

# Handbook of Operating Procedures (HOP)

## Periodic Review Schedule

<b>POLICY</b>	<b>Responsible Division</b>	<b>Type</b>	<b>Review Cycle</b>	<b>Last Review</b>	<b>Next Review</b>
01-101 Handbook of Operating Procedures Administration	PRES	Non-Educational	5 years	9/1/2023	FY2029
01-201 Administrative Officers	PRES	Non-Educational	3 years	9/1/2023	FY2026
01-202 Authority to Act in the Absence of the President	PRES	Non-Educational	5 years	4/21/2025	FY2030
01-301 Access to University Records	PRES	Non-Educational	5 years	2/21/2025	FY2028
01-302 Accessibility for Persons with Disabilities	ESE	Non-Educational	3 years	9/1/2023	FY2025
01-303 Distinguished Guests	PRES	Non-Educational	5 years	9/1/2023	FY2027
01-304 Institutional Effectiveness	PRES	Non-Educational	5 years	9/1/2023	FY2028
01-305 Nondiscrimination	OE	Non-Educational	3 years	9/1/2023	FY2025
01-306 Records Management	PRES	Non-Educational	5 years	9/1/2023	FY2029
01-307 Title IX	PRES	Non-Educational	Annual	9/11/2024	FY2025
01-308 Authority for Official Statements	PRES	Non-Educational	5 Years	10/18/2024	FY2030
01-401 Compliance	PRES	Non-Educational	5 years	8/8/2024	FY2027
01-402 Conflicts of Interest, Conflicts of Commitment, and Outside Activities - Provisional	PRES	Non-Educational	3 years	7/30/2025	FY2026
01-403 Dishonest or Fraudulent Activities	PRES	Non-Educational	3 years	9/1/2023	FY2026
01-404 Institutional Conflicts of Interest	PRES	Non-Educational	3 years	9/1/2023	FY2026
01-405 Internal Audit	PRES	Non-Educational	5 years	9/1/2023	FY2027
02-101 Academic Unit Head--Responsibilities, Selection, and Evaluation	AA	Educational	3 years	8/8/2024	FY2027
02-102 Class Attendance	AA	Educational	5 years	9/1/2023	FY2026
02-103 Commencement	ESE	Educational	5 years	9/1/2023	FY2027
02-104 Course Scheduling and Room Assignment	AA	Educational	5 years	9/1/2023	FY2028
02-105 Designation of School Status	AA	Educational	5 years	9/1/2023	FY2029
02-106 Establishing Centers Institutes and Specialized Testing or Service Laboratories	AA	Educational	5 years	9/1/2023	FY2029
02-107 File Maintenance for Faculty Personnel Files	AA	Educational	5 years	9/1/2023	FY2028
02-108 Final Exam Scheduling and Dead Week	AA, ESE	Educational	5 years	5/6/2024	FY2029
02-109 Performance Review of Officers Reporting to the Provost and Executive Vice President for Academic Affairs	AA	Educational	3 years	2/10/2025	FY2028
02-110 Professional Educators Council	AA	Educational	5 years	9/1/2023	FY2026
02-111 Selection of Academic Deans	AA, PRES	Educational	3 years	9/1/2023	FY2026
02-112 Textbook Adoption Timeline	AA	Educational	5 years	2/10/2025	FY2030

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02-201 Awarding of Posthumous Degrees/Certificates of Commendation	AA, ESE	Educational	5 years	9/1/2023	FY2029
02-202 Academic Program Review	AA	Educational	3 years	2/10/2025	FY2028
02-203 Certificate Programs	AA	Educational	3 years	2/10/2025	FY2028
02-204 Continuing Education	AA, PRES	Educational	3 years	9/1/2023	FY2026
02-205 Course Fees	AA	Educational	5 years	9/1/2023	FY2029
02-206 Course Grades	AA	Educational	5 years	9/1/2023	FY2028
02-207 Credit and Contact Hours	AA	Educational	5 years	4/21/2025	FY2030
02-208 Curriculum Reviews, Modifications, and Approvals	AA	Educational	3 years	9/1/2023	FY2027
02-209 Deveopment Education and Texas Success Initiative	AA	Educational	5 years	9/1/2023	FY2029
02-210 Discontinuance of a Program or Academic Unit	PRES	Educational	5 years	9/1/2023	FY2026
02-211 Doctoral Students: Allowable Credit Hours and Completion Times	AA	Educational	5 years	2/10/2025	FY2030
