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President

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I. Purpose: To establish acceptability of transfer credit.

II. Procedural Reference for:

- [ ] KRS, specify
- [x] CHE policy, specify
- [x] BOR policy, specify Undergraduate Admissions Standards
- [x] UAR specify Academic practice for granting transfer credit
- [ ] Other, specify

III. Scope (Who is covered by this UAR?):

All undergraduate students seeking transfer credit.

Attach a description of the UAR.

Approved by:

C. Nelson Grote, President  
Date: 1-13-92
Acceptance of Transfer Credit

Morehead State University adheres to the criteria pertaining to transfer credit set forth by the Southern Association Commission on Colleges. In accordance with these guidelines, no contractual or consortial agreement will be entered into with an institution which is not accredited or a candidate to be accredited by a regional accrediting association to offer credit at the appropriate degree or certificate level. Any exception must be approved by the Commission on Colleges in advance of the formation of or participation in the consortium. The Commission on Colleges reserves the right to prohibit the use of its accreditation to authenticate courses or programs offered under contract.

Transfer Credit From Non-regionally Accredited Institutions: All transfer credit from non-regionally accredited institutions will be individually evaluated by the Dean of the College in which the student is seeking a degree. Transfer credit will be granted only when:

1. the course being transferred corresponds to one offered in the Morehead State University undergraduate catalog in effect at the time the transfer is sought;
2. the student has earned a grade of "C" or higher in the course for which transfer credit is being sought;
3. the course was taught by an instructor whose academic credentials meet the Commission on College (SACS) requirements (e.g. generally, at least the masters degree in the teaching field with 18 graduate hours in the teaching field).

Credit for Training in the Armed Services: Credit will be granted for training obtained through the armed services in accordance with the Servicemembers Opportunity Colleges (SOC) Principles and Criteria which attempt to minimize loss of credit and avoid duplication of coursework while maintaining the integrity of the institution's programs.

1. All credit granted for training in the armed forces must be evaluated using "ACE Guidelines."
2. Academic residency requirements will be no more than 25 percent of the undergraduate degree program for servicemembers.

Academic Standards Required for Transfer: A transfer student is eligible for admission to Morehead State University if his/her grade-point average (g.p.a.) is 2.0 or better on a 4.0 scale and if that student is in good standing at the last institution attended.
Morehead State University adheres to Kentucky Revised Statutes for the acceptance of transfer credit, and specifically follows the University of Kentucky Community College System Transfer Guide (rev. May 15, 1991) for credit transferred to Morehead State University from University of Kentucky Community Colleges. Other guidelines are consulted for credit from individual colleges and universities.

All credits earned will be transferred but only hours up to a cumulative g.p.a. of 2.0 will be credited to the total hours earned.

Students transferring into baccalaureate-degree programs with fewer than 24 semester credit hours applicable to a baccalaureate degree and students transferring into baccalaureate degree programs with grade point averages below 2.0 on a 4.0 scale must meet the requirements of the pre-college curriculum. If these students have PCC deficiencies, the students will be admitted conditionally, and their PCC deficiencies must be removed according to Morehead State University's "Application of the Pre-College Curriculum."

These are minimum requirements. Each program may adopt more stringent requirements.

Advising and Placement: To facilitate advising and placement, students who have earned twenty-four hours (24) or fewer semester hours credit must submit ACT scores and high school and college transcripts to facilitate appropriate advising and placement.
I. Purpose: To establish guidelines for permitted student loads.

II. Procedural Reference for:

- KRS, specify __________
- CHE policy, specify __________
- BOR policy, specify __________
- UAR, specify __________
- X Other, specify Advising Procedures

III. Scope (Who is covered by this UAR?): All Students.

Attach a description of the UAR.

Approved by:

[Signature]
C. Nelson Grote, President

Date: 1-13-92
Student Loads

**Minimums:** In order to be considered a full-time undergraduate student, a student must maintain enrollment for at least 12 semester hours during a regular semester. In order to be considered a full-time graduate student, a student must maintain enrollment for at least 9 semester hours during a regular semester. Audited courses do not contribute toward a full-time load.

**Maximums:** The maximum load to be carried by an undergraduate student during any semester, including correspondence courses and audited courses, shall be 18 credit hours. The maximum load per semester for graduate students shall be 15 credit hours. The maximum load for any student during a summer session shall be 7 credit hours. Enrollment in 19 to 21 credit hour is considered an overload. Undergraduate students desiring to register for an overload must have the approval of the student advisor and department chair.

Students denied overloads may appeal to the appropriate College dean.

It is expected that **NO** student shall be allowed to enroll in more than 21 hours in a regular semester.
I. Purpose: To establish the appropriate class level for course numbers.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- Other, specify Advising Procedures

III. Scope (Who is covered by this UAR?):

Undergraduate and Graduate Students.

Attach a description of the UAR.

Approved by:

C. Nelson Grote

Date 1-13-92
Course Numbering

**Purpose:** To establish the appropriate class level for course numbers.

**Course Numbers:** Courses are numbered as follows:

- Below 100: Developmental Courses
- 100 - 199: Freshman Courses
- 200 - 299: Sophomore Courses
- 300 - 399: Junior Courses
- 400 - 499: Senior Courses
- 500 - 599: Senior & Graduate Courses
- 600 - 699: Graduate Courses

Course may be taken only one level above a student's present classification except for 500-level courses which may be taken only by seniors and graduate students. Courses may be taken at any level below a student's present classification.

A course numbered 500 will be taught at the undergraduate level by graduate faculty, and graduate students enrolled must meet additional course requirements to receive graduate credit for the course. A statement of these requirements must be included in a syllabus and distributed to graduate students enrolled in a 500-level course at the beginning of the semester. The work must be of a tangible nature and be kept on file by the instructor for three years. The Graduate Dean is responsible for monitoring 500-level courses to ensure that appropriate additional work is required to maintain a substantial difference between undergraduate and graduate instruction.

Students in the final semester of undergraduate study who have a minimum g.p.a. of at least 2.5 may apply to enroll concurrently in courses for graduate credit according to the following limitations:

<table>
<thead>
<tr>
<th>Semester Hours of Undergraduate Credit Needed</th>
<th>Semester Hours of Graduate Credit Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>9</td>
</tr>
</tbody>
</table>

If the work for a baccalaureate degree is being completed during a summer term, the combined course load is not to exceed six semester hours. Application for permission to take graduate and special academic programs prior to registration. Forms are available in the Graduate Office. Seniors taking graduate courses pay undergraduate fees. If for any reason requirements for the baccalaureate degree are not completed during the term in question, no further permission will be given to register for graduate courses until regular admission to graduate study has been granted.
**Recommended Implementation:**

1. Departments will be given until the spring 1991 semester to implement these changes.

2. Catalog copy which reflects these changes will be completed by March, 1991.

3. All university publications which contain information about course numbering must reflect these changes by the spring 1991 semester.

4. The University Undergraduate Curriculum and the Graduate Committee will expedite these changes.
**MOREHEAD STATE UNIVERSITY ADMINISTRATIVE REGULATION (UAR)**

| Number: | 103.01 |
| Title:  | Extraordinary Faculty Compensation--Summer Courses |
| Originator: | Vice President for Academic Affairs and Dean of Faculty |
| Initial Adoption: | 2/25/92 |
| Revision Dates: | |

**I. Purpose:**

To establish guidelines for the administration for the compensation of faculty teaching summer courses.

**II. Procedural Reference for:**

- [ ] KRS, specify
- [ ] CHE policy, specify
- [x] BOR policy, specify PAc-10
- [ ] UAR, specify
- [ ] Other, specify

**III. Scope (Who is covered by this UAR?):**

Morehead State University faculty.

Attach a description of the UAR.

Approved by: [Signature]

C. Nelson Grote

Date: 2/25/92
Title: Extraordinary Faculty Compensation--Summer Courses

Purpose: To establish guidelines for the administration for the compensation of faculty teaching summer courses.

Procedures:

1. A faculty member shall not teach more than 12 semester hours during the summer or more than 6 semester hours in a single summer session.

2. Department chairs shall not develop a schedule of summer classes that will require faculty to exceed teaching 6 semester hours per session or a total of 12 semester hours for both summer sessions.

3. Unanticipated or unavoidable circumstances or emergencies that require the assignment of extra teaching responsibilities to faculty members that will exceed the prescribed limits must be approved in advance by the Vice President for Academic Affairs and Dean of Faculty. Once approved, the faculty member will be paid for those hours.
I. Purpose: To establish a refund schedule for students who withdraw from the University.

II. Procedural Reference for:

   X  KRS, specify __164__
   ___ CHE policy, specify ___________
   ___ BOR policy, specify ___________
   ___ UAR, specify ___________
   ___ Other, specify ___________

III. Scope (Who is covered by this UAR?):

   All students.

Attach a description of the UAR.

Approved by:

C. Nelson Grote, President  
Date 4/3/92
Tuition Refund When  
Student Withdraws from University

Procedure:  If a student desires to withdraw from the University, the student requests to withdraw at the Office of the Registrar.

Schedule: The following schedules of tuition and fee refunds shall be used in determination of tuition and fee refunds when the withdrawal has been officially approved.

<table>
<thead>
<tr>
<th>Fall or Spring Semester</th>
<th>Percent Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 5 class days* of the semester</td>
<td>75%</td>
</tr>
<tr>
<td>Next 10 class days of the semester</td>
<td>50%</td>
</tr>
<tr>
<td>Next 5 class days of the semester</td>
<td>25%</td>
</tr>
<tr>
<td>No refunds are given after the first 20 class days of the semester</td>
<td></td>
</tr>
</tbody>
</table>

* Class days begin the first day of the semester.

<table>
<thead>
<tr>
<th>Summer Terms</th>
<th>Percent Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 2 class days of the semester</td>
<td>75%</td>
</tr>
<tr>
<td>Next 4 class days of the semester</td>
<td>50%</td>
</tr>
<tr>
<td>Next 2 class days of the semester</td>
<td>25%</td>
</tr>
<tr>
<td>No refunds are given after the first 8 class days of the semester</td>
<td></td>
</tr>
</tbody>
</table>

* Class days begin the first day of the semester.

<table>
<thead>
<tr>
<th>Evening Classes</th>
<th>Percent Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 2nd class meeting</td>
<td>75%</td>
</tr>
<tr>
<td>Before 3rd class meeting</td>
<td>50%</td>
</tr>
<tr>
<td>Before 4th class meeting</td>
<td>25%</td>
</tr>
<tr>
<td>No refund given after 4th class meeting</td>
<td></td>
</tr>
</tbody>
</table>

Refundable fees include: tuition, housing, meal plan.

Meal plans are refunded on a pro-rated weekly basis through midterm. Meal plans are not refundable after midterm.
I. Purpose: To establish who will receive mid-term grades.

II. Procedural Reference for:

KRS, specify ____________
CHE policy, specify ____________
BOR policy, specify ____________
X UAR, specify Grades ____________
Other, specify ____________

III. Scope (Who is covered by this UAR?): All undergraduate students.

Attach a description of the UAR.

Approved by:

C. Nelson Grote, President

Date
Mid-Term Grades

REGULATION: All undergraduate students will receive midterm grades. It shall be the students' responsibility to pick up their grades from their academic advisors; midterm grades will not be mailed.
I. Purpose: To create an opportunity for undergraduate students with an unacceptable grade point average to drop one semester's work from consideration for University academic degree requirements.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify Scholastic Standing
- UAR, specify Grades
- Other, specify

III. Scope (Who is covered by this UAR?): Undergraduate Students.

Attach a description of the UAR.

Approved by:

[Signature]
C. Nelson Grote, President

Date: 4-3-82
Academic Bankruptcy

Purpose: To create an opportunity for undergraduate students with an unacceptable grade point average to drop one semester's work from consideration for University academic degree requirements.

Impact: Undergraduate students who are granted bankruptcy status forfeit credit for all courses in the bankrupt semester. The grades and credit hours earned during that semester are disregarded for University requirements. The notification "academic bankruptcy" appears on the transcript beneath the semester's work. Bankruptcy cannot be revoked once it has been granted. Bankruptcy cannot be used more than once.

Eligibility: Only hours attempted at the Morehead State University are considered for bankruptcy; transfer hours are excluded.

The requirements for academic bankruptcy are:

1. The student must apply for bankruptcy before completing a degree at the University.

2. The student must have attempted at least 48 semester hours at the University.

3. For the term in question, the student must have a grade point average of at least 1.00 under the cumulative average for all other hours completed at the University.

Procedure: To apply for academic bankruptcy, the student obtains an Academic Bankruptcy form in the Office of the Registrar. This form is filled out, signed by the academic advisor, the department chair, and the appropriate college dean and returned to the Registrar for verification of eligibility. The Registrar notifies the student, the academic advisor, the department chair, and the college dean in writing regarding eligibility. An appeal of the eligibility ruling is made through the Academic Appeals Committee of the University.
I. Purpose: To establish the guidelines and procedure for repeating courses

II. Procedural Reference for:

____ KRS, specify ________________________________
____ CHE policy, specify __________________________
____ BOR policy, specify __________________________
____ UAR, specify ________________________________
____ Other, specify ______________________________

III. Scope (Who is covered by this UAR?):

All undergraduate students

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eaglin, President

Date 1/15/99
UAR Distribution List

The following shall receive a copy of the UAR # 107.02

Titled:  ____________ Repeating Courses

Date:   ____________ January 15, 1999

X Executive Vice President for Academic Affairs
   and Dean of Faculty

X Vice President for Administration and Fiscal Services

X Vice President for Student Life and Dean of Students

X Vice President for University Advancement

X Academic Deans

X Faculty Senate

Staff Congress

X Student Government Association

Others:*

Registrar

Assoc. VP Academic Affairs

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

Appropriate VP is responsible for distribution to those people in his/her division.
Title: Repeating Undergraduate Courses

Purpose: To establish guidelines and procedure for repeating courses

Courses: Undergraduate students are permitted to repeat any course regardless of the grade received a maximum of two times.

Grades: Only the grade received on the last attempt is computed in the overall grade point average.

Procedure: Students wishing to repeat courses must file a Repeat of Course Option with the Registrar's Office at the time of enrollment in the course to be repeated.
I. Purpose: To establish regulations for granting an undergraduate student an incomplete grade, "I."

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify Grades
- Other, specify

III. Scope (Who is covered by this UAR?): Undergraduate Students.
Incomplete Grade "I" - Undergraduate Program

The grade of "I" shall be used when, because of extenuating circumstances, the student cannot complete course requirements by the end of the term, but probably can do so if given an extension of one-half semester. If the course requirements are not completed by mid-term of the next semester, the "I" will be changed to a failing grade.

Time Schedule: The following time schedule represents the maximum time allowed to change an incomplete to a letter grade. A faculty member may choose to set an earlier deadline if the extent of work to be completed does not require half a semester to complete. If the normally allotted time is shortened, the student must be notified in writing.

<table>
<thead>
<tr>
<th>&quot;I&quot; grade received</th>
<th>Must be changed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. End of fall semester</td>
<td>1. Mid-term of spring semester</td>
</tr>
<tr>
<td>2. End of spring term</td>
<td>2. Mid-term of fall semester</td>
</tr>
<tr>
<td>3. End of Summer I or II</td>
<td>3. Mid-term of fall semester</td>
</tr>
</tbody>
</table>

Procedure: The faculty member must prepare and submit to the department chair a change of grade form five working days after the student's completed work is received. This means that the student must finish the course work at least five working days prior to the deadline date for the receipt of mid-term grades in the office of the registrar.

Effect on GPA: The grade "I" will be calculated as an "E" in computation of the grade point average for the current term.
I. Purpose: To establish the following requirements for the academic programs in all departments:

1. that each academic department state specific competencies to be met by program graduates.

2. that these competency statements be available to students in departmental offices.

3. that the program faculty develop an appropriate system for assessing students' accomplishment of the stated competencies.

4. that the results of student assessment be used in program planning and revision decisions.

II. Procedural Reference for:

KRS, specify
CHE policy, specify
BOR policy, specify
UAR, specify
Other, specify Assessing Program Effectiveness

III. Scope (Who is covered by this UAR?): All undergraduate and graduate academic programs in all departments.

Attach a description of the UAR.

Approved by:

C. Nelson Grote, President

Date 4-3-52
Academic Program Competencies

Definitions: Academic programs are those on the Council on Higher Education's listing of programs for Morehead State University.

Competency statements are statements that articulate the knowledge and/or skills that program faculty expects students who have completed the program to possess; they are the expected educational results of the program.

Implementation: The department chair, in concert with the program faculty, is responsible for the formulation of competency statements for each program, for the distribution of the statements to interested students, and for the assessment of students' competencies.

The Dean of Undergraduate Programs, in conjunction with the Undergraduate Curriculum Committee and the college deans and department chairs, is responsible for the monitoring and recording of program competency statements and for the monitoring and recording of the quality of all undergraduate programs through assessment and outcomes measures.

All departments must have two documents on file in the Office of the Undergraduate Dean: competency statements for each program and a description of the way each competency will be assessed. Both the statements and the assessments may be revised as needed with notifications of the changes reported to the Undergraduate Dean. The results of assessment will be included in all program review processes.

The Dean of Graduate Programs, in conjunction with the Graduate Curriculum Committee and the college deans and department chairs, is responsible for the monitoring and recording of program competency statements and for the monitoring and recording of the quality of all undergraduate programs through assessment and outcomes measures.

All departments must have two documents on file in the Office of the Graduate Dean: competency statements for each program and a description of the way each competency will be assessed. Both the statements and the assessments may be revised as needed with notifications of the changes reported to the Graduate Dean. The results of assessment will be included in all program review processes.
I. Purpose: To establish guidelines for granting telecourse credit.

II. Procedural Reference for:

- KRS, specify ________________________________
- CHE policy, specify __________________________
- BOR policy, specify __________________________
- X UAR, specify Admissions ____________________
- Other, specify ________________________________

III. Scope (Who is covered by this UAR?): All students enrolled at Morehead State University; others as special status students if they hold a high school diploma or a General Education Development (GED) certificate.

Attach a description of the UAR.

Approved by:

C. Nelson Grote, President

Date: 4-3-92
Telecourse Credit

Purpose: To establish guidelines for telecourse credit.

Eligibility: Any Morehead State University student may enroll for telecourse credit. Full time students must obtain permission to enroll in telecourses from the department chair or dean of the college in which the telecourse is offered. Others may register as special students for telecourse credit if they hold a high school diploma or a General Education Development (GED) certificate.

Admission as a special student for telecourse credit does not necessarily qualify participants for regular admission to residence study.

Registration: Students may register for telecourses during any registration period. Telecourses count toward full-time residency status, and they may be taken in the last sixteen hours before graduation.

Enrollment Fee: An enrollment fee for telecourses is set by action of the Board of Regents.
I. Purpose: To establish the requirements a student must meet in order to be granted a second degree at the same degree level.

II. Procedural Reference for:

KRS, specify
CHE policy, specify
BOR policy, specify By-laws
UAR, specify
Other, specify

III. Scope (Who is covered by this UAR?): Graduate and undergraduate students.

Attach a description of the UAR.

Approved by:

C. Nelson Grote, President

Date
Second Degree Requirements

**Associate Degree:** For a second associate degree, the student must:

1. Hold an acceptable associate or higher degree from an accredited college or university.

2. Complete a program of study approved by the program advisor and department chair, including at least 16 new semester hours (at least 12 must be earned at Morehead State University). At least 9 of the 16 semester hours earned must be in courses in a new prescribed associate degree program.

3. Earn a minimum 2.00 grade point average for all course work presented to complete the degree, in all course work completed at Morehead State University, and all course work in the new prescribed associate program.

**Bachelor's Degree:** For a second bachelor's degree, the student must:

1. Hold an acceptable bachelor's degree from an accredited college or university.

2. Complete a program of study approved by the program advisor and department chair, including at least 32 new semester hours earned at Morehead State University. Of the 32 hours, a minimum of 15 semester hours must be earned in a new major or area of concentration.

3. Earn a minimum of 2.00 grade point average for all course work presented to complete the degree, in all course work at Morehead State University, and in all course work in a major, minor, or area of concentration.

**Master's Degree:** To complete a second master's degree, a student must:

1. Meet admission and candidacy requirements;

2. Complete a minimum of 15 semester hours of University residence credit in approved courses; (Additional courses may be necessary to meet the degree requirements.)

3. Meet departmental exit criteria.

**Master's Degree After Fifth-Year Program:** A student who enters the master's degree program after completing the non-degree Fifth-Year Program must:

1. Present satisfactory Graduate Record Examination scores;
2. Be admitted to candidacy;

3. Complete a minimum of 15 semester hours of University residence credit. (In meeting specific degree requirements, a minimum of 18 semester hours of graduate credit will be required if only 12 semester hours of graduate credit was earned for the Fifth-Year.)

4. Meet departmental exit criteria.

Individual program requirements may be set at a higher level by the program department than the minimums established by this policy.
I. Purpose:

To outline procedures which allow a student to file an academic grievance.

II. Procedural Reference for:

- BOR policy, specify
- KRS, specify
- UAR, specify
- Other, specify _Student Academic Grievances_

III. Scope (Who is covered by this UAR?):

Morehead State University students

IV. Description of UAR: (attach additional pages if necessary)

V. Regulation Violations (if applicable):

Approved by:

C. Nelson Grote, President

Date: 4-28-92
ACADEMIC GRIEVANCE PROCEDURE

Policy: Grounds for filing an academic appeal include:

1. Alleged prejudice on the part of the instructor which impacts the student's grade.
2. Alleged failure to follow the final grading procedure established in the course syllabus.
3. Alleged erroneous application of established grading procedures on individual assignments.
4. Alleged abuse of academic freedom in teaching methods and course requirements.

Step 1

It is recommended the student discuss any complaint with the person involved. If the complaint is not resolved at the instructor level, or if the student feels it is not practical to contact the instructor, the student may present the complaint to the chair of the department to which the instructor is assigned. If the complaint involves a final grade, the student must take the complaint to the faculty member within the first two weeks of the beginning of the following semester. If the student is not enrolled the subsequent semester, a letter of inquiry should be mailed to the instructor and the instructor's department chair within the first two weeks of the beginning of the following semester. Upon receipt of the response from the instructor, the student has 30 days to file a formal complaint.

Step 2

Prior to any action by the department chair, the student will be required to complete a Student Grievance Form. The form is available in the Office of the Vice President for Academic Affairs and should be completed and returned to the chair of the department involved. Upon receipt of the Student Grievance Form, the department chair will request from the instructor a response in writing, addressing the questions raised by the student. Within one week after the written grievance is filed in the department chair's office, a meeting will be arranged. The instructor, the student filing the grievance, the department chair, and the dean of the responsible college will be in attendance. The student may have his or her academic advisor or a faculty member of the student's choice present. It will be the purpose of the department chair and the respective college dean to review the grievance and attempt to mediate a settlement. The department chair's and the college dean's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding. Records of this meeting, including recommendations by the department chair and college dean, will be sent to the Vice President for Academic Affairs and to all parties concerned.
Step 3

If the recommendations presented by the department chair and the college dean are not acceptable to the student, he or she may appeal to the Academic Appeals Committee. The student must petition a hearing before this committee within one week following the meeting with the college dean and the department chair. Requests are to be in writing and made to the Vice President for Academic Affairs. If the procedure has been followed, the Vice President will submit to the chair of the committee records of all action to date. Within two weeks following the application of appeal, the committee will meet and review data and previous recommendations. The committee may request additional information and/or the parties involved to appear before the committee. The committee's decision will be sent to the Vice President for Academic Affairs, with a copy being sent as a matter of record to the student, faculty member, department chair, and the faculty member's college dean. The Vice President for Academic Affairs is responsible for enforcing the committee's decision. The committee's decision is final.

Step 4

It is understood that anyone may appeal to the President of the university when due process has been violated or when individual rights are disregarded.
I. Purpose: To establish guidelines for assessing faculty credentials when unique experience and demonstrated competence are to substitute for academic preparation.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- [X] Other, specify SACS 1991 Criteria for Accreditation, Section 4.4.2

III. Scope (Who is covered by this UAR?):

All faculty members who substitute unique experience and demonstrated competence for academic preparation.

Attach a description of the UAR.

Approved by:

C. Nelson Grote

Date: 6-12-92
Morehead State University
Administrative Regulation

Title: Guidelines for Assessing Faculty Credentials

Purpose: Morehead State University adheres to the requirements for faculty credentials set out in Section 4.4.2 of the Criteria of the Southern Association of Colleges and Schools. These guidelines permit outstanding professional experience and demonstrated contributions to the teaching discipline to substitute for academic preparation in certain exceptional cases.

Guidelines: When outstanding professional experience and demonstrated contributions to the teaching discipline are proposed to substitute for academic preparation, the following criteria will be examined and evaluated by a department chair in conjunction with a departmental peer review committee:

+ professional experiences (other than teaching) directly related to the discipline to be taught;

+ professional experiences (other than teaching) indirectly related to the discipline to be taught;

+ record of scholarly or creative activity directly related to the discipline to be taught; and/or

+ quality of student and supervisor review for teaching the discipline in question.

When a faculty member's professional experience and demonstrated contributions to the teaching discipline are judged to be inadequate, the faculty member shall

+ be reassigned to a position for which he or she is qualified, or

+ be expected to pursue an approved faculty development plan to obtain the minimum qualifications needed in a reasonable time period.

The University must review and report the status of faculty credentials to the Southern Association of Colleges and Schools annually in the Institutional Profile. Each department must likewise review faculty
credentials annually to determine continued compliance. During that annual review any faculty member who has been previously judged qualified based on outstanding professional experience and demonstrated contributions to the teaching discipline must be reevaluated to assure that the criteria listed above continue to be demonstrated.
I. Purpose: To define procedure for requesting approval for and reporting of consulting day(s).

II. Procedural Reference for:

- [ ] KRS, specify
- [ ] CHE policy, specify
- [x] BOR policy, specify PAC-5
- [ ] UAR, specify
- [ ] Other, specify

III. Scope (Who is covered by this UAR?):

Faculty members and academic administrators.

Attach a description of the UAR.

Approved by:

[Signature]

C. Nelson Grote, President

[Date]
CONSULTING BY FACULTY MEMBERS AND ACADEMIC ADMINISTRATORS

This regulation is designed to implement PAc-5, the policy which outlines the conditions governing private consulting by faculty members and academic administrators.

Authorization to perform the private consulting must be secured from the two up-line supervisors in the manner prescribed on the attached form. This form shall also be completed to show the nature of the work to be performed, the estimated time per week involved, and the duration of the assignment. Time off from the regular work schedule for consulting shall be limited to four days per month, and these days shall be reported on the Monthly Exception Time Report.
I. Purpose: To address the awarding of military credit.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- X BOR policy, specify Undergraduate Admissions Standards
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

Servicemembers requesting college credit from military experiences. This UAR is to take effect with the fall 1993 semester.

Attach a description of the UAR.

Approved by:

[C. Nelson Grote]

6-12-95 Date
Military Credit

As a Servicemembers Opportunity College (SOC), Morehead State University awards military credits in accordance with SOC and American Council on Education (ACE) guidelines. Therefore, military credit will be awarded after careful analysis by academic departments to determine: 1) the comparability of the learning outcomes of the military course and the course at the University for which credit is being sought and 2) the appropriateness and applicability of the credit to the student's educational program of study.

Military Occupational Specialty and Other Military Credit:

When a servicemember presents documentation of Military Occupational Specialty (MOS) or other military credit to the Registrar and requests Morehead State University credit, the Registrar will route the request to the department chair of the servicemember's program of study for evaluation. A maximum of sixteen (16) hours of MOS or other military credit may be awarded. Credit may be awarded only for courses that correspond to courses in the servicemember's declared program of study.

Basic Training: A maximum of four (4) hours of "K" credit will be awarded for Basic Training or DD 214 toward the general education requirements in health and physical education.

Camp Challenge: A maximum of four (4) hours of credit will be awarded as proficiency credit for MS 101 and MS 102.

Monitoring: The University Undergraduate Curriculum Committee will review the procedure annually and recommend changes to the Vice President for Academic Affairs.
I. Purpose: To establish the guidelines specific to librarians within the Division of Academic Affairs and to delineate generally their rights, privileges, and responsibilities.

II. Procedural Reference for:

- KRS, specify ________________________________
- CHE policy, specify ________________________________
- X BOR policy, specify PAC-31
- UAR, specify ________________________________
- Other, specify ________________________________

III. Scope (Who is covered by this UAR?):

Professional Librarians

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eaglin, President

[Signature]

Date: 4/10/96
UAR Distribution List

The following shall receive a copy of the UAR # **116.02**

**Titled:** Guidelines Specific to Librarians

**Date:** 4/10/96

- [x] Executive Vice President for Academic Affairs and Dean of Faculty
- [x] Vice President for Administration and Fiscal Services
- [x] Vice President for Student Life and Dean of Students
- [x] Vice President for University Advancement
- [x] Academic Deans
- [x] Faculty Senate

**Others:**

Larry Besant

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

'Appropriate VP is responsible for distribution to those people in his/her division.
PURPOSE: To establish the guidelines specific to librarians within the Division of Academic Affairs and to delineate generally their rights, privileges, and responsibilities.

Section

I. Definition of Ranks for Librarians

II. Promotion Review

III. Emeritus Status

IV. Research

V. Academic Freedom and Responsibility

VI. Support for Editorships of Journals and Offices Held in Professional Organizations

VII. Sabbatical Leave of Absence

VIII. Educational Leave of Absence

IX. Performance-based Compensation Plan for Librarians
I. DEFINITION OF RANKS FOR LIBRARIANS

GUIDELINES: The Master's degree from an American Library Association accredited program is the only degree that the University will acknowledge for appointment, determination of rank, or subsequent personnel decisions. The ALA-accredited Master's degree is the appropriate terminal professional degree for librarians.

The following ranks are recognized by the University: Librarian I, Librarian II, Librarian III, and Librarian IV. Minimum requirements for each rank are:

- **Librarian I** -- ALA-accredited Master's degree
- **Librarian II** -- ALA-accredited Master's degree with at least three years' professional library experience and evidence of continued professional growth
- **Librarian III** -- ALA-accredited Master's degree with at least six years' professional library experience and evidence of continued professional growth
- **Librarian IV** -- ALA-accredited Master's degree and either a second master's degree or earned doctorate with at least nine years' professional library experience and evidence of continued professional growth.

Consideration of promotion from one level to the next will require a minimum of three years of service at the previous level; up to three years of equivalent professional library service in other libraries may be applied to time requirements for promotion. A second masters degree or an earned doctorate is required for the Librarian IV rank.

II. PROMOTION REVIEW

GUIDELINES: The promotion procedures consist of several levels of review: Librarian Promotion Review Committee (appointed by the Director of Libraries), Director of Libraries, Executive Vice President for Academic Affairs and Dean of Faculty, President, and Board of Regents.

Promotions shall be based on performance in each of the following three areas: effectiveness as a librarian, professional achievement, and service.

