					VP Business and Finance
Teleworking Policy	8.2.56					VP Business and Finance
GGC Reduction in Force Policy	8.2.84					VP Business and Finance
Cellular Mobile and Smart Devices Policy	8.2.86					VP Educational Technology
Mandatory Participation in Alert Notification System	8.2.87		X			VP Educational Technology
Workplace Violence on Campus	8.2.88		X			VP Business and Finance
Tobacco and Smoke-Free Campus "Breathe Easy Policy"	8.2.89		X		X	VP Business and Finance
Employment in Multiple Types of Employment	8.2.90					VP Business and Finance
Standard Calendar Year Hours	8.2.91					VP Business and Finance
Drug Testing	8.2.92					VP Business and Finance
Faculty/Staff Professional Travel	8.2.93					VP Business and Finance
Right to Know	8.2.94					VP Business and Finance; Provost

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Classified Personnel Performance Evaluation	8.2.95					VP Business and Finance
Visitors While at Work	8.2.96					VP Business and Finance
Personnel Files	8.2.97					VP Business and Finance
Drug Free Workplace Policy	8.2.98		X			VP Business and Finance
Background Investigation Policy	8.2.99					VP Business and Finance
Additional Policies for Faculty	8.3					Provost
Faculty Employment	8.3.1					Provost
Recruitment and Appointment	8.3.1.1	X				Provost
Minimum Qualifications for Employment	8.3.1.2					Provost
Regents' Professorships	8.3.2					Provost
Regents' Researchers	8.3.2.1					Provost
Establishment of Named Faculty Positions	8.3.2.2					Provost
Intrasystem Recruitment and Inter-Institutional Faculty Appointments	8.3.3					Provost
Intrasystem Recruitment	8.3.3.1					Provost
Inter-Institutional Faculty Appointments	8.3.3.2					Provost
Notice of Employment and Resignation	8.3.4					Provost
Tenured Faculty	8.3.4.1					Provost
Non-Tenured Faculty with Academic Ranks of Instructor, Assistant Professor, Associate Professor, and Professor	8.3.4.2					Provost
Lecturers and Senior Lecturers	8.3.4.3					Provost
Georgia Gwinnett College Faculty	8.3.4.4	X				Provost
Evaluation of Personnel	8.3.5					VP Business and Finance
Faculty	8.3.5.1					Provost
Graduate Teaching/Laboratory Assistants	8.3.5.2					Provost
Senior Administrators	8.3.5.3					VP Business and Finance
Post-Tenure Review for Tenured Faculty and Administrators	8.3.5.4					Provost
Criteria for Promotion	8.3.6					Provost
Minimum for All Institutions in All Professorial Ranks	8.3.6.1					Provost
State and Two-Year Colleges	8.3.6.4					Provost
Tenure and Criteria for Tenure	8.3.7					Provost
Tenure Requirements	8.3.7.2					Provost
Program Modification	8.3.7.10					Provost
Non-Tenure Track Personnel	8.3.8					Provost
Employment of Full-Time Lecturers	8.3.8.1					Provost
Senior Lecturers	8.3.8.2					Provost
Academic Professionals	8.3.8.3					Provost
Discipline and Removal of Faculty Members	8.3.9	X				Provost
Grounds for Removal	8.3.9.1	X				Provost
Procedures for Dismissal	8.3.9.2.	X				Provost
Dismissal of Temporary, Limited Term, or Part-time Instructional Personnel	8.3.9.3	X				Provost

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Suspension for Violation of State or Federal Laws	8.3.9.4	X				Provost
Faculty Employment Application Forms	8.3.10	X				Provost
Faculty Contract Forms	8.3.11	X				Provost
Compensation	8.3.12	X				Provost
Salaries	8.3.12.1	X				Provost
Criteria for Determining Salaries	8.3.12.2	X				Provost
Summer School Salaries	8.3.12.3	X				Provost
Research, Saturday Classes, and Off-Campus Continuing Education	8.3.12.4	X				Provost
Instructional Overloads	8.3.12.4.1	X				Provost
Salary Supplements from Cooperative Organizations	8.3.12.5					Provost
Employment for Faculty Members with Agency Funds	8.3.12.6					Provost
Pay For Class Coverage	8.3.12.50	X				Provost
Emeritus/a Title	8.3.13	X				Provost
Faculty Development	8.3.14	X				Provost
Enhancing Teaching and Learning in K-12 Schools and USG Institutions	8.3.15					Provost
Work in K-12 Schools	8.3.15.1					Provost
Work in USG Institutions	8.3.15.2					Provost
Additional Personnel Policies and Procedures	8.4					VP Business and Finance
Disciplinary Procedures for Classified Employees	8.4.5					VP Business and Finance
Financial Exigency	8.5					VP Business and Finance; Provost
Definition of Financial Exigency	8.5.1					VP Business and Finance; Provost
Layoffs or Terminations	8.5.2					VP Business and Finance; Provost
Program Modification or Discontinuance in the Event of Financial Exigency	8.5.3					VP Business and Finance; Provost
Taxable Fringe Benefits	8.7					VP Business and Finance
Relocation Expense Policy	8.50	X				VP Business and Finance
FACILITIES	9.0					
General Policy on Real Estate and Facilities	9.1					VP Business and Finance
Definitions	9.1.1					VP Business and Finance
Portfolio Management and Utilization	9.1.2					VP Business and Finance
Compliance and Risk Management	9.1.3					VP Business and Finance
Board of Regents Procedures and Guidelines	9.1.4					VP Business and Finance
Training and Staff Development	9.1.5					VP Business and Finance
Delegation Of Authority	9.1.6					VP Business and Finance
Strategic Capital Planning	9.2					VP Business and Finance
System-wide Multi-Year Planning and Funding Model	9.2.1					VP Business and Finance
Campus Master Planning	9.2.2					VP Business and Finance
Off-Campus Instructional Sites	9.3					VP Business and Finance
Project Authorization	9.4					VP Business and Finance
Authorization By Board of Regents	9.4.1					VP Business and Finance
Annual Plan for Capital Implementation	9.4.2					VP Business and Finance