02-212 English Proficiency of Faculty	AA	Educational	5 years	9/1/2023	FY2029
02-213 Extra-Institutional Learning Experiences in the BAAS Degree	AA	Educational	5 years	9/1/2023	FY2028
02-214 In-Residence Requirement	AA	Educational	5 years	9/1/2023	FY2027
02-215 Minimum Course Enrollments	AA	Educational	5 years	9/1/2023	FY2026
02-216 Off-Campus Credit Courses	AA	Educational	5 years	2/10/2025	FY2030
02-217 Out-of-State Course Delivery	AA	Educational	5 years	9/1/2023	FY2026
02-218 Second Baccalaureate Degrees	AA	Educational	5 years	9/1/2023	FY2027
02-219 Substantive Change	AA	Educational	5 years	9/1/2023	FY2028
02-301 Academic and Professional Qualifications/Terminal Degrees	AA	Educational	5 years	9/1/2023	FY2026
02-302 Academic Appointments and Titles	AA	Educational	3 years	8/8/2024	FY2027
02-303 Academic Freedom and Responsibility	AA	Educational	5 years	9/1/2023	FY2027
02-304 Academic Promotion of Full-Time Faculty	AA	Educational	3 years	8/8/2024	FY2027
02-305 Adjunct Faculty Performance Evaluation	AA	Educational	5 years	9/1/2023	FY2027
02-306 Distance Education Faculty Competencies and Compensation	AA	Educational	5 years	9/1/2023	FY2028
02-307 Emeritus Status and Honorary Degrees	AA	Educational	5 years	9/1/2023	FY2028
02-308 Faculty Code of Conduct-Provisional	AA	Educational	3 years	7/30/2025	FY2026
02-309 Faculty Development Leave	AA	Educational	5 years	9/1/2023	FY2029
02-310 Faculty Disagreements	PRES	Educational	3 years	9/1/2023	FY2028
02-311 Faculty Search	AA	Educational	5 years	9/1/2023	FY2029

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02-312 Faculty Workload	AA	Educational	5 years	9/1/2023	FY2025
02-313 Meeting and Conducting Classes	AA	Educational	5 years	9/1/2023	FY2029
02-314 Misconduct in Scholarly or Creative Activities	AA	Educational	5 years	9/1/2023	FY2027
02-315 Part-Time Academic Appointments	AA	Educational	5 years	9/1/2023	FY2026
02-316 Performance Evaluation of Faculty	AA	Educational	3 years	4/21/2025	FY2028
02-317 Purchased Instructor-Generated Materials	AA	Educational	5 years	9/1/2023	FY2028
02-318 Reproduction of Copyright Works by Educators and Librarians	AA, PRES	Educational	5 years	9/1/2023	FY2029
02-319 Summer Teaching Appointments	AA	Educational	5 years	9/1/2023	FY2027
02-320 Tenure and Continued Employment	PRES	Educational	5 years	8/8/2024	FY2029
02-321 Predatory Journals	AA	Educational	5 years	8/8/2024	FY2029
02-322 Phased Faculty Retirement	AA	Educational	5 years	2/10/2025	FY2030
02-401 Compensation from Grants, Contracts, and Other Sponsored Agreements	AA	Educational	5 years	9/1/2023	FY2025
02-402 Effort Reporting and Certification for Sponsored Activities	AA	Educational	5 years	9/1/2023	FY2026
02-403 Export Control	AA	Educational	5 years	9/1/2023	FY2027
02-404 Facilities and Administrative (Indirect) Cost Recovery, Distribution and Use	AA	Educational	5 years	9/1/2023	FY2028
02-405 Financial Conflicts of Interest in Sponsored Activities	AA	Educational	5 years	9/1/2023	FY2029
02-406 Fixed Price Awards	AA	Educational	5 years	9/1/2023	FY2029
02-407 Grants and Contracts Administration	AA	Educational	5 years	9/1/2023	FY2028
02-408 Human Research Subjects Protection	AA	Educational	5 years	9/1/2023	FY2027
02-409 Intellectual Property	PRES	Educational	5 years	9/1/2023	FY2026
02-410 Institutional Animal Care and Use Committee (IACUC)	AA	Educational	5 years	4/21/2025	FY2030
02-411 Misconduct in Federally Funded Research	AA	Educational	5 years	9/1/2023	FY2025