**Effectiveness as a Librarian**
May include, but is not limited to:

Meets responsibilities -- selects, acquires, catalogs, classifies, circulates, or maintains library materials and equipment; provides reference services,
information retrieval, or bibliographic instruction; utilizes current information systems and technology; administers and supervises library services; plans work priorities; serves as liaison to academic department(s).

Demonstrates initiative in job performance--designs and implements library services and technology; assumes new and increased responsibilities; plans improvements or innovations. Integrates area of responsibility with entire Library--understands overall Library operations; demonstrates commitment to the Library's goals of education and service; maintains awareness of new developments in library science and technology; participates in Camden-Carroll Library committees; develops, coordinates, or conducts Library staff training; uses suggestions, criticisms, and evaluations to improve performance.

Professional Achievement
May include, but is not limited to:

Scholarly or creative achievements; involvement in research; membership in professional organizations, including leadership roles; attendance of professional meetings, workshops, and seminars; participation in workshops, seminars, or programs at professional meetings; completion of additional job-related course work and/or degrees; work experience; consulting.

Service to the Institution and the Community
May include, but is not limited to:

Participation on University and Faculty Senate committees; service as an official representative of the University; sponsorship of approved co-curricular activities; coordination of and participation in University workshops, conferences, clinics, in-service programs, and special events; development of proposals; development of relationships with professional groups in business, industry, trade, education, and government; non-University service rendered as a citizen, not as a representative of Morehead State University.

PROMOTION PORTFOLIO:
The promotion portfolio must contain a vita, supporting documents, and a letter of intent. The letter of intent, addressed to the Director of Libraries, will state the desire to be considered for a promotion and should contain a summary of major responsibilities and activities since the last rank assignment that merit consideration for the promotion. Supporting documents should be limited to the time period since any previous rank change. If a librarian applies previous service at another institution to the time requirement, the quality of performance at that institution must be documented. The candidate's portfolio must document
all qualifications and must be complete at the time of submission to the Director of Libraries.

CURRICULUM VITAE:
The following are guidelines for constructing the curriculum vita. All categories will not apply to each candidate. Whenever appropriate, specific titles, dates, pages, and publishers should be included. A reasonable sample of items under numbers 3 and 4 should be presented.

1. Personal Data
   a. Name
   b. Present rank, administrative title (if applicable), and department
   c. Dates of initial rank assignment and promotions at Morehead State University
   d. Education completed: degrees, certifications, and/or licenses with institutions and dates awarded or granted
   e. Employment prior to Morehead State University
      (1) Institutions
      (2) Dates
      (3) Responsibilities
      (4) Rank/title changes and dates

2. Effectiveness as a Librarian
   a. Library assignment
      (1) Specific departmental responsibilities
      (2) Additional library responsibilities
      (3) Liaison activities
   b. Demonstration of initiative
      (1) New services/technology implemented
      (2) New and increased responsibilities assumed
      (3) Improvements or innovations planned
   c. Integration of area of responsibility with entire Library
      (1) Library committee assignments
      (2) Staff training activities
      (3) Cross-departmental projects

3. Professional Achievement
   a. Scholarly or creative achievement
      (1) Publications
      (2) Presentations made or papers read at conferences
(3) Editorship of or service on editorial boards of professional publications
(4) Grants proposed or funded
(5) Sabbatical or educational leaves
(6) Pure research completed
(7) Fellowships awarded
(8) Exhibits
(9) Speaking engagements
(10) Inventions
(11) Awards for scholarship
(12) Awards for creative productions
b. Academic and/or professional organizations
(1) Memberships
(2) Leadership roles
(3) Attendance of conferences and meetings
(4) Participation in workshops, seminars, or programs
(5) Awards for service
c. Continuing education
(1) Attendance of seminars and workshops
(2) Graduate study
   (a) Institution
   (b) Degree being pursued and anticipated date of completion
   (c) Credit hours completed
(3) Additional job-related course work
d. Relevant work experience and consulting
(1) Institution/agency
(2) Responsibilities
(3) Dates
e. Other evidence of professional growth

4. Service
   a. University or Faculty Senate committees
   b. Sponsorship of approved co-curricular activities
   c. Service as an official representative of the University
      (1) Place
      (2) Responsibility
      (3) Date
d. Coordination of and participation in University workshops, conferences, clinics, in-service programs, and special events
      (1) Title
The supporting documents should be arranged in the following categories:

1. Documents which support personal data (for example):
   a. Copies of official transcripts, certifications, or licenses
   b. Copies of official letters of promotion at Morehead State University and other institutions

2. Documents which support excellence as a librarian (for example):
   a. Copies of annual evaluations, letters of commendation, or user evaluations
   b. Copies of descriptions of improved or innovative programs and services
   c. Evidence of participation in library committees
   d. Copies of bibliographies, reports, RFPs or other technical documents, procedures, and policies developed.
   e. Copies of professional awards and honors

3. Documents which provide evidence of professional achievement (for example):
   a. Copies of publications
   b. Copies of papers read at conferences
   c. Copies of conference programs
   d. Copies, photographs, slides, tapes, other media, or patents documenting creative productions
   e. Evidence of roles in academic or professional organizations
   f. Evidence of continuing education including transcripts of course work
   g. Copies of programs identifying speaking engagements

4. Documents which support service (for example):
   a. Copies of letters of appointment to University and Faculty Senate committees
b. Evidence of participation in University workshops, conferences, clinics, in-service programs, or special events

c. Copies of proposals developed
d. Copies of honors or awards for service

**PROMOTION COMMITTEE:** The Librarian Promotion Review Committee will be appointed by the Director of Libraries and must include five members, with representation from all ranks when possible.

1. No member shall serve on the Librarian Promotion Review Committee and the Faculty Rights and Responsibilities Committee at the same time.

2. The chairperson of the promotion committee shall be elected by the committee from the membership.

3. To provide continuity, at least one person from the previous committee will be appointed to serve on the current committee.

4. The committee's justification for the recommendation of each candidate must be in detailed narrative form.

5. The promotion committee's deliberations must be treated confidentially and must not be discussed outside of promotion committee meetings.

**REVIEW PROCESS:**

1. **BY JANUARY 15:** The candidate applying for promotion will submit to the Director of Libraries a portfolio which includes a letter of intent, curriculum vita, and supporting documents.

2. The Director of Libraries will appoint a promotion review committee and schedule its first meeting, to be held by January 20.

3. Each committee member will individually review the portfolio and make a recommendation. The committee will reconvene to write a recommendation and justification.

4. **BY FEBRUARY 15:** The chair of the committee will forward the portfolio to the Director of Libraries. The portfolio will be accompanied by the committee's recommendation and justification.

5. **BY FEBRUARY 28:** The Director of Libraries will review and evaluate the portfolio. The Director will inform the candidate of his/her and the committee's recommendations. In the case of a negative recommendation, the candidate may submit a written request to withdraw the portfolio, request that the portfolio be sent on without responding, or request that it be sent on with a letter of response. If the candidate chooses to submit
a letter of response, it must be submitted to the Executive Vice President for Academic Affairs and Dean of Faculty.

6. **BY MARCH 5:** Unless a written request to withdraw the portfolio has been submitted to the Director of Libraries, he or she will forward the portfolio to the Executive Vice President for Academic Affairs and Dean of Faculty.

7. **BY APRIL 15:** The Executive Vice President for Academic Affairs and Dean of Faculty will have reviewed the portfolio, the recommendations, and any letter of response. The Executive Vice President will provide feedback to the Director of Libraries prior to making a recommendation to the President. The Director of Libraries will provide feedback to the Librarian Promotion Review Committee and to the candidate(s). The President, in turn, will make his or her recommendation to the Board of Regents, which will make the final decision.

8. **BY ONE WEEK AFTER BOARD’S DECISION:** Within one week of the Board of Regents’ decision, the President will have informed each candidate in writing of the decision. The promotion portfolio will be available for return.

9. **BY TWO WEEKS AFTER BOARD’S DECISION:** Each candidate who does not receive promotion will have been invited to meet with the Executive Vice President for Academic Affairs and Dean of Faculty for further explanation. The candidate has the option to decline this invitation.

10. A librarian who is promoted will receive a salary increase commensurate with amounts awarded to faculty upon change in rank.

**III. EMERITUS STATUS**

**ELIGIBILITY:** Emeritus status is granted in recognition of meritorious service to Morehead State University to librarians who have at least 20 continuous years of University service and who are entering retirement status in the Kentucky Teachers Retirement System.

Exceptions to the minimum years of service may be made if warranted based upon recommendations of the Executive Vice President for Academic Affairs and Dean of Faculty and the President.
PROCEDURE FOR GRANTING EMERITUS STATUS:

Upon formal notification to the Director of Libraries of a librarian's intent to retire, the Director will seek a recommendation from the Librarian Promotion Review Committee. The recommendations of the committee and the Director will be sent to the Executive Vice President for Academic Affairs and Dean of Faculty. Recommendation for emeritus status must be approved by the Executive Vice President for Academic Affairs and Dean of Faculty, the President, and the Board of Regents.

PRIVILEGES OF EMERITUS STATUS:

Librarians with emeritus status may be provided with an office if feasible, and arrangements may be made for part-time service to the University pursuant to appropriate University policies. The names of librarians emeriti will be listed in University catalogs and will be placed on University mailing lists for receipt of appropriate publications and announcements of functions and activities.

IV. RESEARCH

GUIDELINES:

Librarians are encouraged to seek and participate in opportunities for research. Those interested in applying for a University research grant should contact a member or the Chairperson of the University Research Committee. Librarians interested in applying for a grant to be funded by an external agency should contact the Office of Research, Grants and Contracts.

Recognizing the need to comply with OMB Circular A-21 and the Education Division General Administrative Regulations (EDGAR), Morehead State University shall account for the time and effort of University personnel working on externally funded projects. University personnel, where all or part of their total compensation (including consulting, overload, etc.) is paid by external sources and/or where their time and effort are donated by Morehead State University to an externally sponsored project, shall complete periodically a "University Personnel Activity Report" which documents their time and effort. Personnel Activity Report forms shall be obtained from the Division of Administration and Fiscal Services, Office of Business Services.
V. ACADEMIC FREEDOM AND RESPONSIBILITY

GUIDELINES: Academic freedom is the right of librarians to study, discuss, investigate, teach, conduct research, publish, or administer as appropriate to their respective roles and responsibilities. Librarians have the responsibility to provide unbiased access to information representing various scholarly viewpoints, including controversial issues.

Therefore, library resources and the professional judgment of librarians must not be subject to censorship. It is the responsibility of administrators to protect and assure these rights within the governing framework of the institution.

VI. SUPPORT FOR EDITORSHIPS OF JOURNALS AND OFFICES HELD IN PROFESSIONAL ORGANIZATIONS

GUIDELINES: If a librarian assumes an editorship of a professional journal or holds an office in a professional organization, that individual shall inform the Director of Libraries about such activity and any need for institutional support.

VII. SABBATICAL LEAVE OF ABSENCE

PURPOSE: To provide a leave of absence with pay for research and independent study, professional enhancement such as institutes and workshops, and travel related to the applicant’s professional interests. Sabbatical leaves will not be granted for the purpose of pursuing an additional degree.

GUIDELINES: A sabbatical is a privilege based on demonstrated excellence in librarianship. The sabbatical leave of absence is not intended to substitute for the educational leave nor is paid employment an acceptable basis for such a leave.

ELIGIBILITY: Librarians with ranks of Librarian III or IV and a minimum of six consecutive years of full-time service at Morehead State University may apply for a sabbatical leave of absence. All requests for sabbatical leaves will be considered, but budgetary constraints that vary from year to year may limit the number of leaves granted.

LIMITATIONS: A sabbatical leave will not be granted to an individual who cannot provide two contract years of full-time service to the University following return from the sabbatical leave.
CRITERIA FOR CONSIDERATION: Factors considered in evaluating an application for sabbatical leave are the potential value of the leave for the professional growth of the applicant, the quality of academic service by the applicant, and the potential for the enhancement of the Library and the University.

SUBMISSION OF REQUEST FOR SABBATICAL LEAVE: The librarian is responsible for submitting an application, on a form provided, to the Director of Libraries no later than September 15 preceding the fiscal year during which the leave is to begin. A librarian may submit an application a year in advance.

REVIEW PROCESS: The application will be reviewed by a Library Leave Committee (appointed by the Director of Libraries and composed of Librarians III and IV), the Director of Libraries, the University Professional Development Committee, and the Executive Vice President for Academic Affairs and Dean of Faculty. No person shall be on both the Library and University leave committees.

APPROVAL PROCESS: The recommendation of each review level will be recorded and submitted to the next higher level of review. The recommendation will be made by the Executive Vice President for Academic Affairs and Dean of Faculty to the President, whose recommendation will be sent to the Board of Regents for final approval at its second quarterly meeting.

Applications submitted a year in advance will be reviewed a year in advance. If a sabbatical leave is denied, a new application may be filed.

SALARY PAYMENTS WHILE ON LEAVE: A person granted a sabbatical leave may receive full monthly base salary for up to six months payable over the six-month period, or one-half of the monthly base salary for up to twelve months. The salary will be based upon that which the person would have received for the fiscal year had the sabbatical leave not been taken.
LIBRARIAN RIGHTS DURING THE LEAVE: The successful applicant will retain the following rights during time spent on a sabbatical leave of absence:

1. The recipient may share in the salary increases awarded by the University.

2. Time spent on sabbatical will be credited as active service for retirement purposes. University and librarian contributions will continue on the basis of full salary.

3. The leave period counts toward requirement for promotion.

4. The recipient will return to the former position with the University unless otherwise agreed to by the employer and employee.

5. The recipient who is a member of a University insurance coverage plan will continue to receive coverage at the same rates while on a sabbatical leave. This applies to dependents as well.

LIBRARIAN OBLIGATIONS REGARDING THE LEAVE: An agreement will be drawn up between the recipient and the University confirming the approved sabbatical plan and the recipient’s rights and obligations. The recipient shall make progress reports to the Director of Libraries at both the mid-point and at the end of the sabbatical leave. Failure of the recipient to comply with the contracted provisions of the sabbatical will result in cancellation of the sabbatical, repayment of all salaries received as a result of being granted the leave, and forfeiture of all rights specified in the sabbatical leave agreement.

At the end of the sabbatical leave, the recipient will return to service at Morehead State University for at least two years. If the recipient returns for a period of less than two years, then an amount prorated in relation to the amount of service given must be repaid. For example, if he/she returns for one year, the repayable amount shall be one-half the compensation received while on leave.

Since the sabbatical leave is granted for academic purposes, paid employment is not an acceptable basis for such a leave. However, it is recognized that some forms of remuneration as well as scholarships, fellowships, and other honorary stipends may be a legitimate component of an academic experience. Therefore, a limited amount of income is allowable as part of the sabbatical experience. The determination of any limits to be placed on income earned during a sabbatical leave should be made by the University Professional Development Committee as
a part of its review of the application. Recommendations as to such limits can be made at all other levels of review.

**SUBSEQUENT SABBATICAL LEAVES:** An individual becomes eligible to apply for a subsequent sabbatical leave, provided that a minimum of six years of full-time service has elapsed since ending a previous sabbatical leave.

**EXCEPTIONS:** The President has the option of making exceptions to the above stated policy when deemed in the best interest of the University.

**VIII. EDUCATIONAL LEAVE OF ABSENCE**

**PURPOSE:** 1. To provide a leave of absence for advanced study leading to the earning of an advanced degree or certification in librarianship or a related field.

2. To provide a leave of absence for retraining and preparation for a specific vacancy.

**GUIDElINES:** An educational leave is a privilege based on demonstrated excellence in librarianship and potential to provide tangible contributions to the University upon completion of this educational leave of absence.

All requests for educational leave will be considered. However, budgetary constraints that may vary from year to year may limit the number of leaves granted.

**ELIGIBILITY:** Librarians I-IV with a minimum of three consecutive full-time years at Morehead State University can apply for an educational leave.

Time spent of any type of leave of absence is not counted toward full-time service for the purposes of educational leave.

**LIMITATION:** An educational leave will not be granted to an individual who cannot provide two years of full-time service to the University following return from the educational leave.

**CRITERIA FOR CONSIDERATION:** Factors considered in evaluating an application for educational leave are: the Library’s or University’s need for the librarian to have additional advanced study; the benefit received by the Library or University as a result of the librarian completing the advanced study; the quality of the academic service of the librarian.
APPLICATION PROCEDURE: The librarian is responsible for submitting an application, on a form provided, to the Director of Libraries no later than December 15, preceding the fiscal year during which the leave is to begin.

REVIEW PROCESS: The application will be reviewed by a Library Leave Committee (composed of librarians appointed by the Director of Libraries), the Director of Libraries, the University Professional Development Committee, and the Executive Vice President for Academic Affairs and Dean of Faculty. No person shall serve on both Library and University leave committees. The recommendation of each review level will be recorded and submitted to the next higher level of review. Recommendations will be made by the Executive Vice President for Academic Affairs and Dean of Faculty to the President, whose recommendations are sent to the Board of Regents for final approval at its third quarterly meeting.

SALARY PAYMENTS WHILE ON LEAVE: A person granted an educational leave may receive full monthly base salary for up to six months payable over the six-month period, or one-half of the monthly base salary for up to twelve months. The salary will be based upon that which the person would have received for the fiscal year had the educational leave not been taken. After the educational leave of absence the librarian is eligible to apply for a leave of absence without pay.

LIBRARIAN RIGHTS DURING THE LEAVE: The successful applicant will retain the following rights during time spent on an educational leave:

1. The recipient who is a member of a University insurance plan will continue to receive coverage at the same rates while on an educational leave. This applies to dependents as well.

2. Time spent on educational leave will be credited as active service for retirement purposes. University and librarian contributions will continue on the basis of full salary.

3. The librarian may request to credit one academic year toward the length of service in rank for promotion. This request must be made on the Educational Leave of Absence Application Form.
4. The recipient will return to the former position with the University unless otherwise agreed to by the employer and employee.

**LIBRARIAN OBLIGATIONS:** An agreement will be drawn up between the recipient and the University confirming the approved educational leave plan and the recipient's rights and obligations. The recipient shall make progress reports to the Director of Libraries at the end of each semester/quarter, which includes a description of course work completed and credit earned. Failure of the recipient to comply with the contracted provisions of the educational leave will result in cancellation of the leave, repayment of all salaries received as a result of being granted the leave, and forfeiture of all rights specified in the educational leave agreement.

After the educational leave expires the recipient shall return to service at Morehead State University for two years or repay the amount of salary received while on leave. If the recipient of an educational leave returns to the University for a period less than the time contracted, the amount of salary to be repaid shall be prorated in relation to the amount of return service given.

**SUBSEQUENT LEAVES OF ABSENCE:** An individual becomes eligible to apply for a subsequent educational leave of absence under the terms and conditions specified.

**EXCEPTIONS:** The President has the option of making exceptions to the above stated policy when deemed in the best interest of the University.

**IX. PERFORMANCE-BASED COMPENSATION PLAN FOR LIBRARIANS**

**GUIDELINES:** The policy of Morehead State University is to systematically evaluate individual librarian performance on an annual basis. Evaluation is based on expectations in three areas: performance as a librarian, professional achievement, and service.

Performance-based compensation will be determined through supervisory and peer review. The review process will be based on evaluation of criteria in the areas of librarianship, professional achievement, and service against which the performance of individual librarians will be compared. The criteria will not be a set of fixed universally-applied standards, but a set of goals established by each librarian in conjunction with his or her supervisor at the beginning of the review period. The goals should reflect
the specific role of the librarian within the Library and should recognize the variables which affect opportunities for professional achievement and service.

RESPONSIBILITIES:

1. Library supervisors, the Director of Libraries, and the Executive Vice President for Academic Affairs and Dean of Faculty are responsible for ensuring that the Library Evaluation Plan is applied fairly.

2. The Executive Vice President for Academic Affairs and Dean of Faculty will review annually the distribution of performance-based compensation increments to insure compliance with University guidelines.

3. The President will review and approve the annual distribution of performance-based compensation increments to librarians.
UAR Distribution List

The following shall receive a copy of the UAR # 117.01

Titled Selection, Orientation, and Supervision of Part-Time Faculty Members

Date: __________________________

____X____ Executive Vice President for Academic Affairs and Dean of Faculty

____X____ Vice President for Administration and Fiscal Services

____X____ Vice President for Student Life and Dean of Students

____X____ Vice President for University Advancement

____X____ Academic Deans

____X____ Faculty Senate

______ Staff Congress

______ Student Government Association

Others:*

______________________________
Department Chairs

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
I. Purpose: To define procedures for the selection, orientation and supervision of part-time faculty.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

Part-time faculty

Attach a description of the UAR.

Approved by:

Ronald G. Eaglin

9-2-94

Date
Definition of Terms: The term part-time faculty refers to the category of faculty described in PAc-1 as "lecturer."

Policy: Part-time faculty play an important and necessary role in the University. They can provide expertise to enhance educational programs, provide an additional faculty resource at university locations that are an inconvenient distance from the main campus. However, it is to be understood that part-time faculty employment, where part-time faculty are used simply to replace one or more full-time faculty is to be discouraged except on an emergency basis.

Selection Process: The main authority in filling part-time positions rests with the department chair. The chair will, to the extent possible, select the best-qualified applicant from a pool of qualified applicants. In no event will the chair select a faculty member who is not qualified by the standards of the accrediting agency of the program or by SACS criteria, whichever are higher.

Verification of Credentials: All part-time faculty members must have academic credentials on file in the Office of the Vice-President for Academic Affairs 30 days after the first class meeting. If certifications, work experience, or other qualifications are to be used to demonstrate the competency of the proposed part-time faculty member, the hiring process may not be completed until all documentation of the part-time faculty member's competence has been completed. Non-academic credentials will be maintained in the department office. It is expected that the departmental office will expedite the obtaining of credentials.

Conditions of Employment: The contract or equivalent document submitted to the proposed part-time faculty member must include an attachment that describes any departmental conditions for employment. Conditions which may obtain include stipulations for scheduled time for conferences with students requirements for time needed for appropriate orientation, supervision, and evaluation by the department of the part-time faculty, and any special features required by the department for basic instruction.

Orientation: The department chair is responsible for providing specific orientation to the department for part-time faculty, when hired at the university for the first time. Such departmental orientation should include relevant general information about the University as well as statements of the objectives of the department and of the course the part-time faculty member is to teach. [A formal introduction to the department faculty as a whole, and more complete introduction to relevant faculty is recommended when possible.] The expectations of the department including the necessary parts of an evaluation procedure and
other details of supervision should be explicitly discussed. Additionally, any unique features of evaluation of student performance and departmental grading practices should be covered.

**Supervision and Evaluation:** The department chair shall supervise the instruction carried out by part-time faculty in the same way that the chair supervises that of full-time faculty. The chair will maintain regular contacts with part-time faculty and respond to unsolicited student comments on this instruction. Evaluation of the effectiveness of instruction will be conducted in the same way for full-time and part-time faculty members unless a specific written policy in the department provides for a different but equally effective method. No part-time faculty member will be reappointed if the results from his or her evaluation are significantly poorer than those for full-time department faculty members.


*John C. Philley*
Interim Vice President for Academic Affairs and Dean of Faculty
I. Purpose: To develop programs to promote the health and safety of employees who have substantial animal contact as a result of teaching and/or research.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify PAC-32 and PAC-22
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

Morehead State University faculty and staff

Attach a description of the UAR.

Approved by:

Ronald G. Eaglin

Date: 4/17/95
UAR Distribution List

The following shall receive a copy of the UAR # 118.01

Titled: Occupational Health For Animal Care Workers

Date: April 17, 1995

X Executive Vice President for Academic Affairs and Dean of Faculty
X Vice President for Administration and Fiscal Services
X Vice President for Student Life
X Vice President for University Advancement

X Academic Deans
X Faculty Senate

Staff Congress
Student Government Association

Others:

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

Appropriate VP is responsible for distribution to those people in his/her division.
MOREHEAD STATE UNIVERSITY

OCCUPATIONAL HEALTH FOR ANIMAL CARE WORKERS

The Public Health Service of the U.S. Department of Health and Human Services has directed teaching/research institutions to develop programs to promote the health and safety of employees who have substantial animal contact. All employees with animal contact are asked to read this material. Verification from the principal investigator or supervisor that workers have been given this information is required in the IACUC protocol application.

**Physical Examinations**

All employees and new candidates for employment at Morehead State University who work at least half time (20 hours per week) with animals and/or in animal care facilities must receive a complete history and annual physical examination. Included in this physical examination are urinalysis, hematology, chest X-rays, tuberculosis skin test, necessary immunizations, and stored sera.

**Reporting Injury or Illness**

The Morehead State University policy for occupational injury or disease (MSU Administrative Regulation 309.01) is available from one’s supervisor. The following is excerpted from that policy:

"It shall be the responsibility of the faculty or staff member supervising any activity on Morehead State University property to complete the MSU Accident Report on any accident which results in personal injury."

Every person working with animals should be aware of the potential danger from animal bites and scratches. Tetanus, rabies, leptospirosis, ringworm, toxoplasmosis, and Q fever are just a sampling of diseases which can be transmitted from animals to humans. All animal bites and scratches, no matter how minor they appear to be, should be reported to one’s supervisor so that proper measures may be taken.

**Personal Hygiene**

There are a number of personal hygiene issues which apply to all workers who are exposed to animals.

1. There must be no eating, drinking, use of tobacco products, or application of cosmetics in areas where animals are housed or used.

2. No animals should be kept overnight anywhere except in the designated animal rooms. There will be exceptions to this only where specific permission has been obtained for the retention of these animals.
3. Gloves should be worn at all times for the handling of animals. All contaminated or infected materials should be handled in such a way as to minimize aerosols.

4. Laboratory coats or coveralls should be worn over street clothes when working with animals. This will decrease the contamination of street clothing. Protective clothing should be left in the lab.

5. All work surfaces should be decontaminated daily and after any spill of animal-related material.

6. Hands must be washed thoroughly with anti-microbial soap before and after handling animals and prior to leaving the laboratory for any reason.

7. Certain microbial pathogens are transmitted from animals to humans primarily by the animals' feces or urine entering the human body by mouth. Examples include Salmonella, Shigella and Entamoeba. Every precaution should be taken to avoid this mode of transmission!


Potential Biological Hazards

Brucellosis

Human brucellosis is caused by the bacteria Brucella abortus (cattle), B. suis (hogs), B. melitensis (sheep and goats), and B. canis (dogs). Brucellosis is transmitted by direct contact with secretions and excretions of infected animals, and by ingesting cow, sheep or goat milk or milk products containing viable Brucella organisms. The average incubation period is two weeks, although it can range from 5 days to several months. Onset may be rapid and acute, with chills and fever, headache, pains, malaise, and diarrhea. Fever rises in the evening. As the disease progresses, evening fever may rise to 105°F, then subsiding to near normal in the morning, when profuse sweating occurs. The intermittent fever lasts 1 to 5 weeks, followed by a 2- to 14-day remission. Fever may then recur. Patients with acute, uncomplicated brucellosis usually recover in 2 to 3 weeks. Chronic disease occurs occasionally, but it is unusual for it to result in long-term ill health. Rarely fatal.

Brucellosis is treatable with an appropriate antibiotic therapy. The most important prophylactic measures are pasteurization of milk and milk products. Persons handling animals or carcasses likely to be infected should wear rubber gloves and protect breaks in the skin from bacterial invasion.
**Dermatomycoses (Ringworm)**

Many species of animals are susceptible to fungi that cause the condition known as ringworm. The skin lesion usually spreads in a circular manner from the original point of infection, thus the name "ringworm." Cats and rabbits may be asymptomatic carriers of the fungal pathogens which can cause dermatomycosis in humans. In humans, the disease usually consists of small, scaly, semibald, grayish patches with broken, lusterless hairs, and itching. Most lesions are successfully treated with topical anti-fungal medications. Transmission of the disease is by direct contact with an infected animal. Personal hygiene is the best method of prevention.

**Human Allergies to Animals**

Allergy to animals is common and therefore one of the most important occupational problems occurring in workers exposed to animals. Allergies can manifest in a number of ways including allergic rhinitis, allergic conjunctivitis, asthma, or atopic dermatitis. Allergy to animals is particularly common in workers exposed to cats, dogs, gerbils, guinea pigs, mice, rabbits, and rats. Recent studies suggest that exposure to animal urine, saliva and fecal matter, in addition to dander, skin debris and fur, provoke allergic reactions. These allergens are carried primarily on dust, and exposure occurs through inhalation of contaminated dust.

Various studies show that 15 to 20% of workers exposed to animals will develop symptoms of allergy. Most of these reactions are manifest as allergic rhinitis and allergic conjunctivitis. Less than half develop asthma. Because of the risk of allergy, all workers should exercise certain precautions to prevent animal allergy. Animals should be worked with in well ventilated areas to prevent build up of various particles in the air. Workers should always wear gloves and laboratory coats to prevent direct exposure to the animals. This applies to urine as well as animal dander. In order to prevent inhaling contaminated materials, cages should be changed frequently and masks should be worn during the changing of cages.

Despite the best preventive techniques, some individuals will develop allergies after contact with laboratory animals. Rarely, this will be so severe that a person is forced to change his/her line of work. More commonly this can be controlled with the increased use of masks while working with animals and the possible use of antihistamine medications. Desensitization therapy has been done for some individuals but this is not as effective for animal allergies as it is for some other types of allergies.

**Leptospirosis**

This is a contagious disease of animals and humans due to infection with *Leptospira* species. The usual mode of transmission is contact with infected urine or the ingestion of urine-contaminated food or water or through a skin break. Clinical symptoms may be severe, mild or absent and may cause a wide variety of symptoms including fever, icterus and general discomfort. The disease can usually be treated successfully with antibiotics. Dogs and domestic animals are the commonly infected laboratory animals. Wild rats are commonly infected.
**Q Fever**

Q fever is a rickettsial disease caused by *Coxiella burnetti*. It is very contagious and usually contracted by inhalation of infected aerosols. Q fever is maintained as an inapparent infection in domestic animals. Sheep, cattle, and goats are the principle reservoirs for human infection. Q fever can also be contracted by ingesting raw milk. The pathogen persist in feces, urine, milk and tissues (especially the placenta), so that infective aerosols form easily. The incubation period for the disease varies from 9 to 28 days. Onset is abrupt, with fever, severe headache, chilliness, severe malaise, myalgia, and, often, chest pains and cough. Fever may rise to 104°F and persist for 1 to >3 weeks. Pneumonia develops in half the patients as revealed by X-ray. About one third of patients develop hepatitis. Endocarditis occurs rarely, although it is serious, with aortic valve involvement. Immunocompromised patients are at risk of developing very severe disease, and should not work with sheep, cattle or goats. Q fever can be successfully treated with antibiotics, especially if diagnosed early. Workers who develop flu-like symptoms following exposure to sheep or goats must mention to the examining physician the possibility of Q fever.