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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
Debarment	9.6.3					VP Business and Finance
Facilities and Campus Grounds Development	9.7					VP Business and Finance
Sustainable Design and Life Cycle Costing	9.7.1					VP Business and Finance
Building Design Standards	9.7.2					VP Business and Finance
Modular/Temporary Buildings	9.7.3					VP Business and Finance
Campus Grounds and Landscape Standards	9.7.4					VP Business and Finance
Plaques	9.7.5					VP Business and Finance
Public Private Ventures	9.8					VP Business and Finance
Housing Facilities	9.8.1					VP Business and Finance
Private Housing	9.8.2					VP Business and Finance
Capital Liability Capacity and Affordability	9.8.3					VP Business and Finance
Capital Liability Reserve Fund	9.8.4					VP Business and Finance
PPV Rental Agreements	9.8.5					VP Business and Finance
Lease Rental Agreement Revisions	9.8.5.1					VP Business and Finance
Repair and Replacement Reserves	9.8.5.2					VP Business and Finance
Real Property Ownership and Asset Management	9.9					VP Business and Finance
Procurement of Professional Expertise	9.9.1					VP Business and Finance
Acquisition	9.9.2					VP Business and Finance
Disposition	9.9.3					VP Business and Finance
Sale of Property	9.9.3.1					VP Business and Finance
Conveyances for Road Improvements	9.9.3.2					VP Business and Finance
Demolition	9.9.3.3					VP Business and Finance
Easements	9.9.4					VP Business and Finance
Timber Sales	9.9.5					VP Business and Finance
Use of Board of Regents Property	9.10					VP Business and Finance
Leasing Authority as Landlord	9.10.1					VP Business and Finance
When to Lease as Landlord	9.10.2					VP Business and Finance
Lease of Residential Facilities	9.10.3					VP Business and Finance
Lease of Research Facilities	9.10.4					VP Business and Finance
Presidents' Homes	9.10.5					VP Business and Finance
Use of Institutional Facilities/Property	9.10.6					VP Business and Finance
In Political Campaigns	9.10.6.1					VP Business and Finance

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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
INFORMATION, RECORDS, AND PUBLICATIONS	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
Images	10.2.4.1.3.2					VP Advancement

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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					OPPA
Student Records Management and Security	10.9	X	X	X		Provost; VP Educational Technology
Scope	10.9.1	X	X	X		Provost; VP Educational Technology
Records Management Policies	10.9.2	X	X	X		Provost; VP Educational Technology
Protecting the Right to Privacy	10.9.2.1	X	X	X		Provost; VP Educational Technology
Restricting Access to Records	10.9.2.1.1	X	X	X		Provost; VP Educational Technology
Releasing Information Only In Accordance With Strict Guidelines	10.9.2.1.2	X	X	X		Provost; VP Educational Technology
Providing Student and Their Parents With Information Concerning Students' Rights For the Protection of Their Confidential Records	10.9.2.1.3	X	X	X		Provost; VP Educational Technology
Student Electronic Records Storage and Recovery	10.9.2.2	X	X	X		Provost; VP Educational Technology
Training of New Employees(Faculty, Staff and Student Workers) As Well As Current Employees	10.9.2.3	X	X	X		Provost; VP Educational Technology
Annual Review of Procedures As Well As Immediate Review of Procedures Any Time A Breach Of Procedures Is Identified	10.9.2.4	X	X	X		Provost; VP Educational Technology
Records Retention and Dispositions	10.9.2.5	X	X	X		Provost; VP Educational Technology
Release of Records	10.9.2.6	X	X	X		Provost; VP Educational Technology
Correction Of Records	10.9.2.7	X	X	X		Provost; VP Educational Technology
Student Records Procedures	10.9.3	X	X	X		Provost; VP Educational Technology
Procedures Related to Privacy	10.9.3.1	X	X	X		Provost; VP Educational Technology
Procedures Related To Restricting Access To Records	10.9.3.1.1	X	X	X		Provost; VP Educational Technology
Procedures Related To Releasing Information	10.9.3.1.2	X	X	X		Provost; VP Educational Technology
Procedures Related To Informing Students And Parents of Students' Rights For The Protection Of Their Confidential Records	10.9.3.1.3	X	X	X		Provost; VP Educational Technology
Procedures Related To Electronic Records Storage And Recovery	10.9.3.2	X	X	X		Provost; VP Educational Technology
Procedures Related To Training	10.9.3.3	X	X	X		Provost; VP Educational Technology