02-412 Payments to Human Research Subjects	AA	Educational	5 years	9/1/2023	FY2026
02-413 Recombinant DNA and/or Infectious Biohazards in Teaching and Research	AA	Educational	5 years	11/22/2024	FY2030
02-414 Research Enhancement Program	AA	Educational	5 years	9/1/2023	FY2028
02-415 Texas Comprehensive Research Fund	AA	Educational	5 years	9/1/2023	FY2029
03-101 AIDS and HIV	OE, PRES, ESE	Non-Educational	5 years	9/1/2023	FY2029
03-102 Reporting of Abuse, Exploitation, or Neglect of Elderly Persons or Persons with Disabilities	PRES, ESE	Non-Educational	5 years	9/1/2023	FY2029
03-201 Administrative and Professional Staff	OE	Non-Educational	3 years	2/21/2025	FY2028
03-202 Consensual Relationships	AA, OE	Non-Educational	5 years	9/1/2023	FY2028

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03-203 Employee Affirmative Action/Recruitment Plan	OE	Non-Educational	5 years	9/1/2023	FY2027
03-204 Employee Terminations and Transfers	OE	Non-Educational	5 years	9/1/2023	FY2026
03-205 Criminal Background Checks-Provisional	OE	Non-Educational	5 years	7/30/2025	FY2026
03-206 Employment Preference for Veterans and Foster Children	OE	Non-Educational	5 years	9/1/2023	FY2026
03-207 Fair Labor Standards	OE	Non-Educational	5 years	9/1/2023	FY2027
03-208 Nepotism	OE, PRES	Non-Educational	5 years	9/1/2023	FY2028
03-209 Performance Management Plan	OE	Non-Educational	5 years	9/1/2023	FY2029
03-210 Probationary Period of Employment	OE	Non-Educational	5 years	9/1/2023	FY2028
03-211 Reduction in Force of Staff and Non-Tenure Track Employees	OE	Non-Educational	5 years	9/1/2023	FY2027
03-212 Retirement and Modified Service	OE	Non-Educational	5 years	9/1/2023	FY2026
03-213 Return to Work After Work-Related Injury or Illness	OE	Non-Educational	5 years	8/4/2025	FY2030
03-214 UNASSIGNED	OE, PRES	Non-Educational	n/a	4/21/2025	n/a
03-215 Selective Service Registration	OE	Non-Educational	5 years	9/1/2023	FY2026
03-216 Staff Employment	OE	Non-Educational	3 years	10/18/2024	FY2028
03-217 Remote Work-Provisional	OE	Non-Educational	3 years	8/1/2025	FY2026
03-218 Temporary Employment	OE	Non-Educational	5 years	9/1/2023	FY2028
03-219 Volunteer Workers	OE	Non-Educational	5 years	9/1/2023	FY2029
03-220 Workers Compensation Insurance Coverage	OE	Non-Educational	5 years	9/1/2023	FY2028
03-221 Working Hours and Holidays	OE	Non-Educational	5 years	9/1/2023	FY2029
03-301 Authorization for University President to Suspend Faculty and Staff	PRES	Non-Educational	5 years	9/1/2023	FY2029
03-302 Employee Training and Development	OE	Non-Educational	5 years	9/1/2023	FY2028
03-303 Lumberjack Education Assistance Program	OE	Non-Educational	5 years	9/1/2023	FY2027
03-304 Discipline and Discharge	OE	Non-Educational	3 years	9/1/2023	FY2026
03-305 Employee Grievances	PRES	Non-Educational	3 years	9/1/2023	FY2025
03-306 New Employee Orientation	OE	Non-Educational	5 years	9/1/2023	FY2026
03-307 Reasonable Workplace Accommodations	OE	Non-Educational	3 years	9/1/2023	FY2027
03-308 University Awards Programs	AA, OE	Educational	5 years	9/1/2023	FY2025
03-309 Wellness Release Time	OE	Non-Educational	5 years	9/1/2023	FY2026
03-310 Workplace Accommodations for Lactation and Breastfeeding	OE	Non-Educational	3 years	9/1/2023	FY2027
03-401 Additional Compensation	OE	Non-Educational	3 years	8/8/2025	FY2028
03-402 Establishing Compensation for Highly Compensated Personnel	PRES	Non-Educational	5 years	9/1/2023	FY2029
03-403 Faculty Compensation	AA	Educational	3 years	8/8/2024	FY2027
03-404 Faculty Merit Pay	AA, PRES	Educational	3 years	4/21/2025	FY2028