In order to limit the spread of Q fever, there are a number of procedures which should be followed. Laboratories using sheep, cattle, and goats and animal care areas housing these animals should be strictly off limits to anyone who does not have a specific need to be there. Gloves should always be worn when handling these animals. It is important that animals be transported carefully to avoid infecting others. Potentially contaminated surfaces should be decontaminated with dilute solutions of chlorine bleach or dilute solutions of lysol. These organisms are quite resistant to destruction and many ordinary methods of disinfecting will not be adequate. It is extremely important that laboratory doors be kept closed when experiments are in progress. Employees working with potentially infected tissue need to wear protective clothing which is not worn outside the work area.

**Rabies**

Rabies is a relatively rare and devastating viral disease which can result in severe neurologic problems and death. Most cases of rabies occur in wild animals although any mammal can contract the disease. Rabies is virtually unheard of in common laboratory animals. The exception to this is with dogs and cats.

Rabies is an endemic disease in Kentucky, especially in skunks, foxes and bats. Sporadic cases have been well documented in other species of wildlife, as well as domestic animals. Animals and animal tissues field collected in Kentucky in research or teaching should be handled with care. Precautions should take into account the fact that infected animals may shed the virus in the saliva before visible signs of illness appear and that rabies virus can remain viable in frozen tissues for an extended period. MSU accepts only those dogs and cats with documented rabies immunizations.

Every employee who handles dogs, cats, or wild mammals must be vaccinated against rabies, and must show proof of current immunization.
Rat Bite Fever

Rat bite fever is caused by the bacterium *Streptobacillus moniliformis* (in the USA) which is transmitted by the bite of a wild rat or mouse. The primary wound usually heals promptly, but after an incubation period of 1 to 22 (usually <10) days, the patient develops a viral-like syndrome with chills, fever, vomiting, headache, and back and joint pain. The infection is treatable with antibiotics.

Tetanus

Tetanus is caused by tetanospasmin, a toxin produced by the bacterium *Clostridium tetani*. Spores produced by the bacterium can remain viable for years and can be found in soil and animal feces. Tetanus may follow a contaminated puncture wound or animal bite. The incubation period ranges from 2 to 50 (usually 5 to 10) days. The most common symptom is stiffness of the jaw. Other symptoms include difficulty in swallowing; restlessness; irritability; stiff neck, arms, or legs; headache; fever; sore throat; chilliness; and convulsions. The prognosis is poorer if the incubation period is short and symptoms progress rapidly, or treatment is delayed. Treatment involves early and adequate use of human immune serum to neutralize the toxin; wound debridement to control the bacterial infection; and other therapies to treat the symptoms.

The Public Health Service Advisory Committee on Immunization Practices recommends immunization against tetanus every 10 years. An immunization is also recommended if a particularly tetanus-prone injury occurs in an employee where more than five years has elapsed since the last immunization. Every employee must have up to date tetanus immunizations, and must show proof of current tetanus vaccinations.

Toxoplasmosis

Toxoplasmosis is caused by the parasitic protozoan *Toxoplasma gondii*. This parasite is ubiquitous; as many as 30% of the U.S.A. population has had the disease at some time. Most infections are asymptomatic. Some patients may experience swollen lymph nodes, mild fever, headaches, and malaise. Serious disease develops in immunocompromised individuals, with involvement of the lungs, heart, brain, or liver. The pathogen is acquired by eating raw or poorly cooked meat, or by contact with oocyst-contaminated cat feces. At any given time, approximately 1% of domestic cats are shedding toxoplasma oocysts in their feces. Toxoplasma infection can severely damage an unborn child. This can only occur if the mother acquires an acute infection during pregnancy. The result may be miscarriages, still births, or various congenital defects.

To prevent toxoplasma infections, meat should be thoroughly cooked before eating. Cats should be fed only well cooked meat, or commercial cat food. Oocysts require two days in the external environment before they become infective. Changing the litter box on a daily basis significantly reduces the risk of transmission.
Pregnant women must not be allowed to work with cats in the laboratory setting. Animal care workers who have been assigned to cleaning cat cages must be reassigned to other jobs during pregnancy. Workers who are exposed to cats in other ways would do best to avoid this exposure.

**Tuberculosis**

Tuberculosis is an acute or chronic infection caused by the bacterium *Mycobacterium tuberculosis*, and rarely by *M. bovis*. Infection occurs primarily by inhalation. Infectious droplets, which are aerosolized by coughing and dry while suspended in air, may contaminate the air in closed spaces for long periods. In areas where bovine TB has not been eliminated, transmission may occur by ingestion of contaminated milk. Direct inoculation sometimes occurs in laboratory workers.

Most cases of TB in the U.S.A. are pulmonary. Pulmonary TB is initially asymptomatic; signs become apparent when a lung lesion is large enough to be visible on chest x-ray. Other symptoms of fever, malaise and weight loss are often so gradual as to be unnoticed. In the nonsensitized host, infection typically begins in the lower or middle lungs. The pathogen multiply, and may spread. After a few weeks, an immune response is mounted which arrests the bacterium. In 90% of patients, the infection remains dormant but viable. Disease reactivation can occur at any time during the life of the host. Active disease results in the formation of tubercles in the lungs, with a tendency for fibrosis and caseation (non-liquefying necrosis) of the lungs. Once diagnosed, most cases of TB can be effectively treated with an appropriate antibiotic regimen. In recent years, a multi-drug resistant strain of *M. tuberculosis* has emerged, which is very difficult to treat.

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<tr>
<td>Title: CONFLICTS OF INTEREST/FINANCIAL DISCLOSURES IN PROJECTS WITH EXTERNAL FUNDING</td>
</tr>
<tr>
<td>Originator: Executive Vice President for Academic Affairs</td>
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<tr>
<td>Initial Adoption: September 27, 1995</td>
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<td>Revision Dates:</td>
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I. Purpose: To establish standards and procedures in compliance with applicable Federal regulations regarding the management of conflicts of interest and/or conflicts of financial interest in projects with external funding.

II. Procedural Reference for:

- [ ] KRS, specify 
- [ ] CHE policy, specify 
- [X] BOR policy, specify Pg-12 (Conflict of Interest) 
- [X] UAR, specify 
- [ ] Other, specify Federal regulations: Public Health Services, Department of Health and Human Services and the National Science Foundation (42 CFR Part 94)

III. Scope (Who is covered by this UAR?):
Morehead State University faculty and staff involved in externally funded projects.

Attach a description of the UAR.

Approved by: 

[Signature]
Ronald G. Eaglin, President  
9/27/95 Date
UAR Distribution List

The following shall receive a copy of the UAR # 119.01

<table>
<thead>
<tr>
<th>Titled:</th>
<th>Conflicts of Interest/Financial Disclosures in Projects With External Funding</th>
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- X Executive Vice President for Academic Affairs and Dean of Faculty
- X Vice President for Administration and Fiscal Services
- X Vice President for Student Life
- X Vice President for University Advancement
- X Academic Deans
- X Faculty Senate
- X Staff Congress
- Student Government Association

Others:*  

- Director of Research, Grants and Contracts
- Department Chairs
- Sponsored Projects: Investigators/Project Directors

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library. Appropriate VP is responsible for distribution to those people in his/her division.
Background
Effective October 1, 1995, Federal regulations require Morehead State University to identify, manage, reduce, or eliminate any conflicts of interest that may be presented by a financial interest of an investigator of an externally funded project. Accordingly, Federal agencies, require that grant applicants adopt and enforce standards and procedures regarding conflicts of interests and/or conflicting financial interests. This includes the identification of conflicts of interest, and further, ensuring that the conflicts of interests of an investigator do not reasonably appear to affect the objectivity of the funded research or educational activities. Morehead State University is committed to conducting its externally funded projects, public and private, in compliance with these Federal regulations.

Federal Regulations
The following Federal regulations provide the basis for the establishment of the standards and procedures regarding the management of Conflicts of Interest/Financial Disclosure in projects with external funding.


Purpose
Morehead State University has no interest in setting forth detailed rules and procedures that may interfere with faculty and staff members' legitimate outside interests; rather, its desire is to protect the credibility of the University and its investigator(s) while complying with mandated regulations governing externally funded projects. The University has a clear responsibility to identify, manage, reduce, and/or eliminate conflicts of interest and/or conflicting interest.

It is the purpose of these administrative regulations to define such conflicts, identify those individuals who must report such conflicts, clarify the potential for such conflicts, and delineate the proper procedures for reviewing and addressing all conflicts of interests. These regulations apply to all research and educational activity projects funded through external grants and contracts.

Definitions
The terms used in these administrative regulations are defined as follows:

1. **Conflict of Interest** - A conflict of interest exists if the reviewer(s) of disclosures determines that a Significant Financial Interest "could directly and significantly affect the design, conduct, or reporting of research and/or educational activity projects." Conflict occurs when an investigator's professional decisions are determined by considerations of financial gain for themselves, or their immediate family, or give improper advantage to an associated entity.
2. **Associated Entity** - Any trust, organization, or enterprise (other than the University) over which the investigator, or any member of the immediate family, exercises a controlling interest.

3. **Significant Financial Interest** - Anything of monetary value, including, but not limited to:
   
   A. Salary or other payments for services (e.g., consulting fees or honoraria);
   
   B. Equity interests (e.g., stocks, stock options or other ownership interests);
   
   C. Intellectual property rights (e.g., patents, copyrights, and royalties from such rights).

   This term does not include:
   
   A. Salary, royalties or other remuneration from the institution;
   
   B. Any ownership interest in a business enterprise which is an applicant under the Small Business Innovation Research Program or the Small Business Technology Transfer Program;
   
   C. Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
   
   D. Income from service on advisory committees or review panels for public or nonprofit entities;
   
   E. An equity interest that, when aggregated for the investigator and the investigator’s immediate family, meets both of the following tests: does not exceed $10,000 in value as determined through reference to public prices or other reasonable measures of fair market value, and does not represent more than an 5 percent ownership interest in any single entity; or
   
   F. Salary, royalties, or other payments that, when aggregated for the investigator and the investigator’s immediate family, are not expected to exceed $10,000 during the next 12-month period.

4. **Investigator** - Principal investigator/project director, co-principal investigator, co-project director, or any other person, including subgrantees or subcontractors, responsible for the design, conduct, or reporting of research or educational activities funded by any external agency.

5. **Immediate Family** - Principal investigator’s/project director’s spouse, co-principal investigator’s/co-project director’s spouse and/or dependent children.

6. **Negative Disclosure** - Refers to Financial Disclosure Form (available in the Office of Research, Grants and Contracts) which, after review, indicates no conflict of interest on the part of the investigator.

7. **Positive Disclosure** - Refers to Financial Disclosure Form (available in the Office of Research, Grants and Contracts) which, after review, indicates there is either enough evidence, or enough doubt, to require further review by a University Conflict of Interest Review Committee.
8. **Conflict of Interest Review Committee** - In accordance with the University committee structure, the Conflict of Interest Review Committee is an advisory committee recommendatory to the Executive Vice President for Academic Affairs and Dean of Faculty.

The committee will review all positive conflict of interest disclosures for the purpose of managing, reducing, or eliminating potential conflicts of interest.

Voting membership of the committee shall consist of one faculty member from each college, a professional librarian, and one staff member from the Division of Academic Affairs, appointed annually by the President, and the Director of Research, Grants and Contracts. The Chair of the Conflict of Interest Review Committee shall be the Director of Research, Grants and Contracts. University Counsel will be available to advise the committee on a need basis. A majority of the committee will constitute a quorum and the chair will vote only in the case of a tie.

9. **Office of Record** - The University office designated to maintain files, actions, and records pertaining to the Investigator Financial Disclosure Form completed by an investigator. Records, including the Investigator Financial Disclosure Form and any subsequent actions taken to resolve conflicts of interest, must be kept on file for three (3) years from the date of submission of the final expenditure report of a sponsored award, or until the resolution of any government actions involving those records, whichever is longer. The Office of Research, Grants and Contracts will be the Office of Record.

10. **Confidentiality of Records** - To the extent permitted by law, the Office of Record will maintain the confidentiality of all records of financial interests.

11. **Conflict of Interest Plan** - A plan developed by the Conflict of Interest Review Committee, in cooperation with the investigator, for resolution of an identified conflict of interest.

12. **Designated Institutional Official** - An official designated by the University to solicit and review financial disclosures from each investigator to identify conflicting interests and take such actions necessary to insure that such conflicting interests will be managed, reduced, or eliminated. The Director of Research, Grants and Contracts will be the designated institutional official.

**Disclosure and Review**

In those instances where the University is engaged in, or intends to engage in an externally funded project or has subcontracted or intends to subcontract with an external agency, a conflict of interest may occur if the investigator's affiliation with the external agency specifically meets any of the following criteria:

1. The investigator is an officer, director, partner, trustee, employee, advisory board member, or agent of the external agency funding a project in which the investigator is participating in any capacity.
2. The investigator has an equity interest that, when aggregated, is both more than $10,000 and is more than a 5 percent ownership interest in any single entity.
3. The investigator derives income or other payments that, when aggregated for the next 12 months, is expected to be more than $10,000.
4. The investigator's immediate family meets any of the criteria outlined in 1-3 above.

It is the responsibility of those investigators of Morehead State University, either full- or part-time faculty or staff, who will be participating in an externally funded project covered by these administrative regulations, to initiate the disclosure process through the Office of Research,
Grants and Contracts via an Investigator Financial Disclosure Form at the time of proposal submission indicating whether or not they have external affiliations which could constitute a conflict of interest as addressed in the above criteria.

The disclosure procedures include the following steps:

1. The investigator completes and routes the Investigator Financial Disclosure Form as part of the University's normal internal proposal review and routing process, which occurs approximately two weeks prior to proposal submission.

2. The Investigator Financial Disclosure Form will provide evidence to support a Negative Disclosure (reveals no financial conflict) or a Positive Disclosure (requires additional review by the Conflict of Interest Review Committee).

3. Negative Disclosures will be filed in the Office of Record (Office of Research, Grants and Contracts).

4. Positive Disclosures will be reviewed by the Conflict of Interest Review Committee convened by the chair. The committee will be guided by the following practices and apply them as necessary:
   
   A. Assure adherence to all relevant governmental and University policies and regulations.
   B. Consider the nature, and extent, of the financial interest in the relationship between the investigator and the external agency.
   C. Obtain additional information from the investigator as may be necessary in resolving conflicts.

Upon completion of its review, the Conflict of Interest Review Committee will recommend one of the actions to the Executive Vice President for Academic Affairs:

A. Approval of the Investigator Financial Disclosure Form.
B. Approval of the Investigator Financial Disclosure Form subject to modifications which might be imposed to manage, reduce, or eliminate conflicts of interest.
C. Disapproval of the Investigator Financial Disclosure Form as revealing an unresolvable conflict of interest.

When any of the above-mentioned options are exercised, the Executive Vice President for Academic Affairs will advise the investigator and the funding agency.

If an investigator's financial situation changes in terms of new reportable Significant Financial Interests, after the submission of an Investigator Financial Disclosure Form, it is the responsibility of that investigator to update his/her situation by immediately submitting a new Investigator Financial Disclosure Form to the Director of Research, Grants and Contracts. In the case of multi-year funding, a review of an investigator's situation must take place, annually.

Appeals Process

Investigators dissatisfied with the recommendation of the Conflict of Interest Review Committee may appeal in writing to the Executive Vice President for Academic Affairs. The Executive Vice President will confer with the investigator and the Conflict of Interest Review Committee to the extent necessary to render a decision in compliance with the Federal regulations governing conflicts of interest. The decision of the Executive Vice President will be final.
Violations of Regulations

Any violations of these administrative regulations, such as willful concealment of financial interest by an investigator, may result in sanctions being imposed upon the investigator. The Conflict of Interest Review Committee will review any alleged violations brought to its attention. The Committee will recommend sanctions to the Executive Vice President for Academic Affairs. The final decision regarding sanctions to be imposed will be made by the Executive Vice President for Academic Affairs and will be in keeping with the Morehead State University policies.

If the failure of an investigator to comply with the conflict of interest regulations of the University has directly biased the design, conduct, or reporting of the externally funded research, or educational activity, the University will promptly notify the external funding agency of the corrective action taken. This notification process will be the responsibility of the Executive Vice President for Academic Affairs.

Funding Agency Requirements

Some funding agencies, particularly governmental agencies, may have requirements that differ from these administrative regulations with regard to the timing and/or frequency of disclosures and other provisions. When differences occur, the funding agency’s requirements shall prevail.

Prior to the University’s expenditure of any funds under an award, grant or contract, the Executive Vice President for Academic Affairs will report to the relevant funding agency the existence of a conflicting interest (but not the nature of the interest or other details) found by the University and assure that the interest has been managed, reduced, or eliminated; and, for any interest that the University identifies as conflicting subsequent to the University’s initial report under the award, the report will be made and the conflicting interest managed, reduced, or eliminated, at least on an interim basis, within sixty days of that identification.

Records

In accordance with Federal regulations, Morehead State University will maintain records of all financial disclosures and of all actions taken to resolve conflicts for at least three years from the date of submission of the final expenditure report or the resolutions of any civil, government, or University action involving those records. The Office of Research, Grants and Contracts will be the Office of Record.
MOREHEAD STATE UNIVERSITY
INVESTIGATOR FINANCIAL DISCLOSURE FORM

Proo--1 Number ____________________

(Applicable to all Proposals)
Effective: October 1, 1995

Morehead State University requires investigators on proposals to all external agencies, public and private, to disclose prior to submittal of the proposal, any significant financial interest (including those of spouse and dependent children) which would reasonably appear to affect the project. Please review Morehead State University's Administrative Regulation (UAR) Number ________ for definitions of terms and for the complete administrative regulations.

STATEMENT OF INTENT

This disclosure is being made to:

apply for initial funding
apply for funding renewal
reflect a change in financial interest on a project in progress

Investigator Submitting This Form ___________________________________________ Date ____________

Department/Unit ____________________________ College/Unit ____________________________

Proposal Title ____________________________________________

Funding Source ____________________________________________

Project Period ____________________________________________

Principal Investigator's Name ____________________________________________

REQUIRED DISCLOSURES

Each investigator must disclose to Morehead State University all the following significant financial interests:

1. that would reasonably appear to be directly and significantly affected by the research or educational activities funded, or proposed for funding by an external agency; or

2. is an entity whose financial interest would reasonably appear to be affected by the research or educational activities funded, or proposed for funding, by an external funding source.

These interests may have a monetary value, including but not limited to:

1. Salary or other payments for services (e.g., consulting fees or honoraria);

2. Equity interests (e.g., stocks, stock options or other ownership interests);

3. Intellectual property rights (e.g., patents, copyrights, and royalties from such rights).

EXEMPTED FROM DISCLOSURE

Investigator need not disclose:

1. Salary, royalties, or other remuneration from Morehead State University;

2. Ownership interest in a business enterprise which is an applicant under the Small Business Innovation Research or Small Business Technology Transfer programs;

3. Income from seminars, lectures or teaching engagements sponsored by public or nonprofit entities;

4. Income from service on advisory committees or review panels for public or nonprofit entities;

5. An equity interest that, when aggregated for the investigator and the investigator's immediate family, meets both of the following tests: does not exceed $10,000 in value as determined through reference to public prices or other reasonable measures of fair market value, and does not represent more than a 5 percent ownership interest in any single entity; or

6. Salary, royalties, or other payments that, when aggregated for the investigator and the investigator's immediate family, are not expected to exceed $10,000 during the next 12-month period.
I have read and understand Morehead State University's Administrative Regulation, Number __________, regarding Conflicts of Interest/Financial Disclosures in Projects with External Funding and affirm that the information below is true to the best of my knowledge.

1. Are you or any member of your immediate family an officer, director, partner, trustee, employee, advisory board member, or agent of the external sponsor funding this project or of any organization from which goods and services will be obtained under the sponsored project?
   - Yes (If so, describe in detail on an attached sheet the nature and extent of the affiliation.)
   - No

2. Do you or any immediate family member have an equity interest that, when aggregated for the investigator and the investigator’s immediate family, meets both of the following tests: exceeds $10,000 in value as determined through reference to public prices or other reasonable measures of fair market value, and represents more than a 5 percent ownership interest in any single entity?
   - Yes (If so, describe in detail on an attached sheet the nature and extent of the equity interest.)
   - No

3. Do you or any member of your immediate family anticipate receiving salary, royalties or other payments that, when aggregated for the investigator and investigator's immediate family, are expected to exceed $10,000 during the next 12-month period.
   - Yes (If so, describe on an attached page the amount of the income and the reason for which it was or will be derived.)
   - No

4. Do you have any affiliation with the external sponsor funding this sponsored project that would affect, or be perceived to affect, the results of the research or educational activities in any manner?
   - Yes (If so, describe on an attached page the nature of the affiliation and the amount of time per week you dedicate to it.)
   - No

Further I agree, if required:

1. To update this disclosure during the period of the award, either on an annual basis, or as new reportable significant financial interests are obtained.
2. To cooperate in the development of a Conflict of Interest Plan that constitutes a conflict of interest "resolution plan."
3. To comply with any conditions or restrictions imposed by Morehead State University to manage, reduce, or eliminate conflicts of interest or forfeit the award.

Investigator's Signature ___________________________ Date ____________

ENDORSEMENTS

_________________________ I have reviewed the Investigator Financial Disclosure Form and have determined that it is a Negative Disclosure revealing no conflict of interest on the part of the investigator.

_________________________ I have reviewed the Investigator Financial Disclosure Form as a Positive Disclosure in need of further review and for the possible development of a Conflict of Interest Plan with the investigator.

Department/Unit Head ___________________________ Date ____________

College Dean/Unit Head ___________________________ Date ____________

_________________________ I concur that this is a Negative Disclosure.

_________________________ I concur that this is a Positive Disclosure in need of further review and of a meeting of the Conflict of Interest Review Committee for resolution and/or the development of a Conflict of Interest Plan.

Director of Research, Grants and Contracts ___________________________ Date ____________
## MANAGING CONFLICTS OF INTERESTS

Although not all inclusive, some examples of conditions or restrictions that might be imposed to manage, reduce, or eliminate conflicts of interest are as follows:

1. public disclosure of significant financial interests;
2. monitoring of research or educational activity by independent reviewers;
3. modification of the research or educational plan;
4. disqualification from participation in all or that portion of funded projects that would be affected by the significant financial interests;
5. divestiture of significant financial interests; or
6. severance of relationships that create conflicts of interest.

If the reviewer(s) determines that imposing conditions or restrictions would be either ineffective or inequitable, and that the potential negative impacts that may arise from a significant financial interest are outweighed by interests of scientific progress, technology transfer, or the public health and welfare, then the review(s), if allowed by the external sponsor, may allow the research and/or educational activity to go forward without imposing such conditions or restrictions.

## PLAN FOR HANDLING CONFLICT OF INTEREST

Please describe in the space below the plan for handling the conflict of interest. Resolutions to conflicts of interest must be resolved prior to expenditure of funds of an award from an external funding source.  
(Attach an additional sheet if necessary.)

---

The Conflict of Interest Review Committee recommends the following action for handling the conflict of interest identified by the investigator. (Check as appropriate)

- Approval of the Investigator Financial Disclosure Form
- Approval of Investigator Financial Disclosure Form subject to modifications which might be imposed to manage, reduce, or eliminate conflicts of interest
- Disapproval of the Investigator Disclosure Form as revealing an unresolvable conflict of interest

Recommended: ___________________________ Date __________

Chair, Conflict of Interest Review Committee

Approval: ___________________________ Date __________

Executive Vice President for Academic Affairs
I. Purpose: To establish administrative practices and procedures for the evaluation of instruction in the classroom.

II. Procedural Reference for:

   ___ KRS, specify __________________________
   ___ CHE policy, specify __________________________
   ___ BOR policy, specify __________________________
   ___ UAR, specify __________________________
   x Other, specify PAc-2, PAc-27, PAc-30

III. Scope (Who is covered by this UAR?):

    Morehead State University Faculty

Attach a description of the UAR.  (Description Attached)

Approved by:

Ronald G. Eaglin, President  10/3/95 Date
UAR Distribution List

The following shall receive a copy of the UAR # 120.01

Titled: Instruction Evaluation Plan

Date: October 3, 1995

- X Executive Vice President for Academic Affairs and Dean of Faculty
- X Vice President for Administration and Fiscal Services
- X Vice President for Student Life and Dean of Students
- X Vice President for University Advancement
- X Academic Deans
- X Faculty Senate
- Staff Congress
- Student Government Association

Others:* [Blank Lines]

Department Chairs

[Blank Lines]

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

Appropriate VP is responsible for distribution to those people in his/her division.
TITLE: INSTRUCTION EVALUATION PLAN

PURPOSE: To establish administrative practices and procedures for the evaluation of instruction in the classroom.

PROCEDURE:
1. Standardized instructional feedback instruments for use by faculty in their classes will be selected by the University Faculty Development Committee and approved by the Executive Vice President for Academic Affairs.

2. Instruments will be used by each faculty each semester according to guidelines established by the Deans’ Council in consultation with the Faculty Senate and the Chairs’ Forum. The guidelines will specify faculty use of the instrument.

3. The Testing Center will provide sufficient instruments to the faculty, and the faculty shall have a disinterested person administer, collect, and deliver the instruments to the department chair’s office. The instruments will be returned directly to the Testing Center for processing.

4. Once processed, the Testing Center shall return the results directly to the department chair. The department chair will keep one copy of the results for each class of each faculty member and return the other copies to the faculty member. In handling these evaluation results care shall be taken to protect the confidentiality of them.

5. All evaluations will be included by the faculty in petitions and portfolios for merit increases, promotion, tenure, sabbaticals and educational leaves or wherever evaluation may be needed to determine quality. These evaluations will also be used by department chairs when making recommendations such as contract renewals for probationary faculty and for the re-employment of lecturers and part-time faculty.

6. These evaluations shall not be the sole basis for determining instructional effectiveness of the faculty. The departments and their faculty must develop additional approaches to evaluate and improve teaching.
I. Purpose: Prescribes policies and procedures for scheduling and coordinating facilities for University-hosted or guest-hosted events.

II. Procedural Reference for:

   ___ KRS, specify ____________________________
   ___ CHE policy, specify ____________________________
   ___ BOR policy, specify ____________________________
   ___ UAR, specify ____________________________
   X Other, specify Annual Budget Authorization

III. Scope (Who is covered by this UAR?):

   Internal and external clients using University facilities for events.

Attach a description of the UAR.

Approved by:

Ronald G. Eaglin, President

Date 7/16/96
UAR Distribution List

The following shall receive a copy of the UAR # 121.01

Titled: Conference Services

Date: 7/16/96

- X Executive Vice President for Academic Affairs and Dean of Faculty
- X Vice President for Administration and Fiscal Services
- X Vice President for Student Life
- X Vice President for University Advancement
- X Academic Deans
- X Faculty Senate
- X Staff Congress
- X Student Government Association

Others:*

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

Appropriate VP is responsible for distribution to those people in his/her division.
TITLE: CONFERENCE SERVICES

PURPOSE: Morehead State University strongly encourages all of its units to develop events and activities for constituencies inside and outside the University. The Office of Conference Services will assist and support all units in making arrangements for these events and activities. This UAR prescribes the policies and procedures related to the scheduling and coordinating of continuing education programs, conferences, workshops, camps, clinics, symposiums or other University-sponsored or -hosted guest activities or events.

RESPONSIBILITY: It shall be the responsibility of the Office of Conference Services to coordinate support services for the activities and events listed above utilizing on-campus facilities, grounds and resources. Responsibility shall include the scheduling of facilities and services; approving the budget or contract for the event or activity; and billing of all costs associated with the activity.

APPLICABILITY: The policies and procedures apply to all MSU faculty, staff, students and external users of University facilities, grounds and resources.

GUIDELINES:

Scheduling: Any University facility or resource to be utilized for any of the above-referenced programs or activities shall be scheduled through and coordinated by the Office of Conference Services with the exception of ADUC. Rooms in ADUC will be scheduled by the University Center Services manager.

Departmental classrooms and conference rooms scheduled for instructional purposes are not subject to this administrative regulation.

The scheduling and coordination of facilities, grounds and support services for intercollegiate or intramural athletic activities or student recreational events are not subject to this regulation.

The Office of Conference Services will prescribe the specific information guidelines related to facility scheduling needed by that office to administer this responsibility.

Scheduling of support service resources (e.g. staff) by the Office of Conference Services will be coordinated with the provider of the service.
Facilities will be scheduled on a first-come, first-served basis, and should be scheduled as much in advance of the event as possible.

The Office of Conference Services shall coordinate with support agencies (e.g., Physical Plant, Technical Services, Public Safety, etc.) the estimated support service charges which will be included in any agreement/contract prior to the formal scheduling of the event.

The Office of Conference Services has the authority to schedule groups, facilities and University support resources in a manner that allows for the maximum use of University resources and to make decisions that are in the best interest of the University.

**FEES/CHARGES:**

The Office of Conference Services will establish fees and charges in cooperation with the sponsoring University department or organizer and non-University sponsor. Fees and charges will be sufficient to cover the cost of the activity and will include facility usage and support service charges as appropriate for the host events. Departmental sponsors should consider the department's revenue objectives when establishing the fee to charge for participation in the activity. The Office of Conference Services will establish procedures for enabling service providers to receive reimbursement for service.

The Office of Conference Services shall establish, by January 1, support service rates with each University service unit provider for each fiscal year. The Office of Conference Services will also establish overhead rates related to that office’s coordination and oversight responsibilities. These rates are to be published in the [Office of Conference Services Schedule of Support Rates](#) each year.

**University-Sponsored Events**

University-sponsored events are events organized and arranged by units of Morehead State University.

University-sponsored events will generally be supported without charge to the sponsoring unit if scheduled at least two (2) weeks in advance of the event. Charges related to unusual but required support services will be assessed regardless of the timing of the scheduled event. For an event scheduled within less than two (2) weeks of the event, support costs for the activity will be assessed in accordance with the [Schedule of Support Rates](#).

**University-Hosted Events**

University-hosted events are events requested by agencies outside of Morehead State University.
The Office of Conference Services shall reimburse University support unit costs in accordance with the Schedule of Support Rates for University-hosted events.

The Office of Conference Services will estimate in advance, all reimbursable costs associated with an event and require that a contract or agreement regarding the use of University facilities and resources be signed prior to the event.
I. Purpose: To establish guidelines for granting undergraduate correspondence credit.

II. Procedural Reference for:

- BOR policy, specify
- KRS, specify
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

All students enrolled at Morehead State University; others in special status if they hold a high school diploma or General Education Development (GED) certificate.

IV. Description of UAR: (attach additional pages if necessary)

V. Regulation Violations (if applicable):

Approved by:

Ronald G. Eaglin, President  
1-30-97
UAR Distribution List

The following shall receive a copy of the UAR # 122.01

Titled: __Correspondence Credit__

Date: __January 30, 1997__

__X__ Executive Vice President for Academic Affairs and Dean of Faculty
__X__ Vice President for Administration and Fiscal Services
__X__ Vice President for Student Life and Dean of Students
__X__ Vice President for University Advancement
__X__ Academic Deans
__X__ Faculty Senate
__X__ Staff Congress
__X__ Student Government Association

Others: *

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

Appropriate VP is responsible for distribution to those people in his/her division.
CORRESPONDENCE CREDIT

Purpose: To establish guidelines for correspondence credit.

