

---

**Responsible Division:** Office of Academic  
Affairs

**Originally Issued:** 02/2004 :

None.

The Provost and Executive Vice President for Academic Affairs shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The following shall have the authority to establish any procedures necessary to implement this Policy:

- Provost and Executive Vice President for Academic Affairs;
- Vice President for Human Resources/Chief Human Resource Officer; and
- Vice President for Student Affairs and Dean of Students.