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03-405 Institutional Classified Pay Plan	OE	Non-Educational	5 years	9/1/2023	FY2028
03-406 Longevity Pay and Hazardous Duty Pay	OE	Non-Educational	5 years	9/1/2023	FY2027
03-407 Overtime and Compensatory Time	OE	Non-Educational	5 years	9/1/2023	FY2026
03-408 Time Reporting non-exempt Employees	OE	Non-Educational	5 years	9/1/2023	FY2029
03-501 Family and Medical Leave	OE	Non-Educational	5 years	9/1/2023	FY2027
03-502 Family Leave Pool	OE	Non-Educational	5 years	9/1/2023	FY2028
03-503 Leaves of Absence and Miscellaneous Leave	OE	Non-Educational	5 years	9/1/2023	FY2026
03-504 Organized Work Stoppage	OE	Non-Educational	5 years	9/1/2023	FY2029
03-505 Sick Leave	OE	Non-Educational	5 years	8/4/2025	FY2030
03-506 Sick Leave Pool	OE	Non-Educational	5 years	9/1/2023	FY2028
03-507 Vacation Leave	OE	Non-Educational	5 years	9/1/2023	FY2027
04-101 Academic Accommodation for Students with Disabilities	AA	Non-Educational	3 years	9/1/2023	FY2025
04-102 Academic Probation, Suspension, and Reinstatement for Undergraduates	AA	Educational	5 years	9/1/2023	FY2029
04-103 Adding and Dropping Courses	AA	Educational	5 years	9/1/2023	FY2028
04-104 Advance Placement Guidelines	AA	Educational	5 years	9/1/2023	FY2027
04-105 Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities	ESE	Non-Educational	3 years	9/1/2023	FY2025
04-106 Code of Student Conduct and Academic Integrity	AA, ESE	Educational	Annual	8/8/2024	FY2025
04-107 Early Registration Priority	AA	Educational	5 years	4/21/2025	FY2030
04-108 FERPA Policy	ESE	Non-Educational	5 years	9/1/2023	FY2026
04-109 Final Course Grade Appeals by Students	AA	Educational	3 years	9/1/2023	FY2026
04-110 Institutional Absences	AA, ATH, ESE	Educational	5 years	5/30/2024	FY2029
04-111 Involuntary Withdrawal	ESE	Non-Educational	3 years	9/1/2023	FY2027
04-112 Military Service Activation	ESE	Non-Educational	5 years	9/1/2023	FY2029
04-113 Missing Student Notification	OE, ESE	Non-Educational	5 years	9/1/2023	FY2029
04-114 Prohibition on Enrollment Inducement of Students Utilizing Military Benefits	ESE	Non-Educational	5 years	9/1/2023	FY2028
04-115 Satisfactory Academic Progress for Financial Aid Recipients	ESE	Non-Educational	5 years	9/1/2023	FY2028
04-116 Student Advising	AA	Educational	3 years	9/1/2023	FY2027
04-117 Student Employment	OE	Non-Educational	5 years	9/1/2023	FY2027
04-118 Student Evaluation of Instruction	AA	Educational	5 years	9/1/2023	FY2029
04-119 Student Fiscal Appeals	OE	Non-Educational	3 years	9/1/2023	FY2026
04-120 Student Internships	OE	Non-Educational	5 years	9/1/2023	FY2029
04-121 Student Medical Appeals	AA, ESE	Non-Educational	3 years	9/1/2023	FY2026

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04-122 Student Organization Formation and Recognition	ESE	Educational	3 years	9/1/2023	FY2025
04-123 Student Publications	AA	Educational	5 years	9/1/2023	FY2029
04-124 Student Service Fee Allocations	ESE	Non-Educational	3 years	9/1/2023	FY2027
04-125 Student Travel	ESE	Non-Educational	5 years	9/1/2023	FY2026
04-126 Tuition Rebate	ESE, OE	Non-Educational	5 years	9/1/2023	FY2028
04-127 Withdrawal Without Financial Clearance	ESE, OE	Non-Educational	5 years	9/1/2023	FY2028
04-128 Student Pregnancy and Parenting Nondiscrimination	ESE	Non-Educational	5 years	1/15/2024	FY2029
04-201 Administration of Scholarships	ESE	Non-Educational	5 years	9/1/2023	FY2029
04-202 Domestic Undergraduate Admission	ESE	Educational	3 years	9/1/2023	FY2025