Eligibility: Any student enrolled at Morehead State University may register for undergraduate correspondence credit. Others may register as special status students if they hold a high school diploma or a General Education Development (GED) certificate.

Limitations: Morehead State University students are limited to a maximum of 16 semester hours of undergraduate credit earned by correspondence and/or credit by examination courses in associate degree programs and 32 semester hours of credit in baccalaureate degree programs.

Correspondence credit cannot be applied toward the requirement for full-time residence status or for residency required for a program of study. It may not be included in the last 16 hours preceding graduation without written permission of the Executive Vice President for Academic Affairs.

A student has one calendar year to complete a correspondence course: The calendar year starts from the date the lesson packet is given or mailed to the student by the Correspondence Study Office. Before the end of the calendar year, the student may request a one time three-month extension of a correspondence course by paying a $10.00 renewal fee to the Correspondence Study Program. Once a course is marked expired, tuition and fees must be paid again and the course started over. A report will be given to the Registrar to enter a grade of "W" on the student's transcript once a course is marked as expired or dropped.

A student may withdraw from an active correspondence course at any time between registration for the course and the passage of fifteen (15) months.

Tuition: The tuition for correspondence courses is the same as the current resident in-state tuition rate.
I. Purpose:
Define standards for satisfactory academic progress

II. Procedural Reference for:

- [X] BOR policy, specify AP1 Admissions Policy
- KRS, specify
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):
All undergraduate students

IV. Description of UAR: (attach additional pages if necessary).

V. Regulation Violations (if applicable):

Approved by:

Ronald G. Eagle, President

Date 3/14/97
UAR Distribution List

The following shall receive a copy of the UAR # 123.0

Titled: ________ Scholastic Standing ________

Date: ________ 2/11/97 ________

___ X ___ Executive Vice President for Academic Affairs
   and Dean of Faculty
___ X ___ Vice President for Administration and Fiscal Services
___ X ___ Vice President for Student Life and Dean of Students
___ X ___ Vice President for University Advancement
___ X ___ Academic Deans
___ X ___ Faculty Senate
___ X ___ Staff Congress
___ X ___ Student Government Association

Others:*__

___ Registrar ___________________________

______________________________

______________________________

______________________________

______________________________

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
Scholastic Standing

Students are eligible to register if they meet the following minimum cumulative scholastic levels:

I. A 1.6 cumulative grade-point average if 16 or fewer semester hours have been attempted.
II. A 1.7 cumulative grade-point average if 17-30 semester hours have been attempted.
III. A 1.8 cumulative grade-point average if 31-45 semester hours have been attempted.
IV. A 1.9 cumulative grade-point average if 46-60 semester hours have been attempted.
V. A 2.0 cumulative grade-point average if 61 or more semester hours have been attempted.

Probation - Students failing to meet the scholastic standards listed above are placed on academic probation. At the end of each academic term, the Registrar provides a grade report that reflects grades for the term and the Morehead State University cumulative grade point average. Students enrolled on academic probation are subject to academic dismissal if they fail to attain the minimum standards listed above. A student on academic probation is allowed continued enrollment on a semester-by-semester probationary status as long as a 2.0 grade point average is maintained each term.

Dismissal - A student will be dismissed from the University following a probationary semester in which the student either fails to meet the cumulative grade point average or fails to earn a 2.0 GPA. The dismissal period for a first dismissal following a fall semester is the spring semester; following a spring semester is both summer terms and the fall semester. The dismissal period for a second dismissal is twelve (12) months and for a third dismissal twenty-four (24) months. During a dismissal period, a student will be ineligible to enroll for any credits at Morehead State University.

A student dismissed under this policy may appeal the dismissal to the Academic Standards and Appeals Committee if the student believes the dismissal was the result of circumstances beyond his or her control. If an appeal of the suspension is granted, the student must meet all additional requirements set forth by the Academic Standards and Appeals Committee. 
MOREHEAD STATE UNIVERSITY ADMINISTRATIVE REGULATION (UAR)

Number: 124.01
Title: PROCEDURES FOR CLOSING OF SCHOOL DUE TO HAZARDOUS WEATHER

Originator: Executive Vice President for Academic Affairs
Initial Adoption: 4/15/97
Revision Dates:

I. Purpose:

To outline the procedures to be used for the closing of school due to hazardous weather

II. Procedural Reference for:

___ KRS, specify ________________________________
___ CHE policy, specify ________________________________
X BOR policy, specify PG-51
___ UAR, specify ________________________________
___ Other, specify ________________________________

III. Scope (Who is covered by this UAR?):

Morehead State University faculty, staff and students.

Attach a description of the UAR.

Approved by:

Ronald G. Eaglin

4-15-97 Date
UAR Distribution List

The following shall receive a copy of the UAR # 124.0 titled Procedures for Closing of School Due to Hazardous Weather: Date: 4/15/97

- X Executive Vice President for Academic Affairs and Dean of Faculty
- X Vice President for Administration and Fiscal Services
- X Vice President for Student Life
- X Vice President for University Advancement

- X Academic Deans
- X Faculty Senate
- X Staff Congress
- X Student Government Association

Others:*

- X Registrar

All originals will be filed in the Office of Academic Affairs, HM 205, and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
Morehead State University
Administrative Regulation

Title: PROCEDURES FOR CLOSING OF SCHOOL DUE TO HAZARDOUS WEATHER

Condition Description: Hazardous weather conditions which might affect the opening or closing of the university, or the cancellation of classes or university-sponsored events at both on-campus and off-campus locations.

I. On-Campus Classes and Activities: It will be the responsibility of the Manager of Public Safety to advise the Executive Vice President for Academic Affairs of forecast or existing hazardous weather or road conditions which could necessitate the cancellation of on-campus classes and activities or the possible closing of the university.

The Manager of Public Safety will keep the Executive Vice President for Academic Affairs informed when hazardous conditions develop. It will be the decision of the Executive Vice President for Academic Affairs to cancel classes and activities or close the university when such conditions exist.

II. Off-Campus Classes: It will be the responsibility of the Dean of Graduate and Extended Campus Programs to coordinate with the Office of Public Safety the identification of forecasted or existing hazardous weather and road conditions which could necessitate the cancellation of off-campus classes. The Dean of Graduate and Extended Campus Programs will be responsible for contacting each Director of MSU’s Extended Campus Centers and those local school districts where university classes are conducted regarding weather and road conditions. The Dean and the Office of Public Safety shall also contact weather stations and the Kentucky State Police regarding existing and forecasted weather and road conditions.

Classes will normally be canceled when local conditions have forced the community colleges and local school districts, utilized by the university, to close. (We are, however, permitted to use the community colleges in the evenings, if, in our judgement conditions will change to permit safe access to the facility).

After a determination of a forecast or the existence of hazardous weather or road conditions that would force cancellation of an off-campus class or activity, the Dean of Graduate and Extended Campus Programs will inform the Executive Vice President for Academic Affairs’ office of off-campus cancellation.

If severe weather occurs suddenly after regular business hours (after 4:30 p.m. M-F or
on weekends), the extended campus center director has the authority to cancel classes and close the center. The extended campus center director will inform the Dean of Graduate and Extended Campus Programs of the cancellation immediately after attending to the safety of the individuals at the center.

Distance learning classes will typically be taught at off-campus locations if classes are being conducted on the main campus. If any distance learning location is closed, videotapes of class sessions missed will be available for students to view.

III. Notification: The Office of Public Safety will coordinate the release of information with the Office of Institutional Relations and the Dean of Graduate and Extended Campus Programs. The Executive Vice President for Academic Affairs will be responsible for notifying the President and other Vice Presidents of cancellation of on-campus classes and activities.
I. Purpose: To outline graduate assistantship housing benefit.

II. Procedural Reference for:

_____ KRS, specify _________________________________
_____ CHE policy, specify __________________________
_____ BOR policy, specify __________________________
_____ UAR, specify ________________________________
_____ Other, specify _______________________________

III. Scope (Who is covered by this UAR?):

Graduate Assistants

Attach a description of the UAR. (Description Attached)

Approved by:

[Signature]
Ronald G. Eaglin, President

3-24-99
Date
UAR Distribution List

The following shall receive a copy of the UAR # 125.01

Titled: Graduate Assistantship Housing Benefit

Date: March 24, 1999

- X Executive Vice President for Academic Affairs and Dean of Faculty
- X Vice President for Administration and Fiscal Services
- X Vice President for Student Life and Dean of Students
- X Vice President for University Advancement
- X Academic Deans
- X Faculty Senate
- Staff Congress
- Student Government Association

Others:

Marc Glasser

Graduate Office

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
Morehead State University
Administrative Regulation

Title: Graduate Assistantship Housing Benefit

Purpose: To qualify graduate assistant must be unconditionally admitted to a graduate degree program. The student must maintain a 3.0 grade point average and be enrolled full-time for a minimum of 9 graduate hours, but no more than 12 hours during each semester in the fall and spring. To qualify for an assistantship summer I the student must be enrolled for a minimum of 3 graduate hours. Since assistantships are usually not available during summer II, the free double-occupancy residence hall room is available if the student is enrolled for at least 3 graduate credit hours.

Twenty hours a week must be devoted to the duties of a full assistantship. The out-of-state graduate student who obtains a graduate assistantship is eligible for in-state tuition rates.

Single Graduate Assistant:

The single graduate assistant is eligible for a free double-occupancy residence hall room. The free residence hall room will be based on the current double-occupancy room rate in Cartmell Hall. If the student desires a double-occupancy residence hall room other than Cartmell Hall, the student will be required to pay the difference between the desired room and the current rate for double occupancy in Cartmell Hall. If the student obtains a residence hall room that has a rate lower than the double occupancy rate in Cartmell Hall, the student is not eligible for a refund of the difference.

If the student desires a private room he/she will be required to pay the difference between a double-occupancy room in Cartmell Hall and the room rate of the residence hall in which he/she is seeking a private room. If the student withdraws from MSU he/she will not be eligible for a refund from any residence hall fee adjustment. Off-campus housing is not included and is not reimbursable.
**Family Housing for the Graduate Assistant:**

The married graduate assistant or single parent graduate assistant who desires family housing must pay the difference between a double-occupancy residence hall room based on Cartmell Hall and the rate of the residence in family housing on a space available basis. Off-campus housing is not included and is not reimbursable. If the student withdraws from MSU, he/she will not be eligible for a refund from any family housing fee adjustment.

The above housing information is effective fall, spring, summer I and II. Out-of-state graduate assistants are eligible for in-state tuition during fall, spring, summer I, and summer II.
UAR Distribution List

The following shall receive a copy of the UAR # 126.01

Titled: Faculty International Identification Cards & Medical Insurance

Date: April 14, 1999

X Executive Vice President for Academic Affairs and Dean of Faculty

X Vice President for Administration and Fiscal Services

X Vice President for Student Life and Dean of Students

X Vice President for University Advancement

X Academic Deans

X Faculty Senate

Staff Congress

Student Government Association

Others:

Marc Glasser

Janet Gross

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
I. Purpose: To outline procedure for faculty traveling abroad for academic purposes to apply for the CIEE International Identification Card.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

Morehead State University Students

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eaglin, President

Date: 4-14-99
Title: Faculty International Identification Cards and Medical Insurance

Purpose: All Morehead State University faculty traveling abroad for academic purposes are eligible to apply for the CIEE International Identification card available through the Office of International Education and Support Services. Medical insurance that is provided with this card fulfills minimum basic requirements for accidents, sickness, accidental death or dismemberment, emergency evacuation and repatriation. Additional benefits such as reduced admission costs to museums, etc. are described in the information booklet that will be received with the identification card.

Procedure: The identification card will be issued according to the following procedure at no cost for faculty who are participating in a MSU-sponsored study abroad or cultural enrichment program that is job related. For all other faculty, the cost of the card will be $20/year.

The procedure for obtaining the international identification card is as follows.

1. Five (5) weeks prior to the scheduled departure date, the faculty member will notify the Director of International Education of the need for the card, destination and scheduled departure date.

2. The Director of International Education will notify Support Services. The request for payment of the card for those faculty eligible will be initiated.

3. The application for the international ID card will be forwarded to the Director who will distribute to the faculty member.

4. Three (3) weeks prior to the scheduled departure date, the faculty member will forward to the Director of International Education the following:
   a. completed application form,
   b. receipt from the MSU cashier documenting payment of the $20 application fee, if applicable and
   c. one (1) passport-sized photo taken within the past year.

5. All required materials will be submitted to Support Services. The completed international ID cards will be returned to the Director of International Education for appropriate distribution.
UAR Distribution List

The following shall receive a copy of the UAR # 127.01

Titled: **Student International Identification Cards & Medical Insurance**

Date: **April 14, 1999**

- X Executive Vice President for Academic Affairs and Dean of Faculty
- X Vice President for Administration and Fiscal Services
- X Vice President for Student Life and Dean of Students
- X Vice President for University Advancement
- X Academic Deans
- X Faculty Senate
- X Staff Congress
- X Student Government Association

Others:*

Marc Glasser

Janet Gross

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
I. Purpose: To outline procedure for students participating in MSU-sponsored study abroad programs to purchase the CIEE International Identification Card.

II. Procedural Reference for:
   - KRS, specify __________________________
   - CHE policy, specify __________________________
   - BOR policy, specify __________________________
   - UAR, specify __________________________
   - Other, specify __________________________

III. Scope (Who is covered by this UAR?):

Morehead State University Students

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eaglin, President

Date 4-14-99
Title: Student International Identification Cards and Medical Insurance

Purpose: All Morehead State University students participating in MSU-sponsored study abroad programs are required to purchase the CIEE International Identification card unless a comparable or better insurance program can be documented. Medical insurance that is provided with this card fulfills minimum basic requirements for accidents, sickness, accidental death or dismemberment, emergency evacuation and repatriation. Additional benefits such as reduced admission costs to museums, etc. are described in the information booklet that will be received with the identification card.

Procedure: The procedure for obtaining the international identification card is as follows.

1. Five (5) weeks prior to the scheduled departure date, the individual administratively responsible for the University sponsored international travel will provide the Director of International Education with the estimated number of students who will be participating in the trip and the departure date.

2. The Director of International Education will notify Support Services of the estimated number of cards needed and the scheduled departure date.

3. Applications for the international ID card will be forwarded to the Director who will distribute to the program administration.

4. Three (3) weeks prior to the scheduled departure date, the program administrator will collect from all participating students and forward to the Director of International Education the following:
   a. completed application form,
   b. receipt from the MSU cashier documenting payment of the $20 application fee,
   c. one (1) passport-sized photo taken within the past year.

5. All required materials will be submitted to Support Services. The completed international ID cards will be returned to the Director of International Education for appropriate distribution.
### MOREHEAD STATE UNIVERSITY ADMINISTRATIVE REGULATION (UAR)

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<thead>
<tr>
<th>Number:</th>
<th>300.01</th>
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<tbody>
<tr>
<td>Title:</td>
<td>STUDENT EMPLOYMENT</td>
</tr>
<tr>
<td>Originator:</td>
<td>Mr. Porter Dailey</td>
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<tr>
<td></td>
<td>Vice President for Administration and Fiscal Services</td>
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<tr>
<td>Initial Adoption:</td>
<td>9-17-91</td>
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<td>Revision Dates:</td>
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#### I. Purpose:
To limit the employment of University students, except Graduate Assistants, to the student payroll system; To prohibit the payment of any work-study student with both federal and institutional funds for the same period; To limit the employment of Graduate Assistants to the bi-weekly payroll system.

#### II. Procedural Reference for:
- KRS, specify
- CHE policy, specify
- BOR policy, specify Bylaws, Article III A3(a)
- UAR policy, specify
- Other, specify

#### III. Scope (Who is covered by this UAR?):
This regulation applies to all Morehead State University students except for those employees who perform services for the University primarily as a means of earning a livelihood and also take a course(s) of study.

Attach a description of the UAR.

Approved by:

C. Nelson Grote, President  
Date 9-17-91
Morehead State University
Administrative Regulation

Title: STUDENT EMPLOYMENT

Responsibility: The Office of Financial Aid shall be responsible for managing and monitoring employment of University students paid through the student payroll system. The Office of Personnel Services shall be responsible for managing and monitoring employment of Graduate Assistants paid through the regular bi-weekly payroll system.

Purpose: To limit the employment of University students, except Graduate Assistants, to the student payroll system. In addition, to prohibit the payment of any work-study student with both federal and institutional funds for the same period. Further, to limit the employment of Graduate Assistants to the bi-weekly payroll system.

Applicability: This regulation applies to all Morehead State University students except for those employees who perform services for the University primarily as a means of earning a livelihood and also take a course(s) of study. It can be generally assumed that a full-time University employee is primarily earning his livelihood, even if he is also enrolled as a full-time student.

Student Payroll System (Work-Study Students)
Employment of University students on the student bi-weekly payroll system may be made for an academic year and may be renewable providing the total hours worked, in any capacity for the University, does not exceed 1,199 hours over a twelve (12) month period.

Work-study students who are being paid with federal funds may work only the hours determined by the Office of Financial Aid.

Work-study students who are being paid with institutional funds (allotments) may work the hours determined by the Office of Financial Aid in the original award. Institutional work-study students may have their hours increased through the reimbursable process; however, the total hours worked cannot exceed 1,199 hours over a twelve (12) month period.

No work-study student may be paid with both Federal and institutional funds for the same period.
**Graduate Assistants**

Graduate Assistants are limited to employment through the regular bi-weekly payroll system. Employment of Graduate Assistants may be made for an academic year and may be renewable. Generally, the total hours worked, in any capacity for the University, should not exceed 1,199 hours over a twelve (12) month period. In the event, however, that a Graduate Assistant's total hours worked exceeds 1,199 hours, the hiring unit and the Graduate Assistant will be responsible for Kentucky Retirement System contributions.

**Process:**

It shall be the responsibility of the hiring unit supervisor to ensure that the employment of any student is in accordance with this regulation. Students who are employed using departmental or unit funds (reimbursable work-study students) shall have their employment coordinated through the Office of Financial Aid and the Office of Budgets and Management Information using a Reimbursable Institutional Work-Study Form.

Any questions pertaining to student employment through the student payroll system should be directed to the Office of Financial Aid. Any questions pertaining to employment of Graduate Assistants through the bi-weekly payroll system should be directed to the Office of Personnel Services.
The following shall receive a copy of the UAR # 300.01 titled

Student Employment

Date: 9-17-91

✔ Vice President for Academic Affairs and Dean of Faculty
✔ Vice President for Administration and Fiscal Services
✔ Vice President for Student Life and Dean of Students
✔ Vice President for University Advancement

✔ Academic Deans
✔ Faculty Senate
✔ Staff Congress
✔ Student Government Association

Others:*

Payroll

Personnel

Financial Aid

All originals will be filed in the Office of Planning, BM 204, and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
I. Purpose: To establish administrative practices and procedures for implementing the Staff Performance Management System in compliance with PG-50.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify PG-50 (Staff Performance Management System)
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

This regulation applies to all University employees except faculty.

Attach a description of the UAR.

Approved by: [Signature]

Date: Oct 21, 1991
MOREHEAD STATE UNIVERSITY
ADMINISTRATIVE REGULATION

TITLE: STAFF PERFORMANCE MANAGEMENT SYSTEM

PURPOSE: To establish administrative practices and procedures for implementing the Staff Performance Management System (SPMS) in compliance with PG-50.

PROCESS: An annual Performance Planning, Appraisal and Development Review for all regular full-time and continuing part-time staff employees shall be conducted on a calendar year basis (January through December). The appraisal shall include two components: (1) specific job related duties and (2) behavior and ability factors.

The Office of Personnel Services shall be responsible for monitoring the SPMS and for maintaining the official copy of the appraisal form as a part of each employee’s personnel file. Training and continuing education on the SPMS will also be available through the Office Of Personnel Services.

Confidentiality. Due to the sensitivity of performance appraisals, supervisors and others who are involved in the performance appraisal process shall exercise extreme care in maintaining confidentiality of the appraisal.

Staff Development and Training. One of the objectives of the appraisal process is to identify those employees who need additional training or development. Any employee who receives an overall rating below "fully succeeds on all performance requirements" (see Section I, Performance Planning, Appraisal and Development Form) should be considered for training.

Failure to Meet Minimum Performance Requirements. In cases where an employee has successfully completed the probationary period in his/her current job but subsequently receives an annual performance appraisal which places the employee below "meets minimum performance requirements", based upon the overall rating, the employee shall again be placed in probationary status for a period of six months. During this probationary period, the employee must be
appraised at 90 day intervals. If "meets minimum performance requirements" based upon the overall rating is not achieved during this six month probationary period, the employee shall be dismissed from employment.

**Performance Pay.** From the resources available annually for staff salary increases, it shall be an objective of the University to adjust the salaries of employees who are performing at the highest levels. Performance pay is a component of the staff salary distribution plan (attached).

To receive performance pay, the employee must be performing at the highest levels and have at least six months, excluding probationary time, in an annual appraisal period (January through December). Annually the President will determine the percentage of employees who may receive performance pay. This "forced distribution" will determine the number of employees who can receive a performance pay increase.

The President will determine annually the percentage of the University's staff salary pool to be allocated for performance pay. Exempt and nonexempt staff salary pools will be established for employees who are under the Job Classification and Compensation Plan. Individual performance pay increments will be determined based on the funds available and the number of recipients within each division.

**Restricted Fund Employees.** Restricted fund employees are those employees hired in positions for projects/programs funded from external grants. Contracts for restricted fund employees will be issued on a year-to-year basis in accordance with the annual funding cycle for the grant.

When the restricted program's salary pool is less than the funds available at the University, the University will not supplement the external grant and the total salary pool will be limited to that amount provided in the grant.

When the restricted program's salary pool is greater than the funds available at the University, the restricted programs salary increase pool for the past five years, as compared to the University's salary increase pool, will be considered in determining the amount of the salary pool to be distributed to the restricted program's employees.

**PROCEDURES:**

The following procedures shall apply in accomplishing the appraisal of employees:

**Probationary Appraisal.** Probationary (new-hire or internal transfer) appraisals will be consistent with
PSE-2 (Staff Exempt) and PSNE-2 (Staff Nonexempt) with probationary appraisals accomplished according to the following procedure:

1. At the beginning of the probationary appraisal period, the supervisor shall meet with the employee to identify job accountabilities and expectations to be considered in the performance appraisal.

2. At the end of the probationary period, the supervisor will use the Performance Planning, Appraisal and Development Form to appraise the level of performance of the employee. This preliminary appraisal will be reviewed by the next level manager (reviewer) prior to the supervisor's meeting with the employee for the probationary appraisal.

3. The supervisor will then meet with the employee to review the Performance Planning, Appraisal and Development Form. Both the supervisor and employee must sign the completed form. The employee's signature does not imply agreement but merely indicates that he/she has read the probationary appraisal. The completed form will be forwarded to the reviewer for his/her signature. After signing the form, the reviewer will return it to the supervisor.

4. The supervisor will retain a copy of the form, provide a copy to the employee, and send the original copy to the Office of Personnel Services where it will be filed in the employee's personnel file.

NOTE: Upon completion of this initial probationary appraisal, the annual appraisal period will commence; and, it will end with the following December evaluation.

Annual Appraisal. The annual performance appraisal will be conducted according to the following procedure:

1. At the beginning of each annual appraisal period, the supervisor shall meet with the employee to identify job accountabilities and expectations to be considered in the performance appraisal. See attached Flow Chart. This meeting shall follow either the initial probationary appraisal or the last annual appraisal. Supervisors who have employees under a generic job description specific to that unit shall use the same accountabilities for all those employees. For generic job descriptions that are used
across the University by different supervisors (e.g. "secretaries"), the Office of Personnel Services will identify common job accountabilities to be appraised.

Supervisors may identify additional accountabilities (tasks, goals, objectives) that are unique to the specific job requirements. These accountabilities as well as the behaviors and abilities that will be considered in the appraisal must be clearly identified and communicated to the employee at the beginning of the appraisal period (i.e. January).

2. A Performance Planning, Appraisal and Development Form may be completed at mid-year (June-July) to allow the supervisor and employee to identify areas where the employee needs to improve. This appraisal will not be sent to the Office of Personnel Services nor will it become a part of the employee’s official personnel file. The supervisor should retain a copy of this appraisal.

3. Near the end of each appraisal period, the employee may be asked to do a self-appraisal using the Performance Planning, Appraisal and Development Form. This self-appraisal can provide the employee with an opportunity for input and may assist the supervisor in making the final appraisal.

4. At the end of the appraisal period (i.e. December), the supervisor will use the Performance Planning, Appraisal and Development Form to appraise the level of performance of the employee. The preliminary appraisal will be reviewed by the next level manager (reviewer) prior to the supervisor’s meeting with the employee for the final appraisal.

5. The supervisor will then meet with the employee to review the appraisal. Both the supervisor and the employee must sign the completed form. The employee’s signature does not imply agreement but merely indicates that he/she has read the appraisal. In the event that the employee does not agree with the appraisal, a rebuttal may be attached. The completed form, with rebuttal if any, will be forwarded to the reviewer for consideration. After action has been taken by the reviewer, the form will be returned to the supervisor.
6. The supervisor will retain a copy of the form, provide a copy to the employee, and send the original copy to the Office of Personnel Services where the appraisal score will be recorded and the form filed in the employee's personnel file.

**GENERAL:** Any question concerning the Staff Performance Management System or the application of this administrative regulation should be directed to the Office of Personnel Services.
UNIVERSITY ADMINISTRATIVE REGULATIONS

Procedures and Format

Approved:

C. Nelson Grote, President

Date: Oct. 1, 1991
APPROVAL OF UNIVERSITY ADMINISTRATIVE REGULATIONS (UARs)
December 3, 1990

General Assumptions: The following basic assumptions have been used in adopting a process to establish University regulatory procedures (non-PAs, PGs, PSEs and PAd):

1. The Board of Regents has been granted certain statutory duties and other duties outlined in the 1983 By-Laws.

2. The 1983 By-Laws grant management of institutional operations to the President.

3. "Academic Policies" will be the name used for policies dealing with matters pertaining to academic matters that require BOR approval. The 1987 BOR approved procedure (see attached) will be used for the establishment of such policies.

4. Other personnel policies which require BOR approval will follow the 1990 process in use for submission to the Board of Regents.

5. Those regulations which are necessary for the administration of policies or statutes will be referred to as "University Administrative Regulations" (UARs) regardless of the division to which they relate to, i.e., Academic Affairs, Administration and Fiscal Services, Student Life, and/or University Advancement.

University Administrative Procedures: UARs are defined as administrative procedures that require written guidelines/steps to execute a policy and/or statute. A written format for submission of a UAR is attached.

Steps to be taken for the approval of these UARs will be as follows: 1) All UARs shall be initiated through the President or a Vice President. If another person/group proposes a procedure, it should be sent through the President or appropriate Vice President for completion of the established steps; 2) It is the responsibility of the initiator (President or Vice President) to circulate a draft of the UAR to all members of the Executive Council for comment. Using these comments, the UAR should be redrafted and submitted to the Executive Council for discussion; 4) After such discussion, the President or Vice President should seek input as appropriate from the Faculty Senate, Staff Congress, Student Government Association, Academic Council, University Standing Committees, etc. Comments from all those consulted will be used to draft a final version. If necessary, the UAR would be sent back to the Executive Council for further discussion; and 5) The President shall have final authority to approve UARs. UARs will be given a title and assigned a number. The numbers will include digits after the decimal point which will be reserved for identification of revision/version of the regulation (e.g., 1001.01 would indicate the original regulation #1001, first version).
POLICY ON THE DEVELOPMENT OF ACADEMIC POLICIES

1. Any interested individual or group within the university may suggest policy for Academic Affairs. The suggestion for new or amended academic policy must take the form of a written proposal with rationale. The proposal shall be delivered to the Vice-President for Academic Affairs (hereafter referred to as VPAA) and to the Chair of the Faculty Senate. In the event that the originating group is the Faculty Senate, the proposal shall be delivered to the VPAA by the Senate Chair.

2. The VPAA will schedule each proposal for consideration by the Academic Affairs Council. The Council will recommend whether to develop the proposed policy or to take no action. In the case of no action, written notification with rationale will be sent to the individual or group responsible for the written proposal and to the Senate chair.

3. When the Academic Affairs Council determines that the proposal is indeed a needed policy, the VPAA will submit an administrable draft of the proposed policy to the Faculty Senate. Actions of the VPAA and the Academic Affairs Council prescribed herein by paragraphs 2 and 3 must be completed within 30 calendar days of initial delivery of the written proposal to the VPAA.

4. When the Academic Affairs Council takes no action on the proposal, the individual or group suggesting the policy may request that the Faculty Senate consider the written proposal.

5. As the Faculty Senate considers the development of policy as a result of submission from the VPAA (see paragraph 3) or of request from an individual or group (see paragraph 4), it will request that its final draft of the proposed policy be reviewed by the VPAA and the Academic Affairs Council for advice as to its administrative feasibility before final Senate action.

6. The President of the university will be notified of the final Faculty Senate recommendation on the proposed policy. It is the prerogative of the President to recommend to the Board of Regents regarding the proposed policy.

Adopted by BOR, June 19, 1987
Morehead State University
UAR Distribution List

The following shall receive a copy of the UAR #301.01 titled **Staff Performance**

<table>
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<th>Management System</th>
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**Others:**

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All originals will be filed in the Office of Planning, HM 204, and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.*
I. Purpose: The purpose of this UAR is to define the fee assessment process for graduate students, particularly in the case when the student's schedule includes undergraduate level courses.

II. Procedural Reference for:
   - KRS, specify
   - CHE policy, specify
   - BOR policy, specify
   - Other, specify BOR adopted fee schedule

III. Scope (Who is covered by this UAR?):

   All graduate level students

Attach a description of the UAR.

Approved by:

C. Nelson Grote, President

Date 5/14/92
ASSESSMENT OF TUITION FOR GRADUATE STUDENTS

Definition

A graduate student for fee assessment purposes is one who holds an undergraduate degree and is taking additional course work at Morehead State University. A graduate student may be admitted and enrolled in a graduate degree program or may be taking classes without the intent of pursuing a graduate degree. For graduate student fee assessment purposes, any course carrying a number of 500 or above will be considered a graduate course. Courses numbered 499 and below will be considered undergraduate courses.

Fee Assessment Policy

Graduate students enrolled in both graduate level and undergraduate level courses will be billed as follows:

1. Graduate students enrolled in nine or more semester hours of courses in the 500 or above level will be considered full-time graduate students and billed at the full-time graduate student rate regardless of any undergraduate level courses being carried.

2. Graduate students enrolled in twelve or more semester hours of classes in the 499 or below level will be considered full-time undergraduate students and billed at the full-time undergraduate rate regardless of any graduate level classes being carried.

3. Graduate students who do not qualify as either full-time graduate or full-time undergraduate students will be billed at the graduate rate for all courses numbered 500 and above and the undergraduate rate for courses numbered 499 and below with no maximum fees level.

