

**Policies Approved by the Board of Regents
January 30, 2007**

Policy Name	Policy Number	Major Action/Change
Access to Secure Computing Facilities	F-32	Added description of report access criteria. Swipe card access added; doors locked and video recorded. Titles updated.
Add Drop	A-5	Titles updated.
Allocation of Information Technology Resources	F-39	Major rewrite
Best Value Procurement	C-7	Major rewrite.
Communication Services	F-29	Policy title changed. Online help request added. Campus ID number substituted for social security number.
Computer Equipment Purchases	C-8	Minor wording changes.
Computer Hardware and Software Acquisition	F-7.5	Removal of wording concerning list of recommended equipment.
Computer Replacement Policy	NEW	Newly written policy.
Contracting Authority	C-9	Raised threshold for contracts needing approval by Board of Regents from \$50,000 to \$100,000. Records maintenance clarified. Raised threshold from \$50,000 to \$100,000 for contracts President can delegate.
Distribution of SFA Alumni Foundation Scholarships	C-51	Added shared responsibility with Alumni Foundation. Converted to use of campus identification number. Deadline is May 20 for notification of award. Changed titles.
Faculty/Staff ID Cards	F-13	Clarified process for obtaining card.
File Maintenance for Faculty Personnel Files	A-60	Major rewrite.
Food, Drink and Tobacco	B-8	Limited consumption of food or beverages allowed in public areas of Steen Library.
Grade Reporting	A-41	Updated university subdivision names. Removed requirement for written permission of student to post grades. Deleted telephone access to grades.

Policy Name	Policy Number	Major Action/Change
Graduate Assistantships	A-20	Removal of criteria for research or teaching. Updated university subdivision names. Does not require approval of dean.
Honorary Degree	D-18	Reviewed with no changes except updating policy format.
Indirect Costs Distribution	A-51	Major rewrite with policy title change.
Instructor-generated Materials	A-22.1	Deleted requirement that materials be approved by faculty committee. Other minor wording changes.
Intellectual Property	D-20	Minor wording changes. Changed form of copyright notice. Disclosures sent to Dean and General Counsel. Trademark licensing inquiries go to Director of Athletics/General Counsel. Patents must be filed in university's name.
Interlibrary Loan	A-23	Major rewrite including change in policy title.
Investments	C-41	Major rewrite.
Investments: Endowment Funds	C-41.A	Major rewrite.
Issuance and Control of Campus Keys	B-15	Updated titles.
Library Lending	A-26	Changed policy title. A unique id number must be used to obtain card. Library accepts TexShare cards. Deleted reference to materials recall for reserve placement. Deleted Library Delivery Service for a fee.
Markers and Monuments	D-47	Renumbered items. Updated titles.
Meeting and Conducting Classes	A-31	Updated titles.
Monthly Calendar	F-19	Departments are requested to provide list of activities on Calendar of Events form. Updated titles.
News Releases	F-20	Major rewrite.
Norton HPE Complex	B-20	Major rewrite.
Off-Air Recording of Broadcasts for Education Use	A-33	Policy title changed. Wording concerning application of policy rearranged for emphasis.

Policy Name	Policy Number	Major Action/Change
Out-of-State Travel/Study	A-36	Streamlined the approval process. Deposits will be made to university instead of Division of Continuing Education. Instructor's salary will be paid from appropriate college. Corrected THECB references.
Photographic Reprints	F-22	Contact Office of Public Affairs for fees. Updated titles.
Printing Services	F-23	Major rewrite.
Procurement Card	C-44	Major rewrite.
Public/Student Health	D-26	Updated title. Ad hoc committees can be formed to address unusual issues.
Purchase Voucher	C-31	No voucher required for overnight mail service if using PD vendor contract.
Return to Work	E-62	Minor wording changed and title updated.
Satisfactory Academic Progress for Financial Aid Recipients	A-40	W's, F's, and QF's will be checked after each semester. MSW/Coun added. Updated titles.
Scholarship Disbursement	F-24	Corrected legal reference. Minor wording changed. Funds might be repaid if student no longer meets criteria.
Student Fiscal Appeals	New	Newly written policy.
Temporary Employment	E-49	Major rewrite.
University Letterhead	D-37	Minor wording changed. Updated titles.
University Publications	D-39	Major rewrite.
Use of University Facilities	B-1	Updated names and titles.
Voluntary Modification of Employment	E-54.1	Policy deleted.
Work Requests	B-32	Updated titles.
Workers Compensation Coverage	E-55	Updated names and titles.