04-203 Dual Credit and Dual Enrollment Programs	AA, ESE	Educational	3 years	9/1/2023	FY2026
04-204 Graduate Admission and Assistantships	AA	Educational	3 years	9/1/2023	FY2025
04-205 Meningitis Vaccine	ESE	Non-Educational	5 years	9/1/2023	FY2028
04-206 Provisional Admission of Undergraduate Students	AA, ESE	Educational	3 years	9/1/2023	FY2027
04-207 Transfer of Undergraduate Credit	AA, ESE	Educational	5 years	11/22/2024	FY2030
05-101 Disposition of Abandoned Personal Property	ESE	Non-Educational	5 years	9/1/2023	FY2029
05-102 Financial Aid Code of Conduct	ESE	Non-Educational	5 years	9/1/2023	FY2029
05-103 Financial Exigency	PRES	Non-Educational	5 years	9/1/2023	FY2028
05-104 Gifts, Prizes, and Awards	OE	Non-Educational	5 years	9/1/2023	FY2026
05-105 Mail Services	ESE	Non-Educational	5 years	9/1/2023	FY2027
05-106 Travel	OE	Non-Educational	5 years	9/1/2023	FY2028
05-107 Travel Card (T-Card)	OE	Non-Educational	5 years	9/1/2023	FY2028
05-201 Direct Pay Disbursements	OE	Non-Educational	5 years	9/1/2023	FY2026
05-202 UNASSIGNED	OE	Non-Educational	n/a	4/21/2025	n/a
05-203 Expenditure Authority for Financial Transactions	PRES	Non-Educational	5 years	9/1/2023	FY2027
05-204 Moving Expenses	OE	Non-Educational	5 years	9/1/2023	FY2028
05-205 Payment Card Acceptance and Security	OE	Non-Educational	Annual	4/21/2025	FY2025
05-206 Post Bond Insurance Federal Tax Compliance	OE	Non-Educational	5 years	9/1/2023	FY2029
05-207 Prompt Payment to Vendors	OE	Non-Educational	5 years	9/1/2023	FY2028
05-208 Receipts and Deposits	OE	Non-Educational	5 years	9/1/2023	FY2027
05-209 Returned Payments	OE	Non-Educational	5 years	9/1/2023	FY2026
05-210 UNASSIGNED	OE	Non-Educational	n/a	2/10/2025	n/a
05-211 Trusteed Funds	OE	Non-Educational	5 years	9/1/2023	FY2026
05-212 Tuition Set-Aside Funds Programs	ESE, OE	Non-Educational	5 years	9/1/2023	FY2027



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05-301 Best Value Procurement	OE	Non-Educational	3 years	9/1/2023	FY2027
05-302 Contracting and Purchasing Authority	OE, PRES	Non-Educational	3 years	9/1/2023	FY2027
05-303 Entertainment and Official Functions	OE	Non-Educational	5 years	4/21/2025	FY2030
05-304 Historically Underutilized Businesses	PRES	Non-Educational	5 years	9/1/2023	FY2029
05-305 Procurement Card (P-Card)	OE	Non-Educational	5 years	9/1/2023	FY2026
05-306 Property Inventory and Management	OE	Non-Educational	5 years	9/1/2023	FY2028
05-307 Property Liability	OE	Non-Educational	5 years	9/1/2023	FY2028
05-308 Year-End Purchasing	OE	Non-Educational	5 years	9/1/2023	FY2029
05-401 Animals on Campus	ESE	Non-Educational	3 years	9/1/2023	FY2027
05-402 Camps and Conferences	ESE	Non-Educational	5 years	9/1/2023	FY2028
05-403 Expressive Activities	ESE	Non-Educational	5 years	6/12/2024	FY2026
05-404 General Facilities Management	OE, ADV	Non-Educational	3 years	11/22/2024	FY2028
05-405 Juanita Curry Boynton House	OE	Non-Educational	5 years	5/30/2024	FY2029
05-406 Parking Services	OE	Non-Educational	Annual	11/22/2024	FY2030
05-407 Physical Plant Services	OE	Non-Educational	5 years	2/21/2025	FY2030
05-408 Skating, Skateboarding and Motorized Scooters	OE	Non-Educational	5 years	9/1/2023	FY2029
05-409 Solicitation on Campus	OE, ESE	Non-Educational	5 years	9/1/2023	FY2025
05-410 Sustainability Practices	ATH, ESE	Non-Educational	5 years	9/1/2023	FY2026
05-411 Tailgating	ATH, ESE	Non-Educational	5 years	9/1/2023	FY2029
05-412 Transportation Services	AA, ATH, ESE	Non-Educational	5 years	9/1/2023	FY2027
05-413 Use of University Facilities	AA, ATH, ESE	Non-Educational	5 years	9/1/2023	FY2028