4. Graduate students whose schedules change after the initial fee assessment, either as a result of the drop/add or other schedule altering processes, will have fees reassessed under the conditions of the above category in which they fall after the change of schedule has been accomplished.
I. Purpose: This UAR defines the University’s grievance procedures for resolution of complaints alleging actions prohibited by Title II of the Americans with Disabilities Act.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- Other, specify Americans with Disabilities Act

III. Scope (Who is covered by this UAR?): This UAR covers qualified individuals with a disability as defined in the Americans with Disabilities Act.

Attach a description of the UAR.

Approved by:

[Signature]

Ronald G. Eaglin

[Date]

8/13-92
Morehead State University
ADA Complaint Procedures

Morehead State University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by an agency.

Complaints should be addressed to: William T. Rosenberg, Director, Risk Management, UPO 916, Morehead State University, Morehead, KY 40351, (606) 783-2007, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

2. A complaint should be filed within 180 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis).

3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the ADA Coordinator, or a member of his/her staff. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than fourteen (14) days after its filing.

5. The ADA coordinator shall maintain the files and records of Morehead State University relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for consideration should be made within fourteen (14) days to the ADA Coordinator.

7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be constructed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Morehead State University complies with the ADA and implementing regulations.
Number: 304.01
Title: Sick Leave Pool
Originator: Mr. Porter Dailey
Vice President for Administration and Fiscal Services
Initial Adoption: 10/7/92
Revision Dates:

I. Purpose: To establish a Sick Leave Pool that would provide regular full-time University employees protection against lost wages at a time of catastrophic illness or injury which causes the employee to exhaust all of his/her earned leave.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify PG-49 (Sick Leave)
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?): All regular, full-time University employees.

Attach a description of the UAR.

Approved by: Ronald G. Eaglin

Date: 10-7-92
TITLE: Sick Leave Pool

RESPONSIBILITY: The Office of Personnel Services shall be responsible for managing and administering the University Sick Leave Pool to include the procedural establishment, solicitation of contributions from faculty and staff, processing of applications and record management.

PURPOSE: The purpose of this regulation is to provide all regular, full-time University employees with short-term disability (STD) protection in the event they are subject to a catastrophic illness or injury.

GUIDELINES/PROCEDURES:

1. To be eligible for benefits, the faculty or staff member must be a regular full-time employee. New employees become eligible on the effective date of their employment.

2. Prior to utilizing the SLP, the employee must exhaust any and all the following benefits, if available:
   a. Sick leave
   b. Vacation leave
   c. Worker's Compensation
   d. Kentucky Employees Retirement System or Kentucky Teachers Retirement System Disability Retirement
   e. No Fault automobile insurance.

3. To fund the SLP, employees will be asked to contribute a minimum of one day and a maximum of three days to the SLP. Employees must have a sick leave balance of 10 days or more at the time of their contribution.
4. When the declining balance in the SLP reaches 300 days, employees will again be asked to contribute to the SLP.

5. Contributing to the SLP will not be a requirement for applying for benefits, through it is expected the majority of employees will support this program. New hires and employees who have no sick leave will be included in the SLP. This benefit will, in effect, provide a Short Term Disability (STD) plan for up to four calendar months.

6. Once an employee contributes to the SLP, that sick leave will not be restored to the individual employee's sick leave balance, unless the SLP is terminated.

7. In the event the SLP is terminated, the total days on deposit shall be returned proportionately according to the individual employee's contribution.

8. In order to be considered for benefits from the SLP, the catastrophic illness or injury must require the services of a licensed medical practitioner.

9. Requests for SLP assistance must be in writing and be accompanied by a written statement from a licensed medical practitioner stating the beginning date of the condition, a description of the catastrophic illness or injury, a prognosis and date the employee may be able to return to work. Monthly progress reports will be required to continue sick leave payments to the employee.

10. Employees who are granted sick leave from the SLP will not be required to pay back that sick leave to the pool.
11. Employees may not designate a particular employee to receive their donated sick leave as this program is for any and all qualified employees who may be subject to a catastrophic illness or injury.

12. The salary level of the donor or the recipient will not be a factor as the intent of the SLP is to provide sick leave pay at the affected employees regular rate of pay.

13. An employee receiving sick leave from the SLP will continue to be paid from his/her regular budgeted account.

14. The approval or disapproval of sick leave for a catastrophic illness or injury from the SLP will be made by the pool administrator, who is the Director of Personnel Services. The maximum amount of sick leave granted an employee from the SLP cannot exceed one-third of the pool balance or 90 work days whichever is less.
<table>
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<tbody>
<tr>
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<tr>
<td>Title: MSU FISCAL OPERATING GUIDELINES</td>
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<td>Originator: OFFICE OF BUDGETS &amp; MANAGEMENT INFORMATION</td>
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<tr>
<td>Initial Adoption: November 1992</td>
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<td>Revision Dates: September 1995</td>
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**I. Purpose:** To manage the University's operating budget. These guidelines define the operational procedures for budget transfers, personnel funds and other budgetary issues.

**II. Procedural Reference for:**

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- Other, specify - BOR OPERATING BUDGET RESOLUTION

**III. Scope (Who is covered by this UAR?):**

The guidelines apply to all Morehead State University budget unit administrators.

Attach a description of the UAR.

Approved by:

Ronald G. Eaglin

Date 1/16/96

UAR Distribution List
The following shall receive a copy of the UAR # 305.02 titled MSU FISCAL OPERATING GUIDELINES Date:

- X Vice President for Academic Affairs and Dean of Faculty
- X Vice President for Administration and Fiscal Services
- X Vice President for Student Life and Dean of Students
- X Vice President for University Advancement

- X Academic Deans
- X Faculty Senate
- X Staff Congress
- X Student Government, Association

Others:*

All originals will be filed in the Office of Planning, HM 204, and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
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OVERVIEW

Section I

Introduction

The Office of Budgets and Management Information (Budget Office) assumes the responsibility of ensuring a balanced budget for Morehead State University. As detailed in this document, the University has established guidelines relating to the management of the annual operating budget. Amendments to these guidelines will occur as necessary. Any exceptions to these guidelines must be approved by either the President or the Director of Budgets and Management Information.

Responsibility

The University's Board of Regents adopts an annual Budget Resolution which sets forth the budget authorizations from unrestricted funds and provides parameters for expenditures for each of the University's five divisions. The Resolution further stipulates that unit administrators shall not authorize nor incur financial obligations in excess of their budget authorization.

In the event that unit administrators spend in excess of what has been authorized, the deficit amount will be recovered from the unit's opening budget for the following year. For example, if a unit has a deficit balance of $500 in their travel account as of June 30, 1996, the Budget Office will reduce the unit's opening budget for that account by $500 on July 1, 1996. If funds are available from other discretionary accounts such as supplies, temporary wages, or other wages, unit administrators should initiate budget transfers in a timely manner to avoid a reduction of the new year's opening budget.

Development of the Annual Operating Budget and Personnel Roster

The Budget Office is responsible for developing the annual operating budget and personnel roster. The operating budget generally encompasses all unrestricted revenues and expenditures. The annual budget is based upon conservative revenue estimates from state appropriations, tuition and fees, sales and services of educational activities, miscellaneous revenues, and auxiliary services. In addition, the annual budget may include an allocation of fund balance reserves.
The Budget Office also prepares an annual personnel roster of all positions authorized by the Board of Regents. Authorized positions are considered to have a recurring fund source and can be identified by a unique roster identification number. A detailed calendar for the development of the annual operating budget and personnel roster is presented in Appendix I.

Assistance

The Budget Office is available to provide any needed assistance with these guidelines. Please contact the Office of Budgets and Management Information (extension 2021) with any questions regarding budget allotments (opening budgeted amounts). Please contact the Office of Accounting and Budgetary Control (extension 2019) with any questions regarding the coding of expenditures. Any financial questions related to restricted or agency fund accounts should also be directed to the Office of Accounting and Budgetary Control.
EXPENDITURES

Section II

Background

Since the annual operating budget is based upon estimates made well in advance of the start of the fiscal year, budget adjustments to accounts within the same unit or between different units may be necessary during the fiscal year. Budget transfers should be initiated and processed in a timely manner so that each unit's budget reflects a realistic plan for expenditures. Expenditures may only be charged to accounts with sufficient budget allotments. Following are the four primary categories of expenditures:

General Ledger Account

Object Codes

Personnel 50101 through 50109
Fringe Benefits 50110 through 50199
Operating 50200 through 50899
Capital & Transfers 50990 and above

Unit administrators are responsible for insuring that their accounts do not have deficit balances throughout the fiscal year.

The appropriate classification of expenditures is necessary in order for the University to accurately report how funds have been used. For instance, personnel costs should not be charged to an operating account number. Care should also be taken to charge expenditures to the correct object codes within each category. For example, travel expenses should be charged to the "travel" (50220) object code rather than to the "supplies" (50330) object code.

The University decentralizes certain costs for accounting and control purposes. This decentralization of expenditures allows the institution to more accurately report the direct costs of each operating unit. For example, each departmental budget generally includes funds for salaries and wages, fringe benefits, telecommunication services, postage, and service contracts. Budgeted and actual expenditure information is available through the on-line BUDVIEW and the UNIVERSITY BUDGET SUMMARY INQUIRY programs.
Budget Transfers

Budget transfers are processed through the on-line Budget Transfer program on the University's mainframe computer system. Each budget transfer must be fully explained in the comments section. Depending on the accounts involved, budget transfers may require approvals from the unit administrator through the appropriate Vice President.

Unit administrators must have an on-line Standard Approval List and a Special Approval List for each account unit. The approval lists are used to authorize on-line purchase requisitions and on-line budget transfers. These approval lists are established through the Office of Purchasing. The on-line purchase requisition system uses the Standard Approval List for all requisitions. The approval channel is expanded to include the Special Approval List for any equipment or capital purchases. Each approval list must include at least one exempt employee.

The approval channel for on-line budget transfers includes the Standard Approval List, the Special Approval List and the Budget Approval List. The appropriate Vice President must be listed in at least one of the three approval lists for budget transfers. Requests for changes in the Standard or Special Approval Lists should be directed in writing to the Office of Purchasing. Requests for changes in the Budget Approval List should be directed in writing to the Budget Office.

Budget transfers can generally be divided into two categories:

Personnel Activities
Operating and Capital Activities

Each category is fully explained below and in the subsequent sections of these guidelines:

Budget Transfers - Personnel Activities

Unit administrators can generally move available resources (budget allotments) from one account to another account via on-line budget transfers. The most common budget transfers affecting personnel accounts are described below:

A. Intra-Unit Transfers of Funds to Personnel Accounts
Discretionary funds may be transferred from personnel, operating, or capital accounts of the same budget unit to support non-recurring personnel costs. Pursuant to the conditions described in Section III, discretionary funds may be transferred to any personnel account except the primary salary and wage account (object code 50101), which is reserved for positions authorized by the Board of Regents. The budget transfer must cover the salary and fringe
benefit costs for the employment period. Personnel Action Requests (PARs) will not be approved by the Budget Office until sufficient funds have been transferred to cover all related expenses.

B. Inter-Unit Transfers of Funds to Personnel Accounts
Occasions may arise that require moving personnel funds between budget units of a major program area. A budget transfer and any necessary PARs must be initiated by the appropriate program administrator to move a position and the related salary allotment from one budget unit to another budget unit. Applicable fringe benefits must be included in the budget transfer.

C. Transfers of Centrally Pooled Personnel Funds
For control purposes, funds for certain personnel expenditures are budgeted in centralized accounts. Examples include summer school salaries, regional instruction compensation, lecturer and adjunct wages, graduate assistants, and institutional workshop funds. The unit administrators of the centralized pools are responsible for providing sufficient control and accountability over these funds. These administrators generally initiate budget transfers throughout the fiscal year to move funds from the central pool accounts to the various budget units that incur the costs. PARs will not be approved by the Budget Office until sufficient funds have been transferred to cover all related expenses.

D. Transfers of Externally Generated Funds
Grant funds are often deposited in unrestricted personnel accounts to reimburse the University for work performed in accordance with the grant contracts. Since these are usually unbudgeted reimbursements, departments may have access to the reimbursement funds, after consideration of any related costs such as overload pay or adjunct salaries. Departments wishing to use these funds must submit a written request to the Budget Office through the appropriate Vice President detailing the amount of grant reimbursement funds received, the related costs, and the planned use of funds. If approved by the Vice President and the Director of Budgets, the Budget Office will process the required budget transfers.

This same policy applies to all externally generated funds (i.e., including fund raising efforts). Departments should request the use of these funds in a timely manner to avoid the need to carry forward any unexpended funds at the end of the fiscal year.

Other activities involving personnel funds are explained in Section III.
Budget Transfers - Operating & Capital Accounts

Most budget allotments for operating expenditures are considered to be discretionary and may be transferred to other accounts in accordance with these guidelines. A few allotments, however, are considered non-discretionary due to contractual obligations or their direct relationship with institutional revenues. With regard to non-discretionary accounts, unit administrators must provide sufficient funds for any additional obligations incurred during the fiscal year which exceed the opening budget allotment. However, any excess funds in non-discretionary accounts may not be transferred to other accounts. The following accounts are considered non-discretionary:

A. Telecomm Charges (Object Code 50400)

Budget units are charged an annual allocated cost for telecomm charges at the beginning of each fiscal year. Each unit's opening budget includes a sufficient allocation for basic telecommunication services based on the number of existing telephone lines and equipment. Unit administrators may request additional telephone lines and equipment throughout the year or during the budget preparation process. However, the requesting administrator must provide a recurring fund source for the additional costs.

Monthly long distance telephone charges are posted to each unit's telephone account (object code 50444) by the last day of the following month. Unit heads must ensure that this discretionary account does not have a deficit balance.

B. Scholarships

Funds allocated for institutional scholarships cannot be used for any other purpose. Thus, these funds can not be transferred to other budget units.

C. Complimentary Tickets

Funds budgeted for the purchase of tickets for University sponsored activities such as athletics and special events can not be used for any other purpose. Thus, these funds can not be transferred to other accounts or budget units.

Funds may be transferred from discretionary operating and personnel accounts to capital accounts to fund equipment purchases. Unused capital funds may also be transferred back to discretionary personnel and operating accounts. Generally, funds should be transferred to object code 51000 for technology-related equipment, such as printers, or to object code 50990 for all other equipment purchases.
Operating and capital funds may be transferred between budget units within the same division or between budget units of two or more divisions. A major program head or vice president may initiate a budget transfer from one unit's discretionary funds to support the unexpected expenses of another unit.

**Internal Recharges**

In order to control and properly allocate costs, some departments may charge other departments for goods and services provided. Service departments generally do not recover labor costs from other departments unless the requesting department fails to schedule the service at least 10 days in advance or if the service involves facility renovation or construction. For example, if a department is hosting a non-revenue generating conference and fails to notify the Office of Information Technology of its need for audio or visual support at least 10 days in advance of the event, Information Technology may recover its labor costs. In addition, if a department requests Physical Plant to install additional electrical outlets in a facility, the department must provide the funds needed for the renovation project.

If labor costs are to be recovered, the requesting department will be billed at the applicable regular wage rate for all services performed on Monday through Friday, 8:00 a.m. to 4:30 p.m. If the services are performed after regular work hours or on weekends, the applicable over-time rate will be charged. If the service, excluding facility renovation or construction, is scheduled at least 10 days in advance, there will be no labor charge regardless of the date or time of the services.

The above polices are only applicable to departmental events which do not generate income (i.e., no participation fees). If an internally hosted event will generate income or if an event is hosted by an external group, the applicable facility rental fee and labor charges will be charged. Following is a list of additional goods and services for which internal departments will be charged:
Goods and Services
Postage
Soft Drinks and Snacks
Guest Rooms
Food Services
Convenience Copiers
Office Supplies
Printing Services
Video Material
Office Supplies
Vehicles
Central Facsimile Services
Telephone Directory Assistance
Cellular Telephone Service
Facility Renovation
and Construction Projects

Service Department
Post Office
Vending and Concessions
Student Center
PFM, Inc.
Printing and Publications
Printing and Publications
Distance Learning
University Store
Motor Pool
Information Technology
Information Technology
Information Technology
Physical Plant

Requesting departments must process an On-Campus Transaction form to pay for the billed charges. Payments must not be processed through the On-Line Budget Transfer system as a budget transfer simply moves a fund allotment, it does not record an actual expenditure.
PERSONNEL FUNDS

Like most universities, Morehead State University is labor intensive. Approximately 60 percent of the University's total budget is dedicated to salaries, wages, and fringe benefits. Specific policies related to the funding of personnel expenditures follow:

Vacancy Credits and Hire-Down Savings

Funds budgeted for salaries, wages and benefits of authorized positions (positions with roster identification numbers) generally cannot be transferred to fund other personnel actions or operating expenditures. Vacancy credits are savings accumulated during the current fiscal year from vacant authorized positions. Hire-down savings result when a classified employee who holds an authorized position and is earning above the applicable entry-level wage leaves the University and is replaced with a new employee at the entry level wage. Hire-down savings also include staff early retirement savings. For example, if a classified staff member holding an authorized position is allowed early retirement (a reduced workload with reduced pay), the funding amount for the remaining authorized position is reduced to half of the applicable entry level wage. Savings generated from faculty early retirements are placed in a faculty salary pool for future reallocation.

Vacancy credits are net of any vacation pay. Vacancy credits and hire-down savings lapse at the end of fiscal years in order to replenish the institution's general fund reserves. However, with prior approval from the appropriate Vice President and the Director of Budgets & Management Information, vacancy credits and hire-down savings can be utilized in the fiscal year earned as described below. The unit administrator must submit a written request for the use of vacancy credits or hire-down savings through the appropriate Vice President to the Budget Office. If approved, the fund source should be noted in the comment sections of both the required budget transfer and the PAR, as follows:

"Vacancy credits accumulated as a result of John Doe's resignation, roster position #9999, are needed to hire Jane Smith as a temporary employee to perform the position's assigned duties."

A. Temporary Employees
Unit administrators may request to use accumulated vacancy credits to hire a temporary employee to assume the duties of a vacant position. A budget transfer from object code 50101 (Salaries and Wages) to object code 50106
(Temporary Wages) must be processed before the Budget Office will approve a PAR.

B. Temporary Employment of Students
Pursuant to the guidelines established by the Office of Student Financial Aid, undergraduate workstudy students may be temporarily employed to assume the duties of a vacant position using accumulated vacancy credits. A budget transfer from object code 50101 (Salaries and Wages) to object code 50107 (Student Wages) is required.

Pursuant to the guidelines established by the Office of Graduate Programs, graduate students may also be temporarily employed using accumulated vacancy credits to assume the duties of a vacant position. A budget transfer from object code 50101 (Salaries and Wages) to object code 50103 (Graduate Assistant Wages) is required.

C. Non-Exempt (Hourly) Employees - Overtime Payments
A non-exempt employee may perform additional duties as a result of a vacant position and receive overtime compensation. With prior approval by the appropriate Vice President and the Director of Budgets and Management Information, the overtime compensation may be funded with accumulated vacancy credits. A budget transfer from object code 50101 (Salaries and Wages) to object code 50108 (Other Wages) is required. A PAR is not needed for overtime compensation when the additional work will be performed for the employee's regular department. A PAR is necessary when the additional duties will be performed for another unit.

D. Exempt (Salaried) Employees - Supplemental Pay
An exempt employee may perform additional duties as a result of a vacant position and receive supplementary compensation. With prior approval by the appropriate Vice President and the Director of Budgets and Management Information, the supplementary compensation may be funded from accumulated vacancy credits. A budget transfer from object code 50101 (Salaries and Wages) to object code 50108 (Other Wages) must be processed before a PAR will be approved by the Budget Office.
E. Funding New Hire Salary Exceptions
If a unit wishes to hire an individual at a salary greater than the amount currently budgeted, the unit must provide a non-recurring fund source for the additional salary and benefits for the remainder of the fiscal year. Since units are only responsible for providing the excess salary funds for the first year of employment, new hire salary exceptions result in a first priority on the University's subsequent fiscal budget. Units may use accumulated vacancy credits or hire down savings as the non-recurring fund source for new hire salary exceptions.

The unit must notify the Budget Office of the non-recurring fund source prior to requesting a new hire salary exception from the Office of Human Resources. The Office of Human Resources must recommend and the President must approve any new hire salary exceptions for a staff position prior to a unit offering a position to a candidate.

Budgeted Faculty Funds

The Executive Vice President for Academic Affairs has expanded flexibility with budgeted funds for faculty positions. He or she may move budgeted funds from any vacant faculty position or faculty salary allotment account to fund another position on either a temporary or permanent basis. The budgeted faculty funds, however, may only be used for personnel expenditures.

Annual Salary and Wage Increases

The University generally divides the annual budgeted funds for salary and wage increases into three pools: 1) across-the-board, 2) longevity or merit, and 3) other considerations. Eligible faculty and staff may receive salary increases from each pool.

The across-the-board and merit pools for faculty are distributed based on the Performance-Based Salary Increase Procedures (PBSI). The across-the-board pool for staff is distributed to all eligible employees based on a percentage of each employee's base salary or wage. The merit pool for staff is distributed to all eligible exempt staff based upon performance. The longevity pool for staff is distributed to all eligible non-exempt staff based upon length-of-service with the University.
The "other considerations" salary and wage increase pool may be used to address several personnel issues including, but not limited to, faculty and staff promotions, rank confirmations, educational increases, and salary and wage inequities for classified staff. Salary and wage inequities are generally the result of periodic increases to the entry level salaries and wages for classified staff positions. The funds allotted for addressing salary and wage inequities are distributed to all eligible classified staff based upon length of service in their current position.

The budgeted amounts for vacant faculty positions are generally increased each year by the percentage increase of both the across-the-board and merit pools. The budgeted amounts for vacant classified staff positions are based on the entry-level salaries and wages of the University's compensation plan.

Other Fund Sources for Temporary Employees

Personnel needs vary by function. Employment of an individual for a short, specific period of time may be needed due to unanticipated workloads or special projects that require work not normally assigned to a permanent employee. If no provision has been made in the opening budget, funds may be transferred from a department's discretionary operating accounts to hire a temporary employee. A budget transfer which covers the total cost of the fixed-term appointment (including fringe benefits) must be processed before the Budget Office will approve a PAR.

Requests for New Positions

The annual budget development process is the normal channel for a department to request funds for additional personnel positions. However, it may be necessary for a department to add a position during a fiscal year because of program changes, increased student demand, or an expanded or new service. Generally, the unit or its division must provide a recurring fund source for any new positions. The President's approval is required to create any new authorized positions.
Funding of Personnel Reclassifications - Staff

Staff positions may be reclassified as a result of changing duties and/or increased responsibilities. Reclassifications must follow the policies prescribed by the Office of Human Resources. Requests for reclassifications submitted to the Office of Human Resources by January 1 will be effective July 1, if approved. The approved reclassifications will be funded from the staff salary increase pool. These costs will be a first priority on the staff salary increase pool, thus reducing the total funds available for staff.

Fringe Benefits

Employment of temporary personnel for more than six months will result in increased fringe benefit costs to the institution. Additionally, any employee who works any of 10 weeks during a calendar year may be eligible for unemployment compensation. Consequently, departments should restrict temporary employment to limited time frames in order to avoid the additional costs. A fringe benefit rate of 9 percent is applicable to most temporary employment contracts. Surpluses in fringe benefit accounts may not be used to supplement other personnel, operating, or capital budgets.
OTHER BUDGETARY ISSUES

Institutional Revenues

All significant revenues from unrestricted sources are included in the University's opening budget. Budgeted revenues are reviewed and revised as needed during the annual budget cycle. Unless specifically stated otherwise, revenues can not be designated for specific purposes.

Fee Schedule

The Board of Regents approves the University's annual Fee Schedule which details all charges to external constituents. Requests for changes in fees or the establishment of fees for new services are to be submitted to the Budget Office during the annual budget development process. An amendment to the approved Fee Schedule is necessary to change or establish fees during a fiscal year. Such an amendment must be approved by the Board of Regents.

Revenue centers generate income by charging user fees. The unit administrators responsible for revenue centers should monitor the relationship of actual revenues to actual expenditures on a regular basis. All revenue and expenditure accounts under a unit administrator's control can be reviewed through BUDVIEW. Requests for revisions to budgeted revenues and related expenditures should be initiated by the responsible unit administrator and forwarded through the appropriate Vice President to the Budget Office. If actual revenues exceed the budgeted amount, unit administrators may request that the Budget Office increase the budgeted revenue amount and any directly-related expenditures account(s). Access to BUDVIEW may be requested from the Office of Accounting and Budgetary Control (extension 2019).

Maintenance Reserve Accounts

Departments have traditionally allocated a portion of their discretionary funds for service contracts. As service contracts are not always a wise investment, departments may choose to assume some risk and establish a maintenance reserve account in lieu of purchasing service contracts.

The funds normally allocated for service contracts can be placed in a departmental reserve account to fund needed equipment repairs. Any funds remaining in this account near the end of the fiscal year may be utilized by the department to purchase replacement parts or equipment.
In the event that repair costs for any given year exceed the budgeted reserve funds, additional funds will be advanced from institutional reserves to cover the excess costs. However, such advances will be charged against the reserve account in the subsequent fiscal year. If frequent deficit balances occur, however, the department may be required to suspend the use of a maintenance reserve account and re-establish service contracts.

Sometimes budget allotments for service contracts are increased during the development of the annual budget in order to cover inflationary increases. Due to their similarities, the budget allotments for maintenance reserve accounts will be increased by the same percentage.

**Microcomputer Replacement Program**

In fiscal year 1993/94, a microcomputer replacement program was implemented to replace approximately 1,000 existing MS-DOS and Macintosh microcomputers in use in classrooms, labs and offices over a five-year period. Each year the program’s budget is increased by approximately $100,000 for the acquisition of 200 replacement microcomputers. When the program is fully funded in the fifth year (19997/98), the University will be able to continually replace and update these machines on a scheduled basis. Replaced technology will be sold as surplus equipment.

In addition to replacing existing microcomputers, the program also provides departments the ability to acquire additional microcomputer workstations with a continual five-year replacement schedule. Each fiscal year, departments may choose to permanently allocate funds (approximately $500) for an additional microcomputer workstation. This permanent, recurring fund allocation places a new microcomputer within the department that is serviced at no cost and replaced every five years with new equipment. All replacement and initial placement acquisitions are made in bulk at the beginning of each fiscal year.
Requests for Contingency Funds

A limited pool of funds is normally budgeted each year for emergencies and unanticipated expenditures. Requests for the use of the President’s contingency funds must be submitted through the appropriate Vice President to the President.

Requests for Carry-Forward of Funds

In order to provide for adequate reserves, unexpended funds lapse to the general fund at the end of each fiscal year (unrestricted accounts only). General exceptions to this policy follow:

A. Prior Year Encumbrances

The Office of Accounting and Budgetary Control establishes the annual fiscal year end closing procedures. Charges for goods or services must be allocated to the fiscal year in which the goods are received or in which the services are rendered. Situations occasionally occur when merchandise ordered in one fiscal year is not received until after the start of the next fiscal year. In these cases, the department’s new fiscal year budget is charged with the expenditure.

If adequate funds are not available in the new fiscal year and the purchase requisition was submitted in accordance with the fiscal year end closing procedures, unit administrators may request that encumbered funds from the prior year be carried forward. This written request must be directed to the Budget Office and should include the purchase order number and a brief explanation of why the merchandise was not received or the service was not rendered in the prior year and why the department’s current budget cannot accommodate the charges. Only requests for encumbered purchase orders which exceed $50 will be considered. If the request is approved, the Budget Office will process the budget transfers to carry forward the funds.

B. Revenue Centers and Research Projects

Activities of revenue centers and research projects may span fiscal years and, thus, may require carry forwards of unexpended funds. In such cases, unit administrators should submit written requests for a carry forward of funds to the Budget Office. The memorandum should set forth the reason for the carry forward and an estimated time frame for incurring the related expenditures. If approved, the Budget Office will process the budget transfers to carry forward the funds.
C. **Departmental Access Cards and Copy Cards**

Unexpended funds on departmental access cards and copy cards do not lapse at the end of fiscal years. Each department may maintain up to $500 on their departmental access card account. Even though there are no limits on the amount of funds that may be placed on a copy card, departments should not place large amounts on these cards due to their susceptibility to being lost or stolen. The unused funds on a copy card will not be recovered if the card is lost or stolen. If a departmental access card is lost or stolen, the Office of Access Card Services can place a “block” on the card to prevent any further unauthorized use of funds.

**Funds for the Americans With Disabilities Act (ADA)**

The Americans with Disabilities Act requires employers to provide reasonable accommodation to eligible employees so they will be able to perform the jobs assigned to them and to be able to receive services equal to their peers. Unit administrators who hire an eligible employee may request funding from the Coordinator of the ADA Program to modify and/or add existing work place in order to accommodate the employee. A limited pool of funds is generally budgeted for expenses related to the ADA program. Please contact the Office of Risk Management at extension 2077 for more information.
APPENDIX I

CALENDAR FOR THE DEVELOPMENT OF THE ANNUAL OPERATING BUDGET AND PERSONNEL ROSTER

Target Completion Dates:

- April 1 - Preliminary budget meeting with the Administration and Fiscal Affairs Committee of the Board of Regents.

- May 1 - Personnel Roster and Operating Budget mailed to the Board of Regents.

Week of:

December 1

Budget Office submits requests for estimates of changes in fixed costs to the Vice Presidents and appropriate Directors.

Budget Office submits a request for Fall enrollment projections to the Executive Vice President for Academic Affairs.

Budget Office submits a request for Fall housing occupancy projections to the Vice President for Student Life.

January 8

Budget Office submits the following requests to the Vice Presidents: 1) revenue estimates, 2) changes to the Fee Schedule and expenditure bases, and 3) any additional resources needed.

Preliminary meeting of the Budget Office, Office of Human Resources, Payroll Office, and User Services to develop and/or modify system programs for calculating and implementing new year salary increases.

Vice Presidents and select Directors submit enrollment and housing occupancy projections and estimates of changes in fixed costs to the Budget Office.

Preliminary meetings with the Fiscal Affairs Committees of the Faculty Senate and Staff Congress to discuss the salary and wage increase formula.
January 22  Preliminary meeting of the President, Vice Presidents, and the Director of Budgets and Management Information to discuss the operating budget. Periodic budget development meetings will be held throughout the remainder of this calendar, as needed.

January 31  Departments report staff appraisal scores to the Office of Human Resources.

February 5  Vice Presidents submit revenue estimates, changes to the fee schedule and expenditure bases, and requests for additional resources to the Budget Office.

February 15  Office of Human Resources submits preliminary grouping of exempt staff eligible for merit pay to Vice Presidents.

February 20  Vice Presidents submit any changes to the exempt staff groupings to the Office of Human Resources.

NOTE: The remainder of this calendar is dependent on the enactment of the Commonwealth's biennial budget.

February 20  President determines new year salary increase pools (across-the-board, merit/longevity, and other).