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Procedures Related To Review Of Procedures	10.9.3.4	X	X	X		Provost; VP Educational Technology
Procedures Related To Records Retention And Disposition	10.9.3.5	X	X	X		Provost; VP Educational Technology
Procedures Related To Release of Records	10.9.3.6	X	X	X		Provost; VP Educational Technology
Procedures Related To Correction OF Records	10.9.3.7	X	X	X		Provost; VP Educational Technology
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
INFORMATION TECHNOLOGY	11.0					
General Policy	11.1					VP Educational Technology
Board of Regents Procedures and Guidelines	11.1.1					VP Educational Technology
Delegation of Authority	11.1.2					VP Educational Technology
Project Authorization	11.2					VP Educational Technology
Delegation of Authority	11.2.1					VP Educational Technology
Information Security Policy	11.3					VP Educational Technology
General Policy	11.3.1					VP Educational Technology
System-Level Activities	11.3.2					VP Educational Technology
Institutional Responsibilities	11.3.3					VP Educational Technology
Information Technology Risk Management	11.23					VP Educational Technology
Gramm-Leach-Bliley Act (GLBA) Compliance Program	11.41					VP Educational Technology
Information Technology Institutional Policies and Standards	11.50					VP Educational Technology
Appropriate Use	11.50.1					VP Educational Technology
Acceptable Use of Information Technology	11.50.1.1		X			VP Educational Technology
Internet Acceptable Use Policy	11.50.1.2					VP Educational Technology
GGC Information Security	11.50.2					VP Educational Technology
Data Usage	11.50.2.1					VP Educational Technology
Password Policy	11.50.2.2					VP Educational Technology
Electronic Mail Privacy Statement	11.50.2.3					VP Educational Technology
Firewall Policy	11.50.2.4					VP Educational Technology
Continuity of Operations Plan	11.50.3					VP Educational Technology
Payment Card Industry Policy	11.50.4					VP Educational Technology
Electronic and Information Technology Accessibility Policy	11.60					VP Advancement; VP Educational Technology
Web Accessibility	11.60.1					VP Advancement; VP Educational Technology
Procurement of Electronic and Information Technology	11.60.2					VP Educational Technology
GGC Library Computer Use Policies	11.90		X			Provost
Lost, Stolen, Or Damaged Equipment	11.91					VP Educational Technology
Lost Or Stolen Equipment	11.91.1					VP Educational Technology
Damage	11.92.2					VP Educational Technology
Funding For Lost, Stolen, Or Damaged Equipment	11.93.3					VP Educational Technology
MISCELLANEOUS	12.0					
Nondiscrimination and Harassment	12.1					Executive Director, DEC

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Policies	Administrative Policy Manual	Faculty Manual	Student Handbook	GGC Catalog	Website	Proponent
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	VP Enrollment Management Services
Elected/Appointed Officials on Campus	12.91		X			Director, Government Affairs
EDUCATIONAL TECHNOLOGY	20					
Use, Selection, and Support of Educational Technology	20.1	X				VP Educational Technology
Learning Management System Usage Policy	20.2	X				VP Educational Technology
FINANCIAL AID OFFICE POLICIES AND PROCEDURES	21.0			X		VP Enrollment Management Services
Faculty Manual: The following items are published in the Faculty Manual, but not in the Administrative Policy Manual.						
Absence		X				Provost
Academic Freedom Grievance Procedures		X				Provost
Amendments		X				Provost
Appeals		X				Provost
Club Advising		X				Provost
Contracts		X				Provost
Conflict of Interest- Research		X				Provost
Course Evaluations		X				Provost
Curriculum Committee		X				Provost
Faculty Credentialing		X				Provost
Faculty Orientation		X				Provost
Faculty Quality and Performance		X				Provost
Faculty Rank		X				Provost
Faculty Responsibilities		X				Provost
Faculty Rights, Privileges, Benefits		X				Provost
Faculty Senate Bylaws		X				Provost
Final Exam Policy		X				Provost
Governance Policy		X				Provost
Grade Books		X				Provost
Graduation		X				Provost
Office Hours		X				Provost

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Policies	Administrative Policy Manual	Faculty Manual	Student Handbook	GGC Catalog	Website	Proponent
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
The following policies are published in the Catalog, but not in the Administrative Policy Manual						
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
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

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Policies	Administrative Policy Manual	Faculty Manual	Student Handbook	GGC Catalog	Website	Proponent
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