05-414 Vending	ESE	Non-Educational	5 years	9/1/2023	FY2029
05-501 Annual Disclosure of Crime Statistics	OE	Non-Educational	5 years	11/22/2024	FY2025
05-502 Asbestos Management	OE	Non-Educational	5 years	9/1/2023	FY2029
05-503 Youth Protection	ESE	Non-Educational	5 years	5/20/2025	FY2030
05-504 Children in the Workplace	OE	Non-Educational	5 years	5/6/2024	FY2029
05-505 Drug and Alcohol Testing	OE, PRES	Non-Educational	5 years	2/21/2025	FY2030
05-506 Emergency Operations	OE, PRES	Non-Educational	3 years	9/1/2023	FY2027
05-507 Environmental Management	OE	Non-Educational	5 years	9/1/2023	FY2029
05-508 Fire and Life Safety	OE	Non-Educational	5 years	7/1/2025	FY2030
05-509 Firearms, Explosives and Ammunition	OE	Non-Educational	5 years	9/1/2023	FY2029
05-510 Health and Safety	OE	Non-Educational	5 years	2/21/2025	FY2030
05-511 Identification Cards	ESE	Non-Educational	5 years	9/1/2023	FY2028
05-512 Illicit Drugs and Alcohol Abuse	OE, ESE	Non-Educational	5 years	9/1/2023	FY2026
05-513 Public Health Policy	ESE	Non-Educational	5 years	9/1/2023	FY2028

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05-514 Radioactive or Radiation-producing Materials or Equipment	OE	Non-Educational	5 years	9/1/2023	FY2029
05-515 Risk Management	OE	Non-Educational	5 years	2/21/2025	FY2030
05-516 Security Systems	OE	Non-Educational	5 years	9/1/2023	FY2029
05-517 Smoking Vaping and Use of Tobacco Products	PRES	Non-Educational	5 years	9/1/2023	FY2027
05-518 Timely Warning	OE	Non-Educational	5 years	9/1/2023	FY2029
05-519 Training and Certification of University Vehicle Operators	OE, PRES	Non-Educational	5 years	9/1/2023	FY2027
05-520 University Closure for Inclement Weather and Other Emergencies	OE, PRES, ESE	Non-Educational	5 years	8/4/2025	FY2030
05-521 Use of Alcoholic Beverages	ESE	Non-Educational	5 years	9/1/2023	FY2028
05-601 Affiliated Organizations and Advisory Councils	ADV	Non-Educational	5 years	9/1/2023	FY2029
05-602 Managing Endowments	ADV	Non-Educational	5 years	9/1/2023	FY2027
05-603 Solicitation, Acceptance, Processing, and Management of Gifts - Provisional	ADV	Non-Educational	5 years	6/30/2025	FY2026
05-701 Email for University Communications	OE, ADV	Non-Educational	5 years	9/1/2023	FY2027
05-702 Mobile Device Applications	AA, OE, ADV	Non-Educational	5 years	9/1/2023	FY2028
05-703 News Releases and Media Contract	ADV	Non-Educational	5 years	9/1/2023	FY2029
05-704 Social Media	ADV	Non-Educational	5 years	9/1/2023	FY2026
05-705 University Letterhead and Email Signatures	ADV	Non-Educational	5 years	9/1/2023	FY2025
05-706 University Logo and Seal	ADV	Non-Educational	5 years	9/1/2023	FY2029
05-707 University Publications, Mass Email and Webpages	ADV	Non-Educational	5 years	9/1/2023	FY2027
05-708 University Website	ADV	Non-Educational	5 years	9/1/2023	FY2026
06-101 Acceptable Use of Information Technology Resources	OE	Non-Educational	5 years	7/1/2025	FY2030
06-102 Cellular Telephones and Wireless Communication Devices	OE	Non-Educational	5 years	9/1/2023	FY2029
06-103 Digital Millenium Copyright	OE	Non-Educational	5 years	9/1/2023	FY2028
06-104 Electronic Signatures	OE	Non-Educational	5 years	9/1/2023	FY2026
06-105 Security and Identity Theft Prevention Program	OE	Non-Educational	3 years	9/1/2023	FY2027
06-106 Information Security Incident Response and Reporting	OE	Non-Educational	3 years	9/1/2023	FY2027
06-107 Information Security Management	OE	Non-Educational	3 years	9/1/2023	FY2027
06-108 Wireless Networking	OE	Non-Educational	5 years	9/1/2023	FY2029