February 25  Office of Human Resources submits staff's merit/longevity salary increases to the Budget Office.

Executive Vice President of Academic Affairs submits faculty salary adjustments (promotions, rank conformations, and other adjustments) to the Budget Office.

Informational meetings with the Fiscal Affairs Committees of the Faculty Senate and Staff Congress.

March 8  Preliminary operating budget (exclusive of salaries) issued to the President and Vice Presidents.
March 22  Executive Vice President of Academic Affairs submits faculty across-the-board and merit increases to the Budget Office.

President and Vice Presidents submit any requests for changes to the preliminary operating budget.

March 29  Revised operating budget (exclusive of salaries) issued to the President and Vice Presidents.

April 1  Office of Human Resource and the Budget Office verify the NEW.YR.SALARY file and roll the information to the SALARY.INFO.FILE.

Preliminary operating budget presented to the Administration and Fiscal Affairs Committee of the Board of Regents.

April 4  Preliminary personnel roster submitted to President and Vice Presidents.

April 9  President and Vice Presidents submit any changes to the preliminary personnel roster.

April 12 Revised personnel roster submitted to the President and Vice Presidents.

April 15  Final personnel roster and operating budget submitted to Printing and Publications.

May 1  Operating budget and personnel roster mailed to Board of Regents members.
I. Purpose: To formalize the Staff Education Bonus Program that encourages University staff members to continue their educational development by awarding one-time bonuses to those individuals who attain new, higher levels of education.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- X Other, specify Memo, Office of the President, MSU, May 31, 1990

III. Scope (Who is covered by this UAR?):

All regular, full-time University staff employees.

Attach a description of the UAR.

Approved by: 

[Signature] 

Ronald G. Eaglin  

Date: 11-16-92
MOREHEAD STATE UNIVERSITY
ADMINISTRATIVE REGULATION

Staff Education Bonus Program

RESPONSIBILITIES: The Office of Personnel Services shall be responsible for administering the program.

All supervisors of all regular, full-time University staff employees shall be responsible to monitor the educational progress and identify individuals who qualify for education bonuses.

PURPOSE: The purpose of this regulation is to formally establish the guidelines and procedures for awarding education bonuses to University staff employees who qualify.

BACKGROUND: The Staff Education Bonus Program was proposed by the Staff Congress in January 1990. The President approved the program with some modification on May 31, 1990. The Office of Personnel Services provided implementing instructions in a memorandum to all Vice Presidents on July 25, 1990.

As initially implemented, the Staff Education Bonus Program provided "a one-time bonus for staff who received a new, higher level degree since July 1, 1987 and for staff who received their GED since February 24, 1989."

GUIDELINES/ PROCEDURES: To be eligible, an individual must be a regular, full-time University staff employee at the time he or she successfully completes the next higher level of educational achievement.

The net bonus amounts applying to achievement of education levels are:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GED</td>
<td>$200</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>300</td>
</tr>
<tr>
<td>Bachelor's Degree</td>
<td>400</td>
</tr>
<tr>
<td>Master's Degree</td>
<td>500</td>
</tr>
<tr>
<td>Specialist Degree</td>
<td>600</td>
</tr>
<tr>
<td>Doctorate Degree</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Supervisors of staff employees who become eligible for an education bonus must submit a Personnel Action Request with a copy of the diploma, degree, or transcript attached.
FROM: Porter Dailey, Vice President Administration & Fiscal Services

DATE: November 18, 1992

RE: UAR - Staff Education Bonus Program

This memo is to point out that the enclosed UAR - Staff Education Bonus Program only formalizes an existing policy and does not change that policy in any manner.
I. **Purpose:** To establish a fair and efficient second level of self insurance, which shall define the procedures and personal liabilities, which faculty and/or staff will be expected to compensate, when personal negligence is a factor resulting in a financial loss to the University.

II. **Procedural Reference for:**

   - **KRS, specify**
   - **CHE policy, specify**
   - **BOR policy, specify**
   - **UAR, specify**
   - **Other, specify** University self-insurance program

III. **Scope (Who is covered by this UAR?):**

   All faculty and staff

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Attach a description of the UAR.

Approved by:

[Signature]

Ronald G. Eaglin, President

Date: 6-14-93
Morehead State University
Administrative Regulation

Title: Employee Share of Institutional Loss/Deductible

Responsibility: The Office of Risk Management shall be responsible for the overall management coordination of the required elements of the program.

Each individual employee who handles cash receipts shall be responsible for compliance with the procedures outlined in PG-46, Policy for Cash Receipts. Failure to properly adhere to such procedures shall constitute "negligence" and if so determined will result in the required reimbursement described herein.

The Office of the Internal Auditor shall be responsible for determining compliance/non-compliance in relation to the specifics presented during the investigation of the loss.

The Office of Public Safety will be responsible for investigating all reported losses.

Purpose: To outline a defined protocol to identify the risk and/or liability for which MSU faculty and staff will be personally liable, as a result of a financial loss of University funds resulting from their individual negligence.

To establish a second layer of institutional self insurance.

Applicability: All faculty and staff who handle University funds.

Process: The Office of Risk Management, upon receipt of notice of the loss of funds, shall verify the dollar value of the loss and confirm that the missing funds were property of MSU.

Upon completion of the initial investigation of the MSU Office of Public Safety, losses in excess of the established deductible will be reported to the State Department of Insurance, for recovery as per the terms of the coverage maintained under the appropriate policy(ies).
A copy of the Public Safety investigation shall be forwarded to the Internal Auditor, who shall review the materials to determine if all applicable University fiscal policies and/or procedures were in full compliance. If this review reveals the responsible party was not in compliance with such procedures that individual shall be found "negligent."

Individuals found to be "negligent", as identified above, shall be personally liable for the amount lost, up to the full amount of the deductible.

Payment of the required amount shall be due upon receipt of the insurance company check for settlement of insured loss, or upon verification of loss on funds below the established deductibles. Both the employee portion of the deductible and the amount paid from the insurance coverage shall be deposited in the University account suffering the claimed loss.

Losses resulting from criminal action of the employee shall be exempt from this procedure.
I. Purpose: To insure all University telecommunications resources are properly utilized and maintained to effectively address the service mission of Morehead State University.

II. Procedural Reference for:

- KRS, specify ________________________________
- CHE policy, specify ________________________________
- BOR policy, specify ________________________________
- UAR, specify ________________________________
- Other, specify ________________________________

III. Scope (Who is covered by this UAR?):

This regulation applies to all Morehead State University full-time and part-time faculty, staff, and students. The following statements will function Morehead State University's official guidelines for connection to and use of devices that are associated with the University's Telecommunications Network.

Attach a description of the UAR.

Approved by:

[Signature]
Ronald G. Eaglin, President

[Signature] 6-14-93
Date
Title: TELECOMMUNICATIONS RESOURCE USAGE

Responsibility: The Office of Information Technology shall be responsible for the administration and expansion of all voice, data, and video networks owned or leased by the University.

Purpose: To insure all University telecommunications resources are properly utilized and maintained to effectively address the service mission of Morehead State University.

Applicability: This regulation applies to all Morehead State University full-time and part-time faculty, staff, and students. The following statements will function as Morehead State University’s official guidelines for connection to and use of devices that are associated with the University’s Telecommunications Network.

Definitions

For purposes of this document, the following definitions apply:

device Any form of electronic or electromechanical equipment connected to the University’s telecommunications network. This includes, but is not limited to, telephones, cellular telephones, facsimile machines, televisions, video cassette recorders (VCR’s), multi-user computer systems, microcomputers, terminals, printers, and modems.

message Any form of communication which originates and/or terminates at a device as defined above, or which is dependant in any fashion on the University’s telecommunications network for it’s delivery.

network All University owned or leased software, transmission facilities, and communications cabling with a primary purpose of the delivery of messages as defined above.
Usage Guidelines

1. All telecommunications devices are intended to be used for the day-to-day operations and services of the University. Any personal use of these devices should be kept to an absolute minimum. Supervisors are responsible for monitoring the extent of personal usage and taking appropriate actions when necessary. Student use of networked resources must be in accordance with established student policies and procedures as defined in the "Eagle" student handbook¹ and guidelines set forth by the Office of Academic Computing and by other University policies and procedures.

2. All use of telecommunications devices must be in accordance with local, state, and federal laws and regulations.

3. Annoying, harassing, threatening, and obscene messages are strictly forbidden and punishable under state law. If such messages are received, appropriate steps should be taken to stop the transmission of the message from continuing (e.g., hang up the phone, log off your computer terminal, etc.). If these messages persist, contact the Office of Information Technology. Threatening or obscene messages should be immediately reported to the Office of Public Safety.

4. Any use of telecommunications devices for personal financial gain is prohibited and may be subject to prosecution². This includes, but is not limited to, transmitting or receiving messages offering to buy or sell goods or services or using a device in the development of goods or services intended for resale. This does not include limited use, in accordance with Section 1 above, when the primary intent is not to make a profit (e.g., responding to an advertisement of a used vehicle for sale).

5. Long distance and wide area transport services (WATS) are provided for use in the daily operation of the University. Personal long distance calls should not be made except in the case of a personal emergency. Any person making a personal long distance call is required to reimburse the University for the cost of the call. University personnel should not use the WATS service to receive calls of a personal nature. In the event that a personal WATS call is received at the University switchboard, the call will not be forwarded, and the recipient’s supervisor will be notified.

¹ The Student Conduct Code is detailed in the Eagle, the official Morehead State University student handbook developed by the Division of Student Life.

² Several statutes and regulations may be applied to this situation. These include Kentucky Revised Statutes 514.060, 514.065, and 514.070 wherein such actions may be considered a Class D felony.
6. Facsimile (FAX) services are provided for the daily operation of the University. Offices wishing to transmit a FAX message should deliver to the University switchboard the printed materials, along with destination information and the receiving FAX telephone number. Recipients of FAX messages will be notified by telephone. Unless other arrangements are made, FAX messages which are not picked up within 24 hours will be placed in the University's campus mail system. Undeliverable FAX messages will be destroyed after 14 calendar days. Personal FAX messages may be transmitted provided the sender provides a valid telephone calling card number to which the long distance charges will be billed. Personnel should not direct outside agencies to send personal FAX messages to University owned or operated equipment.

7. Personnel desiring to connect a device to or relocate an existing device on the University's network must provide to the Office of Information Technology written notification approved by the immediate supervisor. Written notification should include the following information: 1) the building and room where the device will be located, 2) the make and model of the equipment (e.g., Hewlett Packard LaserJet III), and 3) the type of connection that is desired (i.e., telephone for faculty use, PC connection to campus data network, etc.). If a device is being relocated (even within the same office) whereby the connection to the University network is changed (i.e., must plug into a different communications wall outlet), written communications with appropriate supervisor approval must also be provided to the Office of Information Technology at least 2 work weeks in advance of the move. Each employee has the responsibility to further communicate to the Office of Fiscal Services the details of University equipment (re)locations.

8. All equipment purchased with the intent of connecting said equipment to the University's network shall be reviewed according to the University Administrative Regulation (UAR) for Technology Acquisitions and Management. Where appropriate, proof of conformance with the UAR for Technology Acquisitions and Management will be required before approval of connection to the network is granted.

9. Any connected device that, through its normal operation or because of malfunction, causes degradation in network performance that affects other users of the network will be subject to disconnection from the network. The suspect device must be replaced or repaired to the satisfaction of the Office of Information Technology before the connection will be re-established.

10. The Office of Physical Plant shall notify the Office of Information Technology at least 2 work weeks in advance of any facility renovations. This requirement applies regardless of whether network access or modifications are required at the time renovations are complete.
11. All plans for new construction and major renovations shall conform to the University's Standards for Telecommunications Cabling. The Office of Information Technology shall be notified by the Office of Physical Plant of the availability of plans for review no later than the 'Phase B' submittal.

12. All moves, additions, and changes to the network shall be performed in accordance with the UAR related to Technology Acquisitions and Management and the University's Standards for Telecommunications Cabling. All such activities will require the approval of the appropriate supervisor of the requesting department or unit.

13. The University is not responsible for support, loss, or damage to any personal telecommunication equipment that may be utilized by faculty, staff, or students to access the campus telecommunication network.

14. The use of personal equipment to access the University telecommunication network must be authorized by the Office of Information Technology. Individuals may be held responsible for damages of University resources resulting from an unauthorized use of personal equipment.
Title: Accident Reporting Procedures

Initial Adoption: June 14, 1993

I. Purpose: To provide a defined systematic procedure for the identification and documentation of accidents which occur on Morehead State University property. To utilize the documentation to identify and mitigate any physical conditions that represent continuing risk to the academic, occupational or social activities of the University community.

II. Procedural Reference for:

- KRS, specify ________________________________
- CHE policy, specify __________________________
- BOR policy, specify __________________________
- UAR, specify ________________________________
- Other, specify ________________________________

III. Scope (Who is covered by this UAR?):

All MSU faculty and staff.

Attach a description of the UAR.

Approved by:

[Signature]
Ronald G. Eaglin, President

[Signature]
Date
Accident Reporting Procedures

The Office of Risk Management shall be responsible for defining and managing the accident reporting and documentation process, in addition to administrative oversight of the corrective actions necessary to maintain a safe campus environment.

To provide a defined systematic procedure for the identification and documentation of accidents which occur on Morehead State University property. To utilize the documentation to identify and mitigate any physical conditions that represent continuing risk to the academic, occupational or social activities of the University community.

This regulation applies to all Morehead State University faculty and staff who supervise any academic, occupational, continuing education or social/recreational activity or who respond during emergency assistance.

It shall be the responsibility of the faculty or staff member supervising any activity on Morehead State University property to complete the MSU Accident Report on any accident which results in personal injury. When an accident occurs apart from a supervised activity, the responding Public Safety Officer shall complete the report. The completed form shall be forwarded, within three (3) working days to the Office of Risk Management.

The Office of Risk Management shall develop and implement a comprehensive management procedure to assure appropriate documentation and follow-up in response to both physical conditions or operational procedures that may represent a continuing risk to the academic, occupational, continuing education or social/recreational activities conducted within the University Community.
MSU Occupational Safety and Health staff shall work cooperatively with the Office of Personnel Services and University departments experiencing occupational workforce related injuries. A review of procedures, equipment and the work environment will be conducted to assure the return of a risk free working environment. Employees experiencing work related injuries shall be counseled and review appropriate safety procedures relative to the activity which resulted in their injury.
I. Purpose: To ensure all University administrative data resources are properly utilized and maintained to effectively address the service mission of Morehead State University.

II. Procedural Reference for:

- KRS, specify ____________________________
- CHE policy, specify ______________________
- BOR policy, specify ______________________
- UAR, specify ____________________________
- Other, specify ____________________________

III. Scope (Who is covered by this UAR?):

This regulation applies to all Morehead State University full-time and part-time faculty, staff, and student workers that access administrative data. The following statements will function as the official guidelines of Morehead State University as it relates to the use and security of all administrative data.

Attach a description of the UAR.

Approved by:

Ronald G. Eaglin, President

Date: 6-14-93
Morehead State University
Administrative Regulation

Title: ADMINISTRATIVE DATA RESPONSIBILITY

Responsibility: The Office of Information Technology shall have the responsibility for the development of the regulations and procedures by which the University faculty, staff, and students will operate to ensure the quality and security of all University administrative data located on mainframe computers, Local Area Networks, microcomputers or other electronic storage devices.

Purpose: The University maintains data which are essential to performing business. These data are to be viewed as valued resources over which the University has both rights and obligations to manage, secure, protect, and control. This policy addresses data issues such as the rights and responsibilities of authorized persons in the handling of, as well as, the security and protection of University data accessible by employees in their official University capacities.

Objective: To identify proper procedures and regulations for handling and securing University administrative data. While these data may reside in different data base management systems and on different machines, these data in aggregate may be thought of as forming a logical data base, which will be herein called the Administrative University Data Base (AUDB). This terminology is not intended to imply that these data now or in the future should reside in a single physical data base. Rather, it is a recognition that regardless of where these data reside, there are some general principles of data management that should be applied in order to maintain the value and guarantee effective use of information resources.

Applicability: This regulation applies to all Morehead State University full-time and part-time faculty, staff, and student workers that access administrative data. The following statements will function as the official guidelines of Morehead State University as it relates to the use and security of all administrative data.

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1 Any data utilized for the administration of Morehead State University. This includes student-, financial-, alumni-, employee-, library-, policy-, and budget-related data.
University data is maintained on a variety of computer data bases. The following table outlines some of the current major systems/networks. The Office of Information Technology maintains a current, complete listing of all systems.

<table>
<thead>
<tr>
<th>DATA BASE</th>
<th>SYSTEM</th>
<th>DESCRIPTION OF APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIMS Data Base</td>
<td>Hewlett-Packard G50</td>
<td>AIMS data base located on the Hewlett-Packard G50 computer provides integrated automation to University administrative offices.</td>
</tr>
<tr>
<td>Library LS/2000</td>
<td>Data General</td>
<td>The library system houses the card catalog system for the resources available in the Camden-Carroll library. Also maintained in this system is patron information.</td>
</tr>
<tr>
<td>Howell-McDowell LAN</td>
<td>Microcomputer</td>
<td>This system is used for office automation and correspondence sharing between the offices of the president, vice-presidents and other key administrative offices located in the Howell-McDowell administration building.</td>
</tr>
<tr>
<td></td>
<td>Local Area Network</td>
<td></td>
</tr>
<tr>
<td>Phone System Data</td>
<td>Bell Atlanticom Phone</td>
<td>Contains university telephone data and call tracking information.</td>
</tr>
<tr>
<td></td>
<td>Switch</td>
<td></td>
</tr>
<tr>
<td>Departmental</td>
<td>Stand-alone Micros and</td>
<td>Various administrative data maintained on microcomputer equipment.</td>
</tr>
<tr>
<td></td>
<td>LANS</td>
<td></td>
</tr>
</tbody>
</table>
In order to control access and update capabilities, an individual residing in the user area responsible for the specific application is designated the data custodian. This individual performs in a supervisory or managerial capacity and is responsible for the data residing in the designated application. The responsibilities of the data custodian are to:

- Ensure proper operating controls over the application in order to maintain a secure processing environment;
- Ensure accuracy and quality of data residing in application;
- Approve all requests for access to and update capability for the specific application;
- Ensure system issues impacting the quality of data within the system are properly reported and adequately resolved.
- Ensure data elements maintained are consistent with official university reporting requirements.
- Respond to requests for ad-hoc (QUERY) reports for data residing in the application.

2 The employee/department responsible for managing a segment(s) of the UADB, e.g., Registrar is the data custodian for student data records.
The table below outlines some of the various applications residing in the AIMS data base and the respective data custodian for each. A current, complete listing of all applications on the AIMS data base may be obtained from the Office of Information Technology. Questions concerning data custodians should be directed to the Office of User Services.

<table>
<thead>
<tr>
<th>APPLICATION</th>
<th>SYSTEM</th>
<th>DATA CUSTODIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Records</td>
<td>AIMS</td>
<td>Director of Alumni Relations</td>
</tr>
<tr>
<td>Applicant/Prospect Records</td>
<td>AIMS</td>
<td>Director of Admissions</td>
</tr>
<tr>
<td>(Undergrad)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant/Prospect Records</td>
<td>AIMS</td>
<td>Dean, Graduate Programs</td>
</tr>
<tr>
<td>(Graduate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budgetary Records</td>
<td>AIMS</td>
<td>Director of Budgets</td>
</tr>
<tr>
<td>Faculty Records (SACS Database)</td>
<td>AIMS</td>
<td>Dean, Undergraduate Programs</td>
</tr>
<tr>
<td>Financial Records</td>
<td>AIMS</td>
<td>Controller</td>
</tr>
<tr>
<td>Grant Information</td>
<td>AIMS</td>
<td>Director of Research, Grants and Contracts</td>
</tr>
<tr>
<td>Housing Records</td>
<td>AIMS</td>
<td>Director of Housing</td>
</tr>
<tr>
<td>Library Records</td>
<td>AIMS</td>
<td>Director of Libraries</td>
</tr>
<tr>
<td>LS/2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll (Faculty/Staff)</td>
<td>AIMS</td>
<td>Payroll Officer</td>
</tr>
<tr>
<td>Personnel/Job Applicant Records</td>
<td>AIMS</td>
<td>Director of Personnel</td>
</tr>
<tr>
<td>Purchasing/Vendor Records</td>
<td>AIMS</td>
<td>Purchasing Officer</td>
</tr>
<tr>
<td>Student Records</td>
<td>AIMS</td>
<td>Registrar</td>
</tr>
<tr>
<td>Student Financial Aid Records</td>
<td>AIMS</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Student Payroll Records</td>
<td>AIMS</td>
<td>Payroll Officer</td>
</tr>
<tr>
<td>Telephone Records</td>
<td>Phone Switch</td>
<td>Manager, Network Services</td>
</tr>
<tr>
<td>Traffic/Security Information</td>
<td>AIMS</td>
<td>Director of Public Safety</td>
</tr>
</tbody>
</table>
**PASSWORDS**

Passwords are a critical component to the computer system's security. To properly control passwords and maintain their integrity, the guidelines below should be followed by every *data user*³:

- Users must never give out their personal password to anyone; sharing of passwords is a violation of this policy. Granting of a password to a user extends responsibility to that user to maintain confidentiality of restricted data without exception.

- Passwords will be expired upon notification of an employee's termination or employment transfer.

**REQUEST FOR ACCESS**

Access capabilities for an individual employee or authorized user must be approved by the appropriate data custodian assigned to the data application. (See OWNERSHIP OF ADMINISTRATIVE DATA). Requests for access to information for multiple divisions or university-wide must be authorized by an appropriate Vice President.

**DATA ACCURACY**

The accuracy of each data element within the AUDB must be maintained at all times. The following guidelines should be followed to ensure data accuracy:

- Applications that capture and update data should incorporate edit and validation checks where possible to assure the accuracy of data.

- Each data user has the responsibility of questioning any data elements that do not agree with hardcopy or other validating documents. The data user must provide as much detailed information of the suspected problem to the data custodian and assist with correction as soon as possible.

- The data custodian is responsible for responding to

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³ Individuals who are authorized access to university administrative data required to perform their assigned duties.
data element questions and working the Office of Information Technology if necessary to correct any inconsistencies.

Upon notification of erroneous data, corrective measures should be taken by the Office and Information Technology and the data custodian to:

- Correct the cause of the erroneous data
- Correct the data base elements involved
- Notify users who may have accessed erroneous data

NOTE: Problems with data on the LS/2000 library system should be reported to and handled by the Camden Carroll Library Staff.

Just as caution must be exercised in granting access capabilities to administrative data, such caution must also be extended to the distribution of administrative information. Each user must follow the guidelines below when distributing information:

- Ensure that the information distributed is in compliance with any regulatory requirements (e.g. Buckley amendment) or university policy.
- Ensure that distribution methods (paper, diskette, or electronic transfer) is appropriate and provides adequate security over the information contained on the particular media.
- Maintain confidentiality of restricted data.
- Authorization for releasing data should always be received from the data custodian.
If any user becomes aware of possible breaches in administrative data/computer security, that user is responsible for reporting the occurrence(s) to the Office of Information Technology, the data custodian, or any member of the *University Computing Services Committee*\(^4\). Such reports will be held in strict confidence and promptly investigated. University employees may be held accountable under personnel policy PG-42 for misuse of computer data or resources.

\(^4\) Committee appointed by the President that recommends computing policies to the Vice-Presidents of Administration and Fiscal Services and Academic Affairs. The committee is made up of faculty, staff and student representatives.
I. Purpose: To establish a responsible standard protocol for the identification and authorization of student operators of University and/or Commonwealth of Kentucky vehicles.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- X UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

All faculty, staff and students

Attach a description of the UAR.

Approved by:

Ronald G. Eaglin, President

Date 9/16-93
UAR Distribution List

The following shall receive a copy of the UAR # 311.01

Titled MSU STUDENT MOTOR VEHICLE OPERATING PROGRAM

Date: __________________

X Executive Vice President for Academic Affairs and Dean of Faculty
X Vice President for Administration and Fiscal Services
X Vice President for Student Life and Dean of Students
X Vice President for University Advancement
X Academic Deans
X Faculty Senate
X Staff Congress
X Student Government Association

Others:*

____________________________________
____________________________________
____________________________________
____________________________________
____________________________________

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
Title: MSU Student Motor Vehicle Operating Program

Responsibility: The Office of Physical Plant shall be responsible for the overall management/coordination of the program.

Purpose: To establish a responsible standard protocol for the identification and authorization of student operators of University and/or Commonwealth of Kentucky vehicles.

Applicability: All faculty, staff, and students.

Process: The Office of Physical Plant shall distribute to all University offices, who elect to request student driver authorizations, copies of the *Student Motor Vehicle Operator's Procedures* and *Student Motor Vehicle Operator Applications*.

Faculty/staff members who wish to utilize student vehicle operators shall provide each potential student operator a copy of the *Student Motor Vehicle Operator's Procedures* which must be read in the presence of the faculty/staff sponsor. Upon completion of the reading of the procedures the student applicant shall complete the *Student Motor Vehicle Operator Application*. The student will then present their motor vehicle operators license, which shall be verified as current by the faculty/staff sponsor, who will then make a photocopy and attach same to the student application. The application will then be reviewed for completeness and signed by the faculty/staff sponsor at which time it shall be forwarded to the Office of Physical Plant.

The Office of Physical Plant shall verify the completeness of the application, to include the necessary faculty/staff signature and a copy of the current student applicant's
motor vehicle operators license. When all materials are
verified as complete a **Student Motor Vehicle
Operator Authorization Card**, bearing the name of the
approved student will be forwarded to the faculty/staff
sponsor of that applicant.

The faculty/staff member shall issue the approved applicant
the **Student Motor Vehicle Operator Authorization Card**. Only students completing the above defined
procedures shall be eligible to operate University or
Commonwealth of Kentucky Motor Vehicles.
I. Purpose: To standardize and control the procedures of collecting cash for events on campus and off campus that require ticket (admission) sales.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- X BOR policy, specify PG - 46 (POLICY FOR CASH RECEIPTS)
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

All units, both on campus and off campus, that have the responsibility for events that require or necessitate the charging of an admission fee or require tickets in order to attend.

Attach a description of the UAR.

Approved by:

Ronald G. Eaglin

Date 9-22-93
UAR Distribution List

The following shall receive a copy of the UAR # 312.01

Titled PROCEDURES FOR COLLECTION AND CONTROL OF CASH RECEIPTS FOR CAMPUS EVENTS REQUIRING TICKET SALES

Date: 9/22/93

X Executive Vice President for Academic Affairs and Dean of Faculty
X Vice President for Administration and Fiscal Services
X Vice President for Student Life and Dean of Students
X Vice President for University Advancement

X Academic Deans
X Faculty Senate
X Staff Congress
X Student Government Association

Others:*

ALL EMPLOYEES MENTIONED IN THE SCOPE (PAGE 1)

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
POLICY FOR CASH RECEIPTS

The Office of Business Services (original wording of policy) (Office of Accounting & Budgetary Control) is solely responsible for the collection and control of all University related cash receipts. All cash receipts must be deposited through the Office of Business Services (original wording of policy) (Office of Accounting & Budgetary Control) into the proper University account.

The collection and control of cash receipts and all other financial affairs of Morehead State University shall be governed by the provisions of KRS 164A.555 through KRS 164A.630.

The Office of Business Services (original wording of policy) (Office of Accounting & Budgetary Control) will routinely delegate the authority and responsibility to collect cash receipts. Designated cash collection centers may be allocated an amount of cash from the Office of Business Services (original wording of policy) (Office of Accounting & Budgetary Control) to serve as a permanent change fund.

Kentucky Revised Statutes 164A.630(3) states that: "Any officer, agency, or employee of any institution who willfully fails or refuses to comply with any other provisions of KRS 164A.555 to KRS 164A.630 is subject to indictment in the appropriate circuit court and upon conviction shall be fined not less than fifty dollars ($50) nor more than one thousand dollars ($1,000) for each offense."

Any officer, agent or employee of Morehead State University who willfully fails or refuses to comply with the provision of the Cash Receipts and Operating Cash Fund Policy or the procedures for either of these policies, may be held personally liable for any loss or other misuse of funds.
PROCEDURES FOR COLLECTION AND CONTROL OF CASH RECEIPTS
FOR CAMPUS EVENTS REQUIRING TICKET SALES

Promulgated under Policy PG-46

1. All tickets for all events must be pre-numbered (or have seat assignments, if applicable) by the company or facility that prints the tickets. These tickets must also have at least one stub which will be retained by the selling unit to use as an "audit stub".

2. If the tickets are purchased from an outside agency, the agency must be able to provide and certify a listing of the tickets printed. This listing will denote reserved seating (section and row) and total tickets. It will also denote how many "general admission" tickets were printed.

3. If the tickets are printed on campus, they must be pre-numbered and stubbed. Printing Services must account for all tickets printed and certify to the purchasing unit that all tickets are as represented, denoting how many of each kind of ticket were printed. If the event is a multi-day event, that must be disclosed to the purchasing unit by the day and numbers of tickets also.

4. If the event is of the type that pre-printed tickets are not necessary or desirable, theater type tickets may be purchased from outside agencies or the University Bookstore or The Office of Accounting & Budgetary Control will supply a "ticket admission packet", for a nominal charge, that will enable the unit to account for tickets sold. This "packet" will contain the necessary variety of tickets that are requested and a reconciliation form.

5. All sales of tickets must be reconciled. The number of tickets sold, by type, multiplied by the price(s) will determine the amount of the total sales. The total numbers of tickets sold plus the number of "complementary" tickets plus the number of unused tickets must equal the total number of tickets available.

6. All "complementary" tickets must be so stamped, on the ticket itself and on the stub thereof. If there are other circumstances wherein the price of the ticket is discounted, the ticket and the stub must be so stamped. This provision will allow the unit to account for all the tickets available. This can be the case such as student discount, senior citizen discount, etc.

7. All records (non-sold tickets, retained stubs and reconciliations) must be retained by the selling unit for a period of not less than 3 years.
8. All cash receipts must be deposited through the Office of Accounting & Budgetary Control. In the case of Extended Campus Centers, receipts must be deposited according to procedures promulgated by the Office of Accounting & Budgetary Control with the local banking institution.

9. Deposits are to be made on a daily basis at the Cashiers' Window, Office of Accounting & Budgetary Control (or at the local banking institution in the case of Extended Campus Centers). A daily report of these deposits must be completed and maintained on file. The report must balance with the amount deposited with the Office of Accounting & Budgetary Control (or the local banking institution), and be dated and signed by an Office of Accounting & Budgetary Control Cashier, except for Extended Campus Centers, which will have the duplicate deposit ticket validated by the local banking institution.

