



## Policies and Procedures

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Policy and Procedures Memorandum

### **Bylaws**

- [Litigation \(B-I.F-1\) / Guidelines/Litigation Referral Form](#)
- [Board Compensation and Reimbursement \(B-III.J-1a\)](#)
- [Orientation for New Board Members and Board Member Professional Development \(B-VIII.-1\)](#)

### **Chapter I—Academics**

- [Prior Learning Assessments for Academic Credit \(A-I.VIII.1\)](#)

### **Chapter II—Students**

- [Requirements for Entry Into First College Level Introductory English Comp Courses \(S-II.2\)](#)

- Health Services (S-II.3)
- Disciplinary Notation (S-II.I.B.-1)
- Admissions Application Fees (S-II.I.C.-1)
- Articulation of Courses (S-II.II.-1)
- Academic Honors (S-II.XVII.-1)
- Sexual Misconduct (S-II.XXI)
- Reservist and National Guard Mobilization/Activation (S-II.XXII.-1a)
- Hazing (S-II.XXIII.-1)
- Satisfactory Academic Progress (S-II.XXIV.-1)
- Alcohol and Illegal Controlled Substances (S-II.XXVI.-1)

### **Chapter III–Faculty and Staff**

- Assessment and Certification of Faculty English Proficiency (FS-III.I.C-1)
- Searches for University Presidents (FS-III.II.A-1)
- Search Policies and Procedures for Positions of Dean or Higher (FS-III.II.B-1a)
- Personnel Actions (FS-III.II.B,C,D-1)
- Endowed Chair Entitlements (FS-III.II.D-1)
- Incentivized Retirement of Tenured Faculty (FS-III.II.G-1)
- Administrative Salary Policy (FS-III.III.-1)
- Presidents in Transition (FS-III.IV.B-1)
- Emergency Admin. Leave (FS-III.V.-1)
- Sabbatical Leave (FS-III.V.D.-1)
- Intellectual Property (FS-III.VI.-1a)
- Outside Employment Procedures (FS-III.VII.-1)
- Review of Faculty Ranks (FS-III.X.D-1)
- Policy on the Creation of Clinical Faculty Designations (FS-III.X.E-1)
- Academic Program Discontinuance (FS-III.XV.B-1a) rev 06/25/2015
- Employee Furloughs (FS-III.XVI.E-1)
- Leave Record Establishment (FS-III.XX.-1)
- Unclassified Employees Called to Active Duty in the Military (FS-III.XX.-2)
- Crisis Leave Program (FS-III.XXI.-1)

### **Chapter IV–Finance and Business**



- Internal Audit Charter (FB-IV.-1a) rev. 12/1/2017
- Guidelines for Reporting Scholarships and Exemptions (FB-IV.-2)
- Students with Debt Policy (FB-IV.-3)
- Policy on University Foundations (FB-IV.-4a) rev 4/23/2015
- Late Payment Penalty Clause for University Vendor Contracts (FB-IV.-5)
- Guidelines for Approving an Affiliated Organization's Payments to or on Behalf of Employees (FB-IV.-6a)
- Private Grant and Federal Funds Authority (FB-IV.III.-1)
- Student Residence Regulations (FB-IV.IV.-1a)
- Student Technology Fee Expenditure Guidelines (FB-IV.V.-1)
- Hardship Waivers (FB-IV.V.-2)
- Assessment of Fees for Certain Eligible Non-Resident Students (FB-IV.V.C-1a)
- "E" Tuition (FB-IV.V.D-1)
- Guidelines for Use of Dated Equipment Bought with Technology Fee Money (FB-IV.V.K-2)
- Employee Tuition and Fee Policy (FB.IV.V.O-1 a) (rev 2/24/2015)
- Energy Surcharge Assessment (FB-IV.V.R-1)
- Advertisement, Promotions, and Solicitation (FB-IV.VI.-1)
- Sales and Distribution of Alcoholic Beverages (FB-IV.VII.-1)
- Textbook Adoption (FB-IV.XIII.-1a)

#### **Chapter V—Intercollegiate Athletics**

- Entertainment Expenses Relating to Athletic Events (IA-V.-1)
- Athletic Travel Policy (IA-V.-2a) rev 04/23/2015

#### **Chapter VI—Facilities Planning**

- Capital Projects Debt Financing Guidelines (FP-VI.III.B-1)
- Immovable Property and Associated Guidelines (FP-VI.IV.-1a)

#### **Chapter VII—Adoption, Repeal, and Amendment of Policies and Procedures**

##### Miscellaneous

- Name Change Policies and Guidelines (M-2)
- Employee Drug Testing Policy (M-3)
- Submission of Board Agenda Items (M-6)



- System Operational Safety Plan (M-8)
- Accepting Monetary or Non-Monetary Compensation or Gifts (M-9a)
- Grant Applications/Contract Documents (M-10)
- Prohibiting Workplace and Sexual Harassment, Discrimination and Retaliation (M-11a)
- Preventing and Addressing Retaliation (M-12)
- Authorizing Contracts Between the University and a Member of the Faculty, Research Staff, or Coaching Staff or a Company in which the Employee has an Interest Under Specified Circumstances (M-15)
- Export Control (M-16)
- Records Retention and Litigation Hold (M-17)
- Hiring without Regard to Retirement Status and Without Regard to Prior Complaints of Discrimination of Other Protected EEO Activity (M-18)
- Guidelines for Compliance with Executive Order BJ 14-13 [Ebola] (M-19)
- Continuing Disclosure Undertakings Relative to Public Bond Offerings (M-20)
- For Our Future Award PPM (M-21)
- Free Speech (M-22)

#### PPM Related Documents

#### CANCELLED PPMs

The following policies were cancelled due to being unused, redundant, or being covered by a Louisiana Revised Statute (LRS)

- Audit Committee Charter (B-IV.B.3-1) CANCELLED 06/27/2014
- System Office Rewards and Recognition Program (B.VI.-1) CANCELLED 06/27/2014
- Hiring of System Administration Staff (B-VI.C-1) CANCELLED 06/27/2014
- Post-Graduation Opportunities (S-II.1) CANCELLED 06/27/2014
- Accessibility to Students' Educational Records (S-II.4) CANCELLED 06/27/2014 See LRS 17:3136
- Security on Campus (S-II.XXI.-1) CANCELLED 06/25/2015
- DNA Samples, Fingerprints, and Criminal Background Checks of Campus Police (S-II.XXI.-2) CANCELLED 06/27/2014 See LRS 40:2405.4
- Weapons on Campus (S-II.XXV.-1) CANCELLED 06/27/2014 See LRS 14:95.2 and LRS 14:96.6
- Student Membership on Search Committees (FS-III.II.B-2) CANCELLED 06/27/2014
- Procedures for Handling Complaints of Unreasonable Competition from Colleges and Universities (FB-IV.VIII.-1) CANCELLED 06/27/2014
- High Speed Internet Access and Air Conditioned Environment (FP-V.-1) CANCELLED 06/27/2014
- Reporting The Misappropriation of Public Funds or Assets (M-1.a.) CANCELLED 06/27/2014 See LRS 24:253
- Prior Approval Process, Interim Approvals, Administrative Approvals, Authorization To Sign in Absence (M-4)- *This policy has been cancelled. Please refer to FS-III.B.C.D.1 for the revised PPM.*



CANCELLED. Please refer to F.S.M.II.B,C,D-F for the revised PPIW.

- University Contact With System Office (M-7) CANCELLED 06/27/2014
- Reporting Guidelines (M-14) CANCELLED 06/27/2014



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