10. Daily deposits are to be made in the following manner: (wording in parenthesis and italics pertain to Extended Campus Centers only):

   a. The account must be approved by the Office of Accounting & Budgetary Control and established in advance of any deposits.

   b. The Office of Accounting & Budgetary Control will provide an account number for all deposits.

   c. After the deposit amount is determined, that amount of cash and checks must be presented, along with a copy of the daily report (duplicate deposit tickets), to the Office of Accounting & Budgetary Control Cashier (Depository). The Cashier will complete a detailed receipt using the account number provided.

   d. The Cashier (Depository) will verify the amount of the deposit and process the receipts, providing a numbered cash receipt (returning the duplicate deposit ticket).

   e. The Cashier will also post the receipt number and amount to the daily report for verification.

   f. All checks presented for deposit must be endorsed to Morehead State University at the time of receipt and prior to being presented for deposit by the person responsible for the deposit.

11. Provision must be made to secure cash on hand until the daily deposit is made. These provisions must be approved by the Office of Accounting & Budgetary Control.
12. Locations that expect to receive large sums of money during times other than normal University working hours, must make arrangements with the Office of Accounting & Budgetary Control to make "night deposits" with Citizens' Bank (or in the case of the Extended Campus Centers, with the local, approved banking institution) or in the night deposit facility located in the Howell-McDowell Building. These cash receipts must then be deposited with the University Cashier (or in the case of the Extended Campus Centers, with the local, approved banking institution) on the next working day.

13. Any change in collection procedures must be approved in advance by the Office of Accounting & Budgetary Control.

14. All cash ticket sales points are subject to audit without notification by the Office of Accounting & Budgetary Control.
I. Purpose: To specify the terms, conditions, and procedures under which the University will acquire, maintain, and upgrade specific technological resources and, where applicable, to ensure compatibility, connectivity, and transportability of these resources as related to the University’s telecommunications infrastructure.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

This regulation applies to all Morehead State University full-time and part-time faculty and staff. The following statements will function as the official guidelines of Morehead State University as it relates to the acquisition and use of specified technology resources acquired using University funds.

Attach a description of the UAR.

Approved by:

Ronald G. Eaglin, President

Date 9/22/93
UAR Distribution List

The following shall receive a copy of the UAR # 313.01

Titled TECHNOLOGY ACQUISITIONS AND MANAGEMENT

Date: 9/22/93

X Executive Vice President for Academic Affairs and Dean of Faculty

X Vice President for Administration and Fiscal Services

X Vice President for Student Life and Dean of Students

X Vice President for University Advancement

X Academic Deans

X Faculty Senate

X Staff Congress

X Student Government Association

Others:*

X DIRECTOR, INFORMATION TECHNOLOGY

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
Title: TECHNOLOGY ACQUISITIONS AND MANAGEMENT

Purpose: To provide guidelines that ensures all University technology acquisitions are made as informed decisions concerning availability of service, support, compatibility, connectivity, and transportability as related to the University’s telecommunications infrastructure.

Responsibility: The Office of Information Technology shall have consulting responsibility for acquisition\(^1\), maintenance, and de-acquisition of specified technology resources\(^2\). The Office of Information Technology will be the facilitator for the development and maintenance of appropriate guidelines and procedures by which the University will acquire, maintain, and dispose of specific technology resources. Appropriate academic and administrative user groups will assist in the development and maintenance of comprehensive technology support standards.

Objective: To route all technology acquisitions through the Office of Information Technology to 1) ensure a pre-purchase consultation providing information on service/support levels that are available for the technology being purchased 2) achieve economies in financial expenditures and support services, and 3) facilitate effective inventory tracking of all University technology assets.

Applicability: This regulation applies to all Morehead State University full-time and part-time faculty and staff. The following statements will function as the Morehead State University guideline as it relates to the acquisition of specified technology resources acquired or supported with University funds.

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\(^1\) Acquisition may be accomplished via grants, donations, leases or purchases.

\(^2\) Technology resources refers to computing and non-computing technology including microcomputers, display terminals, printers, televisions, VCRs, mobile radios, telephones, and facsimiles.
Definitions:

For the purpose of this document, the following definitions apply:

- **technology types/categories:** While the types/categories of technology which are to be reviewed will change over time, this refers to such technology as software, microcomputers, display terminals, printers, and facsimiles. A current list of types/categories will be maintained on file in the offices of Purchasing and Information Technology and made available electronically to all University departments.

- **preferred brands and models:** Includes specific models or software revision levels of technology supported in one form or another by the Office of Information Technology. (e.g., HP Vectra QS/20 microcomputer, ADDS 20/20 display terminal, EPSON dot matrix printers, Panasonic televisions, and WordPerfect word-processing software). A complete list of preferred brands and models will be maintained on file in the office of Purchasing and Information Technology and made available electronically to all University departments.

- **support:** Includes the testing, installation, troubleshooting, service contract support, and/or training related to a particular technology. The extent of support will depend upon the technology and subject to University policy and contractual and/or warranty requirements. *Service Contract Support* specifically means providing alternatives for the repair and maintenance of technology equipment.

- **telecommunications network:** All equipment, software, transmission facilities, and communications cabling owned or leased by the University which has as their primary purpose the transmission of electronic messages/signals.

### GENERAL INFORMATION

1. The Office of Information Technology, involving appropriate academic and administrative user groups and standing committees, shall define and maintain a list of technology types which fall under the requirement of purchasing and support procedures within this UAR. These types shall be maintained and on file in the offices of Purchasing and Information Technology as well available for on-line viewing.

2. The Office of Information Technology, involving appropriate academic and administrative user groups and standing committees, shall define
and maintain evaluation criteria and procedures from which an inventory of preferred brands and models will be identified. The list of preferred brands and models will represent those technologies supported by the Office of Information Technology. Accordingly this listing shall be periodically reviewed for completeness and appropriateness by the University academic and administrative user groups.

3. All University owned or leased equipment and software of the specified technology types shall be inventoried through the Office of Information Technology regardless of means of acquisition (including donations & grants). The inventory is required whether or not the technology is supported by the Office of Information Technology.

ACQUISITION AND SERVICE

1. All proposed acquisitions of specified technology types using University funds shall be reviewed by the Office of Information Technology during the requisition approval process. At that time, information will be provided on the availability of service and support for the proposed technology. It is encouraged and recommended that departments utilize the consulting services provided by the Office of Information Technology in product selection and support, prior to the electronic submission of a University Purchase Requisition.

2. In the acquisition process, consideration should be given to those preferred brands and models supported by the Office of Information Technology. Acquisition of technology not on the list of preferred brands and models will require approval by the respective Vice President (or designee).

3. Acquisition of technology not supported by the Office of Information Technology cannot be assured access to the University’s Telecommunications Network. The department acquiring non-supported technology shall be responsible for installation, repairs, support and network communications. Support costs incurred by the Office of Information Technology for technology equipment not on the preferred brands and models list will be the responsibility of the user department.

4. Service Contract options for non-supported technology equipment will be determined at the point of acquisition. Charges (if there are such) for service contracts shall be assessed against the budget of the department purchasing the technology.
5. To be properly inventoried, all acquisitions for specified types of technology shall be shipped directly to the Office of Information Technology.

6. Technology not on the preferred brands and models list will need to be installed by the vendor/contractor or the department acquiring the non-supported technology. If the Office of Information Technology is requested to install equipment and/or software not on the preferred brands and models list, accommodation will be dependent upon scheduling and may necessitate the recovery of costs to the receiving unit. There is no guarantee that the technology not on the preferred brands and models list can be made functional and installation of such technology does not imply future support by the Office of Information Technology.

7. The coordination of testing, delivery, installation and service contracts of technology on the preferred brands and model list will be completed and inventoried by Office of Information Technology.

8. The University may acquire similar technology equipment (and software) through methods other than the usual purchasing process, e.g. gifts or grants. Wiring standards and supported technologies shall be included in grant proposals where possible. Gifts to the University shall be coordinated with the MSU Office of Development. Technology equipment being acquired through gifts shall likewise be coordinated with the Office of Information Technology to ensure that licensing, support and compatibility issues are addressed.

9. (Re)location or disposition of specified technology type equipment and software shall be communicated to the Office of Fiscal Services.

10. The University is not responsible for support, loss or damage to any personal equipment that may be utilized by faculty, staff or students to access resources via campus or Local Area Networks or utilized as a stand-alone or peripheral device.

11. The Office of Information Technology shall authorize the use of personal equipment to access University resources. Individuals may be held responsible for any damages made to University resources resulting from an unauthorized use of personal equipment.
I. Purpose: To insure compliance with federal laws in regard to certification, petitions, immigration and visa matters related to any employment of foreign nationals. The proposed guidelines will facilitate the implementation of University Personnel Policy PG-19.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- X Other, specify PG-19

III. Scope (Who is covered by this UAR?):

Any employment of foreign nations

Attach a description of the UAR.

Approved by:

Ronald G. Eglin, President

Date 9/1/94
UAR Distribution List

The following shall receive a copy of the UAR # 314.01

Titled Matters Involving Foreign Nationals Employed by the University

Date: 9/1/94

X Executive Vice President for Academic Affairs and Dean of Faculty

X Vice President for Administration and Fiscal Services

X Vice President for Student Life and Dean of Students

X Vice President for University Advancement

X Academic Deans

X Faculty Senate

X Staff Congress

X Student Government Association

Others:*

X Internal Auditor

X Director, Human Resources

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
Title: MATTERS INVOLVING FOREIGN NATIONALS EMPLOYED BY THE UNIVERSITY

RESPONSIBILITY: The Office of Human Resources is responsible for representing the University in regards to labor certification, petitions, and visa forms for aliens employed by the University and their families.

PURPOSE: To insure compliance with federal laws in regard to certification, petitions, immigration, and visa matters as related to any employment (regular or nonregular) of foreign nationals within the University. These guidelines facilitate the implementation of PG-19.

APPLICABILITY: All faculty and staff.

PROCESS: Employees holding F-1 visas with permission for practical training may anticipate permission for two six-month periods of employment. J-1 holders may expect permission for three six-month periods of employment. The Office of Human Resources is responsible for preparing a letter verifying employment for renewal of permission for practical training. (Requests for extension of permission for practical training must be made to the Office of Immigration and Naturalization Service through the institution formerly attended).

Employees involved in non-tenured positions who may be employed beyond the period of practical training may request sponsorship for an H visa. H visas are issued for temporary employees of extraordinary qualifications. Applications for H visas will be prepared by the Office of Foreign Student Advising and signed by the Director of Human Resources. H visas may be renewed annually for a total of six years. The Office of Human Resources will apply for appropriate renewals.

Employees hired for tenure-track positions may request that the University apply on their behalf for permanent residence. In special cases the University may consider sponsoring non-tenured faculty for permanent residence. The request of employees to be sponsored by the University for permanent residence will be presented through the appropriate Vice President to the Director of Human Resources for recommendation to the President for approval. Applications for labor clearance and for permanent residence will be signed by the Director of Human Resources.
I. Purpose: To outline a defined protocol for the timely notification of the University's insurer(s) in the event of financial loss.

II. Procedural Reference for:

- KRS, specify ____________________________
- CHE policy, specify _______________________
- BOR policy, specify PG-46
- UAR, specify ____________________________
- Other, specify ____________________________

III. Scope (Who is covered by this UAR?):

All units administering, auditing, or investigating University fiscal losses.

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eaglin, President

Date: 1/18/94
UAR Distribution List

The following shall receive a copy of the UAR # 315.01

Titled: Notification for Recovery of Fiscal Loss

Date: January 18, 1995

_____ X _____ Executive Vice President for Academic Affairs and Dean of Faculty
_____ X _____ Vice President for Administration and Fiscal Services
_____ X _____ Vice President for Student Life and Dean of Students
_____ X _____ Vice President for University Advancement
_____ X _____ Academic Deans
_____ X _____ Faculty Senate
_____ X _____ Staff Congress
_____ _____ Student Government Association

Others:

Assistant Vice President for Fiscal Services
Director of Internal Audits
Director of Accounting and Budgetary Control
Director of Risk Management
Director of Physical Plant
Managing Director of Kentucky Folk Art Center

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
Notification for Recovery of Fiscal Loss

Title: Notification for Recovery of Fiscal Loss

Purpose: To outline a defined protocol for the timely notification of the University's insurer(s) in the event of financial loss.

Applicability: All units administering, auditing, or investigating University fiscal losses.

Responsibility: The Office of Accounting and Budgetary Control, the Office of the Internal Auditor or the Office of Public Safety, upon discovering a University fiscal loss, shall immediately notify the Office of Risk Management, which will be responsible for providing notice to the University's appropriate insurer(s).

The Office of Public Safety will be responsible for coordinating and investigating all reported losses.

Process: The Office of Accounting and Budgetary Control, the Office of the Internal Auditor or the Office of Public Safety, upon initial discovery of a University financial loss, shall immediately notify the Office of Risk Management.

The Office of Risk Management shall verify, with the reporting unit, that the fiscal loss is in fact University funds and confirm the exact amount of documentable loss. Losses in excess of the established University deductible will be reported to the State Department of Insurance, for recovery as per the terms of the coverage maintained under the appropriate policy(ies).

It shall be the Office of Risk Management's responsibility to obtain and submit all requested documentation required for satisfactory conclusion of the claim(s) process. Additionally, the Office of Risk Management shall receive the applicable settlement, depositing the claim(s) settlement check into the appropriate account(s) sustaining the loss, providing copies of the University deposit records, back to the unit sustaining the loss and the Office of the Internal Auditor.
I. Purpose:

To establish general guidelines and procedures for reimbursement of expenses incurred by candidates invited to campus for job interviews and members of the search committees associated with faculty and approved staff positions.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify, Revision of 316.01
- Other, specify

III. Scope (Who is covered by this UAR?):

Candidates invited to campus for job interviews associated with faculty and approved staff positions and search committee members.

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eaglin, President

3/7/97

Date
UAR Distribution List

The following shall receive a copy of the UAR # 316.02

Titled: REIMBURSEMENT OF EXPENSES ASSOCIATED WITH INTERVIEWS

Date: ______________________

X Executive Vice President for Academic Affairs and Dean of Faculty

X Vice President for Administration and Fiscal Services

X Vice President for Student Life and Dean of Students

X Vice President for University Advancement

X Academic Deans

X Faculty Senate

X Staff Congress

X Student Government Association

Others:*

Michael Seelig

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
REIMBURSEMENT OF EXPENSES ASSOCIATED WITH INTERVIEWS

To establish general guidelines and procedures for reimbursement of expenses incurred by candidates invited to campus for job interviews and members of the search committees associated with faculty and approved staff positions.

The Office of Human Resources (OHR) will reimburse expenses for two candidate interviews for each search until initial budgeted funds are depleted. Departments and offices will be responsible for interview costs for additional candidate interviews.

Departments and offices should obtain the most economical airline ticket for each candidate invited to campus. Super Saver packages can save the University considerable money even when extra lodging and meal expenses are involved. Departments/offices must obtain approval to purchase an airline ticket for a candidate by initiating a Travel Request in the hiring supervisor's or committee chairperson's name. A comment should be made on the request indicating the name of the candidate for whom the ticket is being purchased. The Travel Request must be approved by OHR and other appropriate supervisors. OHR will assign the number of the account (Instructional or Institutional Recruiting) from which the airline ticket will be paid. To the extent possible, airline reservations should be made at least seven days in advance for cost saving purposes.
Departments/offices are encouraged to obtain tickets from the travel agencies that provide credit arrangements to the University. When using one of these agencies, the cost of the airline ticket will be billed directly to the Office of Accounting and Budgetary Control and paid by OHR. If one of these agencies are not utilized, then reimbursement will be provided under the same guidelines when allowing a candidate to purchase his/her own airline ticket (see next paragraph).

If a department/office allows a candidate to purchase his/her own airline ticket, reimbursement will be for the ticketed amount or a maximum of $600, whichever is less. The maximum amount will be reviewed on an annual basis based on the previous year's airfare cost with consideration of inflation. Should the maximum amount change, OHR will publish current information in the UPDATE twice a year.

Candidates and search committee members will be reimbursed mileage in accordance with the University's travel regulations. MSU employees will be reimbursed mileage expenses for picking candidates up from the airport upon arrival and for returning candidates to the airport for departure. Rental car use by candidates is discouraged because of the expense involved. If a rental car is used, the cost will be reimbursed in accordance with the University's travel regulations by the hiring department's budget. Local mileage (e.g. mileage involved when taking candidates to lunch) will not be reimbursed by OHR to MSU employees.

Candidates should be housed in the Adron Doran University Center (ADUC) or other
Reimbursement for Meals:

Candidates will be reimbursed for the actual cost of the meal, not to exceed the per-diem rate set forth by the University's travel regulations. Itemized meal receipts are required to receive reimbursement of meal costs. Expenses for alcoholic beverages are not reimbursable.

OHR will not reimburse search committee members for meal expenses. These expenses can be reimbursed by the department not to exceed the per-diem rate set forth by the University's travel regulations.

Other Expenses:

Other expenses related to interviews may be reimbursed upon recommendation of the appropriate Vice President and approval by the Director of Human Resources.

Alternative Methods of Interviewing:

Search committees shall make every effort to use alternative methods for interviewing candidates, especially if it will be extremely costly to bring a candidate to campus. Other means of interviewing may include, but are not limited to, telephone conferencing and video conferencing (compressed video).

Reimbursement Procedures:

Authorized expenses of candidates and search committee members will be paid by OHR at the conclusion of the search process.

Candidates should be advised by the Chair of the Search Committee to keep a record
of all expenses including airfare, rental car costs, mileage, lodging, meal expenses and any other expenses related to the interview.

The hiring department or office will be responsible for preparing a Travel Expense Voucher form (Travel Request form also required for employees) for each candidate or search committee member requiring reimbursement. Each form shall be signed by the candidate or search committee member, the hiring supervisor, and other supervisors, as appropriate, and forwarded to OHR. OHR will assign the number of the account (Instructional or Institutional Recruiting) from which the expenses will be paid. The form will be signed by a representative in OHR and forwarded to the Office of Accounting and Budgetary Control. The voucher will be audited and processed for final disbursement.

The hiring department or office will also be responsible for preparing an Interaccount Requisition form for each candidate for payment of expenses associated with a guest room in ADUC or for food services provided by Professional Food Services. Each form shall be signed by the hiring supervisor and other supervisors, as appropriate, and forwarded to OHR. OHR will assign the number of the account (Instructional or Institutional Recruiting) from which the expenses will be paid. The form will be signed by a representative in OHR and forwarded to the Office of Accounting and Budgetary Control for processing.
MOREHEAD STATE UNIVERSITY ADMINISTRATIVE REGULATION (UAR)

Number: 317.01  
Title: Bus Scheduling for Non-University Groups

Originator: Office of Physical Plant

Initial Adoption: June 13, 1995

Revision Dates:

I. Purpose: To outline a defined procedure for the scheduling of University buses by Non-University Groups.

II. Procedural Reference for:

- KRS, specify ________________________________
- CHE policy, specify __________________________
- BOR policy, specify __________________________
- UAR, specify ________________________________
- Other, specify ______________________________

III. Scope (Who is covered by this UAR?): Any Non-University entity requesting the use of University buses. Bus usage is limited to governmental entities only. Non-Governmental groups or agencies are not eligible.

Attach a description of the UAR. (Description Attached)

Approved by:

[Signature]
Ronald G. Eaglin, President

Date: 6-13-95
UAR Distribution List

The following shall receive a copy of the UAR # 317.01:

Titled: Bus Scheduling for Non-University Groups

Date: May 16, 1995

- X Executive Vice President for Academic Affairs and Dean of Faculty
- X Vice President for Administration and Fiscal Services
- X Vice President for Student Life and Dean of Students
- X Vice President for University Advancement
- X Academic Deans
- X Faculty Senate
- X Staff Congress
- X Student Government Association

Others:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

Appropriate VP is responsible for distribution to those people in his/her division.
TITLE: Use of University vehicles by Non-University Groups

PURPOSE: To define a procedure for the scheduling of University vehicles by non-university groups.

APPLICABILITY: Any non-university entity requesting the use of a university vehicle. Use of university vehicles, including buses and vans, by non-university entities is limited to governmental entities and Foundations and Associations of the University for which use operational agreements exist. Non-governmental groups or agencies may not use the University's motor pool vehicles.

RESPONSIBILITY: The Office of Physical Plant is responsible for the approval and scheduling of University vehicles.

PROCESS: Scheduling of university vehicles for university groups and uses has priority. A governmental entity, Foundation or Association of the University, requesting use of a University vehicle shall contact the Office of Physical Plant. A written request is to be made identifying the organization, the purpose of the trip, use requirements, and billing information. The Office of Physical Plant shall verify the qualifications of the requesting organization and act upon the request. If the request is approved and the vehicle(s) is available, the Office of Physical Plant shall contact the organization to confirm arrangements.

The fees charged for use of University buses shall be the rates as reflected in the University Fee Schedule. These rates are subject to change.
A copy of the Office of Physical Plant's Guidelines for Scheduling and Operating Buses and/or a copy of the Morehead State University Motor Pool Regulations shall be provided to all groups in advance of their use of University vehicles. Non-compliance with University operating regulations may result in the denial of future use of University vehicles by the requesting organization.

Morehead State University operates its buses in compliance with the Department of Transportation's Federal Motor Carrier Safety Regulations.
TRANSFERTATION
Morehead State University maintains a motor pool of state and university vehicles consisting of sedans, vans and buses. Selected policies and procedures governing the use of these vehicles follows:

GENERAL RULES AND REGULATIONS
* Vehicles shall be used solely for performing official state or university business and any other use is prohibited.
* Vehicles shall not be driven to or parked at a place of residence unless specifically authorized.
* Passengers shall be limited to only university personnel and persons connected with official state or university business on the particular trip.
* Operators of vehicles shall return the vehicle to the same pool from which it was assigned. Vehicles returned after working hours shall be locked. Deposit the keys and credit card in the designated receptacle.
* Operators shall report any observed malfunctions or potential problems, such as faulty brakes, tires, steering, etc. when returning a vehicle.
* The operator and all passengers must wear seat belts.
* Student operators must be in compliance with the University Administrative Regulation 311.01, MSU Student Motor Vehicle Operation Program.

ACCIDENTS
* An operator whose vehicle is involved in an accident resulting in damage to the vehicle or to any other property, or to any person, regardless of whether or not the operator was in the vehicle at the time of the accident, shall immediately prepare Department of Justice, Bureau of State Police Form KSP232. The operator shall submit two copies of the form to the Commonwealth of Kentucky Division of Transportation Services within three days and submit one copy to the State Police if required by law.
* When a police report is necessary, the operator or the university shall obtain a copy of the report and submit it to the Commonwealth of Kentucky Division of Transportation Services.
* The Office of Risk Management shall be notified by telephone at (606)783-2007 of any accident involving a university or state vehicle. If an accident occurs after office hours, notification should be left via voice mail. A copy of all police reports should be forwarded to the Office of Risk Management.

STATE CREDIT CARDS
* A credit card may be furnished with the vehicle. A credit card shall be used only for the vehicle for which it is issued.
* Credit cards may be used to purchase non-premium gasoline and oil compatible with proper engine operation.
* Credit cards may be used for emergency services such as tire repairs, fan belts, hoses, etc., but the charges must not exceed $20 without prior authorization from either the Commonwealth of Kentucky Division of Transportation Services at (502)564-4649 if it is a state vehicle or the Office of Physical Plant if it is a university vehicle.
* Credit card shall not be used for tune-ups or other general maintenance without prior authorization from either the Commonwealth of Kentucky Division of Transportation services or the Office of Physical Plant.
* The operator shall record the vehicle license tag number and mileage, and sign the charge slip for all credit card purchases.
* Operators shall turn in the customer's copy of credit card receipt with the vehicle at the end of the trip.
I. Purpose: This regulation is designed to implement the provisions of PG-41 by awarding base salary increases or bonus for faculty, librarians and staff receiving advanced or new degrees.

II. Procedural Reference for:

___ KRS, specify ____________
___ CHE policy, specify ____________
___ BOR policy, specify ____________
___ UAR, specify ____________
___ Other, specify PG-41

III. Scope (Who is covered by this UAR?):

Morehead State University faculty, librarians and staff

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eagle, President

Date 8/17/95
UAR Distribution List

The following shall receive a copy of the UAR # 319.01

Titled:  SALARY INCREASE UPON BEING AWARDED AN ADVANCE OR NEW DEGREE

Date:  

_X_ Executive Vice President for Academic Affairs and Dean of Faculty

_X_ Vice President for Administration and Fiscal Services

_X_ Vice President for Student Life and Dean of Students

_X_ Vice President for University Advancement

_X_ Academic Deans

_X_ Faculty Senate

_X_ Staff Congress

_X_ Student Government Association

Others:*  

__________________________
Dr. Michael Seelig

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

Appropriate VP is responsible for distribution to those people in his/her division.
Morehead State University
Administrative Regulation

Title:
SALARY INCREASE UPON BEING AWARDED AN ADVANCED OR NEW DEGREE

Purpose:
This regulation is designed to implement the provisions of PG-41 by awarding a base salary increase or bonus to faculty, librarians and staff receiving advanced or new degrees.

Definitions:
Advanced Degree: The next level of educational degree.

New Degree: An initial degree, e.g. an associate degree or bachelor's degree, or a second degree, e.g., a second master's degree.

Guidelines:
Faculty and Librarians: To recognize educational achievements, faculty and librarians will receive a $1,000 base salary increase upon earning an initial doctoral degree. The increase is not retroactive unless specified in the employment contract, but becomes effective the fall or spring academic semester after the degree is awarded.

Faculty and librarians receiving second degrees in their discipline, i.e., a second master's or doctoral degree, etc., will receive a non-recurring bonus accordingly: $1,000 for a doctoral degree; and $500 for a master's degree. The effective date of the bonus shall be either January 1 or July 1, following receipt of the degree.

Staff: To recognize educational achievements, staff receiving an advanced degree beyond the minimum educational requirements for the position they occupy, or who receive an initial degree greater than the minimum educational requirements for the position they occupy, will receive base salary increases accordingly: $1,000 for a doctoral degree; $800 for a specialist degree or terminal professional certification, e.g., CPA; $500 for a master's degree; $400
for a bachelor's degree, and $300 for an associate degree. The salary increase is not retroactive, but becomes effective on January 1 or July 1, following the academic semester in which the degree is awarded.

The recurring hourly rate increases for non-exempt staff will be based on a 1,950-hour-work year.

Staff who receive second degrees, or initial or advanced degrees equal to the minimum educational requirement for the position they hold, will receive a non-recurring bonus accordingly: $1,000 for a doctoral degree; $800 for a specialist degree or terminal professional certification, e.g., CPA; $500 for a master's degree; $400 for a bachelor's degree, and $300 for an associate degree. The effective date of the bonus shall be either January 1 or July 1, following receipt of the degree.

Other:

A faculty member, librarian or staff member may receive more than one base salary adjustment if the new degree is an advanced degree. A faculty member, librarian or staff member may also receive more than one bonus for second degrees.

Administrative Procedure:

All increases shall be accomplished by a Personnel Action Request (PAR) initiated by the faculty, librarian or staff member's supervisor following receipt of the new degree. The PAR is to be accompanied by the official transcript.
I. Purpose: To define regulations and procedures for utilization of University vehicles.

II. Procedural Reference for:

___ KRS, specify ____________________________
___ CHE policy, specify _________________________
___ BOR policy, specify _________________________
___ UAR, specify ______________________________
___ Other, specify ____________________________

III. Scope (Who is covered by this UAR?): All users of University vehicles

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eaglin, President

Date 10/31/95
UAR Distribution List

The following shall receive a copy of the UAR # 320.01

Titled: Motor Pool Regulations and Procedures

Date: October 31, 1995

X Executive Vice President for Academic Affairs and Dean of Faculty

X Vice President for Administration and Fiscal Services

X Vice President for Student Life and Dean of Students

X Vice President for University Advancement

X Academic Deans

X Faculty Senate

X Staff Congress

X Student Government Association

Others:

Department Chairs

Academic Affairs Directors

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
MOREHEAD STATE UNIVERSITY
MOTOR POOL REGULATIONS AND PROCEDURES

TITLE: MOTOR POOL REGULATIONS AND PROCEDURES

RESPONSIBILITY: The Office of Physical Plant

PURPOSE: To define regulations and procedures for utilization of University vehicles.

APPLICABILITY: All users of University vehicles

PROCESS:

I. GENERAL

Utilization of all University vehicles is the administrative responsibility of the Vice President for Administration and Fiscal Services. The Motor Pool of Morehead State University operates under the official policies and procedures governing the use of State and University vehicles.

II. SCHEDULING

A. The scheduling of all University vehicles is done on a first come, first served basis, based on the date and time the properly completed Travel Request Form is received in the Motor Pool office of the Physical Plant.

B. To request the use of a fleet vehicle, a completed Travel Request must be submitted to the Motor Pool office of the Physical Plant. Approval of requests is provisional upon the requests meeting the following criteria:

   Officially scheduled University events such as class field trips, athletic events, musical and dramatic performance, workshops, seminars and conferences, University relations, and official administrative state business.

C. In the event of a conflict regarding vehicle usage, such as when more simultaneous requests are received than there are vehicles available, the consideration will be given to the number of people served, the distance involved, and budgetary allowances. Also considered will be the following priorities: academic programs, athletic events, administrative state business, and student groups. If the conflict cannot be resolved by any of the above mentioned criteria, the Vice President for Administration and Fiscal Services is empowered to make decisions determining vehicle usage.

D. More information regarding the utilization of fleet
vehicles may be requested by designated personnel of Physical Plant and/or the Vice President for Administration and Fiscal Services. Correspondence, registrations, agendas, schedules, etc., may be required for clarification and support of the request for vehicle usage.

III. VEHICLE OPERATORS

A. All vehicle operators shall be holders of valid operator's licenses and required to complete a State Vehicle Use Agreement form (copy attached). Operators licenses will be checked for validity prior to the initial use of a vehicle and periodically (annually) during the year.

B. All vehicle operators shall be employees or agents of the Commonwealth of Kentucky

1. An employee is defined as any one receiving wages from the Commonwealth of Kentucky or Morehead State University.

2. An agency of the Commonwealth of Kentucky is defined as "one who is authorized by the Commonwealth to act in its behalf, or to act for it." Only a major department head of Morehead State University may designate an agent.

3. Student driver, graduate or undergraduate, must possess a Student Motor Vehicle Operator Authorization card.

C. Vehicle operators may not have more than six (6) current driving violation points or fifteen (15) accumulated driving violation points during the past five (5) years, as administered by the Commonwealth of Kentucky's Transportation Cabinet on the driver license records.

D. For all trips involving students in fleet vehicles seating up to fifteen, a faculty or staff sponsor/advisor shall be responsible at all times for the operation of the fleet vehicle in accordance with all official policies and procedures.

E. A full-time Bus Driver is employed by the University for the purpose of operating fleet vehicles with a seating capacity of more than fifteen.

F. For all trips involving students in fleet vehicles seating more than fifteen, which requires the use of the University's Bus Driver, the faculty or staff
sponsor/advisor has the same responsibilities as above, except for the actual operation of the vehicle.

G. In cases where the faculty or staff sponsor/advisor absolutely cannot be present, an employee or an agent of Morehead State University may be appointed to act under the direct supervision of the sponsor/advisor.

H. All vehicle operators and passengers shall be liable for disciplinary action by their immediate supervisors and the University's administration as well as any resulting legal actions for violation of any of the official policies and procedures governing the use of State and University vehicles. The University reserves the right to cancel trips at any time if a vehicle operator violates any official policies and procedures. If passengers in fleet vehicles violate any official policies and procedures, the University employee or agent should immediately cancel the trip and return the vehicle to the University.

Fleet vehicles are operated under the official policies and procedures governing the use of State and University vehicles. Persons utilizing fleet vehicles shall familiarize themselves and fully comply with these regulations.

IV. RULES AND REGULATIONS

A. Vehicles shall be used solely for performing official state or University business and any other use is prohibited.

B. The operator and all passengers must wear seat belts.

C. Vehicles shall not be driven to or parked at a place of residence unless specifically authorized.

D. Passengers shall be limited to only University personnel and persons connected with official state or University business on the particular trip.

E. Operators of vehicles shall return the vehicle to the same pool from which it was assigned. Vehicles returned after working hours shall be locked. Deposit the trip ticket, keys, and credit card in the designated receptacle.

F. Operators shall report any observed malfunctions or potential problems, such as faulty brakes, tires, steering, etc. when returning a vehicle.
G. Student operators must be in compliance with the University Administrative Regulation 311.01, MSU Student Motor Vehicle Operation Program.

H. Smoking in state owned vehicles is prohibited.

I. Alcoholic beverages and/or illegal drugs as defined in the Kentucky Revised Statutes are prohibited in University vehicles.

V. ACCIDENTS

A. An operator whose vehicle is involved in an accident resulting in damage to the vehicle or to any other property, or to any person, regardless of whether or not the operator was in the vehicle at the time of the accident, shall immediately prepare Department of Justice, Bureau of State Police Form KSP 232. The operator shall submit two copies of the form to the Commonwealth of Kentucky Division of Transportation Services within three days and submit one copy to the State Police if required by law.

B. When a police report is necessary, the operator or the University shall obtain a copy of the report and submit it to the Commonwealth of Kentucky Division of Transportation Services.

C. The Office of Risk Management shall be notified by telephone at (606) 783-2007 of any accident involving a University or state vehicle. If an accident occurs after office hours, notification should be left via voice mail. A copy of all police reports should be forwarded to the Office of Risk Management.
MOREHEAD STATE UNIVERSITY

STATE VEHICLE USE AGREEMENT

I acknowledge that I have read a copy of the Commonwealth of Kentucky Policies and Procedures governing the use of state vehicles and understand the statewide and MSU-specific fleet policies and procedures.

As a condition of my accepting a vehicle, I agree to an annual check of my driving record.

I agree to inform my supervisor and the MSU Motor Pool Manager whenever any negative change in the status of my driving record may occur, such as license revocation, restriction, or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving a state-owned vehicle.

(Please Print)
Driver’s Name__________________________________________________________

Driver’s Social Security No.__________________________________________________

Valid Driver’s License Number______________________________ State_________

University Department_____________________________________________________

Driver’s Signature_________________________________________________________

Date Signed_______________________________________________________________

Return completed for to the Office of Physical Plant, UPO 831
I. Purpose:

To develop a regulation related to short-term storage and disposal of fixed assets at the Support Services Complex located at 606 West Main Street, Morehead, Kentucky.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

All departments/units of the University community.

Attach a description of the UAR.

The Background, Administrative Regulation and Administrative Procedures are attached.

Approved by:

Ronald G. Eaglin, President

4-4-96
UAR Distribution List

The following shall receive a copy of the UAR # **321.01**

**Titled:** STORAGE AND DISPOSAL OF SURPLUS FIXED ASSETS

**Date:** 4/4/96

- X Executive Vice President for Academic Affairs and Dean of Faculty
- X Vice President for Administration and Fiscal Services
- X Vice President for Student Life and Dean of Students
- X Vice President for University Advancement
- X Academic Deans
- X Faculty Senate
- X Staff Congress
- X Student Government Association

Others:

- Mike Seelig
- Mike Walters
- Ron Jones

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
Title: STORAGE AND DISPOSAL OF SURPLUS FIXED ASSETS

Background: The University has in the past leased various facilities from external vendors to provide both short- and long-term storage for the University community. The acquisition of the former Cowden’s Facility (now called the Support Services Complex) at 606 Main Street has allowed the University to consolidate its warehousing and storage needs.

The facility will provide storage space for surplus fixed assets awaiting transfer to other departments/units or to be placed for sale to the general public. The Support Services Complex will be staffed on a daily basis and departmental inspection and selection of available surplus items will be greatly improved.

Administrative Regulation: Property declared surplus to the needs of any University department/unit shall be moved to the Support Services Complex. Items suitable for use by other campus departments/units shall be available for inspection and transfer on a first-come, first-served basis for a period of thirty (30) calendar days following removal from the original department/unit. At the end of the thirty (30) day period, the items will be made available to other external public purchasing units, or offered for sale on a first-come, first-served basis to the general public. Sales to the general public shall be made via a daily tagged item sale or through periodic public auctions.

Requests to store fixed assets for extended periods of time, such as is often required when renovating a campus facility, will be addressed on an available space basis.

Administrative Procedures:

1. Request for transfer of surplus fixed assets may be sent via e-mail to the Properties Manager for the purpose of:

   a) Requesting the pick-up and disposal of surplus items: Declare the items as surplus to the needs of the individual department/unit, the current location, and white-bar-code tag number(s).
b) Requesting storage space for fixed assets during renovation project: Include a listing of the assets needing storage space, a description of the renovation project, the estimated amount of square footage needed, and the estimated length of time for the storage. A reply to the request will be made within ten (10) working days.

2. Properties Manager will forward the request to the Physical Plant to schedule a pick-up and delivery to the Complex.

3. Once items have been delivered to the Complex, the above regulation and procedures will be strictly adhered to.

* A requested programming change on the Aims system will soon replace the original three-part NCR form (Equipment Inventory Action Report) and the current e-mail format.
I. Purpose: To define the circumstances when external vendors will be allowed to sell or otherwise distribute goods and/or services on the campus of Morehead State University.

II. Procedural Reference for:

____ KRS, specify ____________________________
____ CHE policy, specify ________________________
____ BOR policy, specify ________________________
____ UAR, specify ______________________________
____ Other, specify ______________________________

III. Scope (Who is covered by this UAR?):

Any vendor not operating as a part of or under a contract with Morehead State University. The policy shall not apply to casual fund raising activities conducted by student organizations that have advance written approval from the appropriate University administrative unit.

Attach a description of the UAR. (Description Attached)

Approved by: ____________________________

Ronald G. Eaglin, President

Date: 6-3-96
UAR Distribution List

The following shall receive a copy of the UAR # 322.01

Titled: **POLICY FOR EXTERNAL VENDORS CONDUCTING SALES ON CAMPUS**

Date: **June 3, 1996**

- [ ] Executive Vice President for Academic Affairs and Dean of Faculty
- [ ] Vice President for Administration and Fiscal Services
- [ ] Vice President for Student Life and Dean of Students
- [ ] Vice President for University Advancement
- [ ] Academic Deans
- [ ] Faculty Senate
- [ ] Staff Congress
- [ ] Student Government Association

Others:

- [ ] Mike Walters, Assistant Vice President, Fiscal Services
- [ ] Mike Seelig, Special Assistant to the President
- [ ] Charlotte Dowdy, Director of Purchasing
- [ ] Jan Burge, Conference Services Director
- [ ] Larry Stephenson, Director of Student Activities
- [ ] Clyde James, University Center Services Manager

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.*
Title: Policy For External Vendors Conducting Sales on Campus

Purpose: To define the circumstances when external vendors will be allowed to sell or otherwise distribute goods and/or services on the campus of Morehead State University.

Applicability: This policy will apply to any vendor not operating as a part of or under a contract with Morehead State University. The policy shall not apply to casual fund raising activities conducted by student organizations that have advance written approval from the appropriate University administrative unit.

Policy: Any vendor (individual, company, organization or group), desiring to engage in any type of commercial solicitation on the campus of Morehead State University shall make application for a University Sales and Solicitation Permit (Permit) with the Office of the Vice President for Administration and Fiscal Services. Applications will be reviewed and a response to the application will be made within five (5) business days after the date submitted. Applications for a Permit shall include at a minimum:

1. A completed application form.

2. Copies of any required federal, state, or local occupational license or permit necessary for the conduct of the solicitation.

3. Evidence of insurance holding the University harmless from any liability that results from any action of the vendor or any representative of the vendor, and any liability that may result from the purchase, use, or consumption of any product, good or service sold or distributed by the vendor.

Fees: Vendors approved to solicit the sale or distribution of goods or services on campus shall pay a vendor fee of $75 for the first day of sales and $25 for each subsequent day of operations. Evidence of payment of the fee must be presented prior to the issuance of a Permit.

Fees assessed under this policy shall be in addition to any other
applicable University fee such as rental of facilities or equipment, charges for labor, or other goods or services that may be provided by Morehead State University.

Location of Solicitation Operations:

The solicitation of the sale or distribution of goods or services shall be limited to such places and times of operation that may be deemed appropriate by the University. In accordance with the policies and procedures outlined in The Eagle, the official handbook for students, commercial solicitation is not allowed in residence halls.

Identification:

Vendors approved for solicitation on campus will be required to post conspicuously the Permit. The Permit shall identify the vendor, the goods and/or services being offered, and the authorized dates and times of operation. In addition, each representative of the vendor shall carry and display on his/her person, identification in a form specified by the University.

Prohibited Goods and Services:

The University will not issue Permits to solicit the sale or distribution of goods or services that fall into the following categories:

1. Any goods or services like or similar to any that are offered for sale by a unit or contractor of Morehead State University, including but not limited to:
   a. Books, cloth goods, posters, photographs, supplies, or other articles offered for sale at the University Bookstore.
   b. Cards or other access to local or long distance telephone services.
   c. Food products regardless of form (ie, ready to eat, take out or catered meal).

2. Credit cards

3. Any product, good, or service, the sale or distribution of which is prohibited or restricted by law.

4. Any other product, good or service, the sale or distribution of
which is deemed not to be in the best interest of Morehead State University.

**Failure to Comply With Policy:**

Any vendor holding a valid Permit to solicit the sale or distribution of goods or services on the campus of Morehead State University that is found to be in noncompliance with any provision of this policy, shall be notified to cease operations until such time that compliance with the terms of the policy have been met. Any vendor who fails or refuses to come into compliance will be required to vacate the premises of the University.

Any vendor operating without a valid permit will be required to vacate the University premises. In the event that any vendor found to be in violation of this policy refuses to vacate the premises of the University, the employee who shall have delivered the order to vacate shall contact the Morehead State University Office of Public Safety and arrange for the vendor's removal.
EXECUTIVE SUMMARY
MOREHEAD STATE UNIVERSITY ADMINISTRATIVE REGULATION RELATED TO EXTERNAL VENDORS ON CAMPUS

For years, the University has permitted off-campus vendors to establish sales areas on its campus to market goods and services to faculty, staff and particularly students. These vendors have been provided with tables and space, primarily in the Adron Doran University Center. The goods and services offered have included cloth goods, books, posters, long distance telephone cards, credit cards, food items, newspapers, and jewelry to name a few. The University does not participate in the revenues generated by these vendors except for a token rental fee for the tables.

In many instances, the goods and/or services being offered by the vendors compete directly with goods and services offered for sale by the University. The propriety of offering some goods or services, such as credit cards, to students has been questioned by advisors and administrators, and has drawn criticism from parents.
I. Purpose: An Administrative Regulation that addresses children, and other dependents under the care or supervision of University employees, in the workplace and classroom.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

This regulation applies to all Morehead State University faculty, staff, students, volunteers and legal guardians.

Attach a description of the UAR.  (Description Attached)

Approved by: 
Ronald G. Eaglin, President  
6-17-96
UAR Distribution List

The following shall receive a copy of the UAR # 323.01

Titled: CHILDREN AND OTHER DEPENDENTS IN THE WORKPLACE

Date: 6/17/96

X Executive Vice President for Academic Affairs and Dean of Faculty

X Vice President for Administration and Fiscal Services

X Vice President for Student Life and Dean of Students

X Vice President for University Advancement

X Academic Deans

X Faculty Senate

X Staff Congress

X Student Government Association

Others:* Mike Seelig

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
MOREHEAD STATE UNIVERSITY
ADMINISTRATIVE REGULATION

TITLE: Children and Other Dependents in the Workplace

PURPOSE: An Administrative Regulation that addresses children, and other dependents under the care or supervision of University employees, in the workplace and classroom.

DEFINITIONS: Workplace: All academic and administrative work spaces, classrooms, laboratories, museums, libraries, indoor and outdoor recreational spaces, the farm.

Child: Under the age of 16.

Other Dependents: A person under the care or supervision of a University employee.

Approving Supervisor: The person having direct supervisory responsibility for the faculty or staff member or student worker. In the case of the classroom student, the instructor is the approving authority.

APPLICABILITY: This regulation applies to all Morehead State University faculty, staff, students, volunteers and legal guardians.

RESPONSIBILITY: Vice Presidents, Deans, Directors, Department Chairs, other supervisors and faculty are responsible for ensuring that this regulation is administered. Faculty, staff, student parents, and the approving supervisor are responsible for compliance with appropriate state and federal regulations relating to children in the workplace. Faculty, staff and students finding it necessary to bring their child or other dependent under their care or supervision to the workplace on an occasional and short-term basis must have the permission of their respective supervisor.

GUIDELINES: Requests by faculty, staff and student workers to bring their child or other dependent into the workplace must be directed to and approved by the appropriate supervisor. Student requests must be directed to the proper faculty member.

In the event that a child or other dependent is brought into the workplace, it will be the responsibility of the faculty, staff or student parent and approving supervisor to ensure that the
workplace is not disrupted by the presence of the child or other dependent.

Children or other dependents should not be brought to the workplace on a regular basis. Children or other dependents should not be permitted to remain in the workplace beyond the period of time necessary for the parent to make permanent arrangements for the child or other dependents care.

State and Federal safety laws and regulations prohibit children from being in certain areas, such as scientific laboratories, in the presence of machinery, or where chemicals and/or hazardous materials are utilized or stored.

LIABILITY:

A Morehead State University faculty, staff, student, volunteer or legal guardian may be personally liable for injuries to children or other dependents resulting from non-compliance with this regulation.
I. Purpose:

To establish guidelines and procedures for maintenance and administration of Personnel Policy PG-44, Staff Job Classification Wage and Salary Administration.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- X Other, specify Personnel Policy PG-44

III. Scope (Who is covered by this UAR?):

This regulation is applicable to the non-exempt staff grades 1-6 and the exempt staff grades 1-10. This regulation will be applied consistently and uniformly across all university departments/units.

Attach a description of the UAR. (Description Attached)

Approved by:

[Signature]
Ronald G. Eaglin / President

[Date]
UAR Distribution List

The following shall receive a copy of the UAR # 324.01

Titled: POSITION EVALUATION REVIEW PROCEDURE

Date: ______________________

X Executive Vice President for Academic Affairs and Dean of Faculty
X Vice President for Administration and Fiscal Services
X Vice President for Student Life and Dean of Students
X Vice President for University Advancement
X Academic Deans
X Faculty Senate
X Staff Congress
X Student Government Association

Others:*
X Michael Seelig

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

Appropriate VP is responsible for distribution to those people in his/her division.
POSITION EVALUATION REVIEW PROCEDURE

Title: POSITION EVALUATION REVIEW PROCEDURE

Purpose: To establish guidelines and procedures for maintenance and administration of Personnel Policy PG-44, Staff Job Classification Wage and Salary Administration.

Applicability: This regulation is applicable to the Nonexempt staff grades 1-6 and the Exempt staff grades 1-10. This regulation will be applied consistently and uniformly across all university departments/units.

Process: Evaluation of Existing Positions

A) The Office of Human Resources will process position evaluation reviews on a "first in - first out" basis. Position evaluation review requests may be submitted throughout the year. However, in order to accomplish all reviews to be effective at the beginning of each new fiscal year, requests must be received in the Office of Human Resources no later than November 30. To the extent possible, requests will be completed within 30 days after receipt in the Office of Human Resources.

B) Position evaluation requests may be triggered by the following events:

1) Reorganizations resulting in staffing reductions and/or reassignments of job duties and/or responsibilities.

2) Federal, state or other external or internal mandates resulting in significant new position duties resulting in an increased level of responsibility.

3) External grants or contracts imposing recurring additional new duties resulting in an increased level of responsibility.

C) Requests should be acted upon within two weeks of receipt by all upline supervisors, including the Vice President.

D) Effective date of reclassification (upgrade or downgrade) will be annually (July 1). Reclassifications resulting from reorganizations in which positions are eliminated, job duties consolidated and personnel cost savings realized, may become
A Position Evaluation Review Form must be completed and submitted along with a revised Job Description and supporting documentation according to the following procedure:

**Step 1:** The supervisor must support his/her request by providing the information required in the Justification for Review section and a revised job description showing changes in job duties, minimum requirements, etc. Position Evaluation Review Forms and Job description forms are available in the Office of Human Resources.

**Step 2:** The next upline supervisor may provide supporting and verifying remarks about the position requirements. The supervisor at this level should ensure that the justification is based on position requirements rather than exceptional performance of the incumbent.

**Step 3:** Other successive upline supervisors shall concur or not concur with the request. This step is to ensure that the supervisors at all levels are familiar with the position content and that they support the changes which have occurred since the last job description review. Supervisors at this step may wish to add supporting comments.

**Step 4:** The appropriate vice president indicates his/her support, or nonsupport, of the request. If the vice president supports the request, it should be forwarded to the President's office for signature. If the vice president does not support the request, the review process will end and the Position Evaluation Review Form will be returned through downline supervisors to the requestor identified in Step 1. The request requires action - approval or disapproval - through all supervisory levels, including the vice president, within two weeks.

**Step 5:** The President will review the Position Evaluation Review Form for his/her information only.

**Step 6:** The Office of Human Resources will review the form for completeness and, where applicable, will request additional information to support the review. If necessary, the Human Resources Office will then conduct interviews with appropriate persons and/or will visit the work site to audit the work actually being performed by the incumbent. At this step the Office of Human Resources will determine the classification and grade for effective upon approval by the Office of Human Resources.
the position. Once the determination has been made, the appropriate vice president, downline supervisors and incumbent will be informed, in writing, of the decision.

Step 7: The supervisor, with the approval of the vice president, may submit an appeal to the Job Classification Appeals Committee of the classification and grade determined by the Office of Human Resources. The Position Evaluation Review Form must be signed by the vice president and submitted to the Office of Human Resources within 15 working days of original notification of the position review results by memorandum. The President's action on the recommendation of the Job Classification Appeals Committee shall be final.

F) Monies for reclassifications will come from the annual staff salary pool.

G) In cases where a request for reclassification of an existing vacant position has not been submitted early enough to allow for completion of the reclassification review prior to the desired date of appointment of a person to the position, the person may be employed at the position's current classification and rate of pay pending the completion of the position review.

H) In cases where new/additional duties are assigned to a position as a result of department reorganization resulting in downsizing, and the Office of Human Resources determines that a reclassification of the position is not warranted, the position incumbent may receive additional compensation upon approval of the Director of Human Resources.

Evaluation of New Positions

A) All steps listed above in (E) must be followed.

B) In cases where a request for classification of a new position is not submitted in a timely manner and where completion of the classification review conflicts with the appointment of a potential candidate, the appointment can not be made until after the classification has been determined.
I. Purpose: To establish guidelines for assessment of tuition fees for out-of-state students taking classes as the Extended Campus Centers

II. Procedural Reference for:

- KRS, specify ____________________________
- CHE policy, specify ____________________________
- BOR policy, specify ____________________________
- UAR, specify ____________________________
- Other, specify ____________________________

III. Scope (Who is covered by this UAR?):

All students enrolled in classes at the Morehead State University Extended Campus Centers; or students with classes in mixed locations (on-campus and extended campus locations).

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eaglin, President

Date: 6/10/97
UAR Distribution List

The following shall receive a copy of the UAR # 325.01

Titled: Out-of-State Student Tuition Assessment with Extended Campus Center classes

Date: June 10, 1997

X Executive Vice President for Academic Affairs and Dean of Faculty
X Vice President for Administration and Fiscal Services
X Vice President for Student Life and Dean of Students
X Vice President for University Advancement
X Academic Deans
X Faculty Senate
X Staff Congress
X Student Government Association

Others:

Directors of the Extended Campus Centers

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
Title: OUT-OF-STATE STUDENT TUITION ASSESSMENT FOR EXTENDED CAMPUS CENTER CLASSES

Purpose: To establish guidelines and procedures for assessing tuition for out-of-state students taking classes at the Extended Campus Centers.

Applicability: This regulation is applicable to all out-of-state students taking classes at an Extended Campus site. This regulation will be applied consistently and uniformly for the out-of-state students.

Process:

ASSESSMENT OF TUITION FOR "FULL-TIME, OUT-OF-STATE" STUDENTS

Definition of “full-time”
A full-time, out-of-state student taking classes at mixed locations (on-campus and at an extended campus location) or a full-time, out-of-state student taking all extended campus classes, or a full-time, out-of-state student taking all campus-based classes, for fee assessment purposes, can be one of two types of students:

1. Undergraduate student enrolled for 12 - 18 credit hours.
2. Graduate student enrolled for 9 - 12 credit hours.

Fee Assessment Policy - Traditional tuition charges
Out-of-state students enrolled full-time for classes will be charged as follows:

1. Full-time, out-of-state students taking a mixed load of on-campus and extended campus classes will be charged the lesser of:
   A. The per credit hour in-state charge for classes located at the extended campus centers, plus the per credit hour out-of-state charge for classes located on campus, OR
   B. The full-time out-of-state rate.
2. Full-time, out-of-state students taking all extended campus classes will be charged the full-time in-state rate.
3. Full-time, out-of-state students taking all campus-based classes will be charged the full-time, out-of-state rate.

Overload
An additional per credit hour fee will be charged if a student takes classes at any location, and is subject to the overload charges:

1. Full-time out-of-state students taking credit hours greater than the full-time load capacity at mixed locations will be charged the tuition rate for mixed location class loads, PLUS:
A. Graduate students with credit hours greater than 12, will be charged for each extra credit hour (out-of-state rates) exceeding the 12 hour maximum full-time limit.

B. Undergraduate students with credit hours greater than 18, will be charged for each extra credit hour (out-of-state rates) exceeding the 18 hour maximum full-time limit.

2. Full-time out-of-state students taking all credit hours at extended campus locations will be charged the basic full-time tuition rate PLUS:

A. Graduate students with credit hours greater than 12, will be charged for each extra credit hour (in-state rates) exceeding the 12 hour maximum full-time limit.

B. Undergraduate students with credit hours greater than 18, will be charged for each extra credit hour (in-state rates) exceeding the 18 hour maximum full-time limit.

3. Full-time out-of-state students taking all credit hours at on campus locations will be charged the basic full-time tuition rate PLUS:

A. Graduate students with credit hours greater than 12, will be charged for each extra credit hour (out-of-state rates) exceeding the 12 hour maximum full-time limit.

B. Undergraduate students with credit hours greater than 18, will be charged for each extra credit hour (out-of-state rates) exceeding the 18 hour maximum full-time limit.

KET, Distance Learning, Internet
Tuition fees billed for KET, Distance Learning; and Internet classes, are also based on residency and full-time/part-time status and/or actual class location.

EXAMPLES:
KET is considered a campus based class (on-campus location).

DISTANCE LEARNING is considered a campus based class if the student is in the classroom at an on-campus location, and is considered an extended campus class if the student is in the classroom at one of the Extended Campus locations.

INTERNET is considered an off-campus based class for all students except those students taking an on campus section.

Correspondence
Tuition fees for Correspondence classes are the same as current tuition plus a processing fee for each correspondence class. Currently, the processing fee is $15.00. Tuition for correspondence courses is in addition to any other tuition paid for the current term. The tuition and fees for correspondence courses should be directed to the Correspondence Study Program which is currently in 201 Ginger Hall.
ASSESSMENT OF TUITION FOR "PART-TIME, OUT-OF-STATE" STUDENTS

Definition of “part-time”
A part-time “out-of-state” student taking classes at mixed locations (on-campus and at an extended campus location), or a part-time out-of-state student taking all extended campus classes, or a part-time out-of-state student taking classes from a campus based location, for fee assessment purposes, can be one of two types of students:

1. Undergraduate student enrolled for less than 12 credit hours.
2. Graduate student enrolled for less than 9 credit hours.

Fee Assessment Policy
Out-of-state students enrolled part-time for classes will be charged as follows:

1. Part-time, out-of-state students taking a mixed load of on-campus and extended campus classes will be charged the in-state per credit hour rate for classes at an Extended Campus location, and the out-of-state per credit hour rate for classes at main campus.

2. Part-time, out-of-state students taking all extended campus classes will be charged the per credit hour in-state tuition rate.

KET, Distance Learning, Internet (part-time per credit hour charges)
Tuition fees billed for KET, Distance Learning, and Internet classes, are also based on residency and full-time/part-time status and/or actual class location.

EXAMPLES:
KET is considered a campus based class (on-campus location). Part-time, out-of-state students are charged the out-of-state per credit hour tuition rate.

DISTANCE LEARNING is considered a campus based class if the student is in the classroom at an on-campus location (out-of-state, per credit hour tuition rate is charged), and is considered an extended campus class if the student is in the classroom at one of the Extended Campus locations (in-state, per credit hour tuition rate is charged).

INTERNET is considered an off-campus based class for all students except those students taking an on-campus section.

Correspondence
Tuition fees for Correspondence classes are the same as current tuition plus a processing fee for each correspondence class. Currently, the processing fee is $15.00. Tuition for correspondence courses is in addition to any other tuition paid for the current term. The tuition and fees for correspondence courses should be directed to the Correspondence Study Program which is currently in 201 Ginger Hall.
I. Purpose: To provide policy and procedures for the state Faculty and Staff Tuition Waiver program for non-Morehead State University employees.

II. Procedural Reference for:

- [X] KRS, specify 164.020(32)
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR):

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eaglin, President

Date: 12/2/97
UAR Distribution List

The following shall receive a copy of the UAR # 326.02

Titled: Policy and Procedures Related to the State Tuition Policy

Date: December 2, 1997

X Executive Vice President for Academic Affairs and Dean of Faculty

X Vice President for Administration and Fiscal Services

X Vice President for Student Life and Dean of Students

X Vice President for University Advancement

X Academic Deans

X Faculty Senate

X Staff Congress

X Student Government Association

Others:

Human Resources

Judy Yancy


All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
UNIVERSITY ADMINISTRATIVE REGULATION RELATED TO THE STATE TUITION WAIVER POLICY

TITLE: Policy and Procedures Related to the State Tuition Policy

PURPOSE: To provide policy and procedures for the state Faculty and Staff Tuition Waiver program for non-Morehead State University employees. The policy and procedures for Morehead State University employees are contained in Administrative Regulation Related to the Faculty and Staff Tuition Waiver Program for MSU employees.

PROCEDURAL REFERENCE: KRS 164.020(32) and the policy for implementation of that statute issued by the Council on Postsecondary Education.

SCOPE: This UAR applies to all individuals who are not employed at Morehead State University and who wish to take advantage of the tuition waiver provided by KRS 164.020(32).

POLICY: The policy for determining eligibility and governing the use of the tuition waiver program shall be the attached Faculty and Staff Tuition Waiver Program Policy of the Council on Postsecondary Education.

The waiver offered under this policy does not apply to non-credit continuums or community education courses, courses offered through overseas programs, correspondence courses, and audited courses.

Individuals participating in this waiver program must maintain a minimum GPA of 2.0 on a 4.0 grade scale in order to maintain eligibility to participate in the waiver program in subsequent academic terms.

PROCEDURES: Prior administrative approval must be obtained from Morehead State University to take advantage of the waiver. To obtain administrative approval from Morehead State University for participation in the tuition waiver program, the individual must complete the following:

1. The individual must apply for and be accepted as a student at Morehead State University.

2. Acceptance to the specific program of study must be achieved if applicable.
3. A class schedule must be approved and registered for the applicable term in accordance with the class schedules and business guide in effect for that term.

4. The individual must obtain a Faculty and Staff Waiver Program for Employees of Public Postsecondary Institutions form from the Office of Financial Aid. The form must be completed and returned to the Office of Financial Aid by the following dates:

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semesters</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring Semesters</td>
<td>January 2 or the first day following New Year's Day holiday</td>
</tr>
<tr>
<td>Summer Terms</td>
<td>May 25</td>
</tr>
</tbody>
</table>

**APPLICABILITY OF**

Individuals participating in this program shall be subject to all other academic and fiscal policies pertaining to students of Morehead State University.

Individuals enrolled under the provisions of this program are not entitled to utilize the regular services of the Caudill Health Clinic.

**MSU EMPLOYEE ENROLLMENT AT OTHER POST-SECONDARY INSTITUTION:**

A regular, full-time MSU employee desiring to enroll at another public postsecondary educational institution shall have his/her employment verified by the MSU Office of Human Resources. The MSU employee shall contact the institution in which he/she intends to enroll for further information regarding enrollment.
2.51: FACULTY AND STAFF TUITION WAIVER PROGRAM POLICY

I. Statement of Purpose

The 1997 First Extraordinary Session of the General Assembly resulted in the creation of a faculty and staff tuition waiver program [KRS 164.020(32)] with the express purpose of promoting employee and faculty development. Specific responsibility was granted to the Council on Postsecondary Education to develop and implement this program. Consistent with stated legislative purpose, this policy sets out the parameters of this program, which is intended to enhance the professional development opportunities of the faculty and staff of the public postsecondary institutions.

II. Statutory Authority

Authority is expressly granted in KRS 164.020(32) which provides the Council on Postsecondary Education shall:

(32) Develop a statewide policy to promote employee and faculty development in all postsecondary institutions through the waiver of tuition for college credit coursework in the public postsecondary education system. Any regular full-time employee of a postsecondary public institution may, with prior administrative approval of the course offering institution, take a maximum of six (6) credit hours per term at any public postsecondary institution. The institution shall waive the tuition up to a maximum of six (6) credit hours per term; . . .

Additional requirements for employees of the Kentucky Community and Technical System are stated in KRS 164.5807:

(6) A regular full-time employee may, with prior administrative approval, take one (1) course per semester or combination of summer sessions on the University of Kentucky’s campus or at a community college during the employee’s normal working hours. The University of Kentucky shall defray the registration fee up to a maximum of six (6) credit hours per semester or combination of summer sessions.
III. Policy

Section A. Definitions

1. "Course-offering institution" means the institution where an employee has enrolled to take a college credit course under the provisions of this policy.

2. "Employing institution" means the institution where an employee seeking a benefit under this policy works on a full-time basis.

3. "Institution" means a state-supported postsecondary institution as described in KRS 164.001(10).

4. "Regular full-time employee" or "employee" means an employee so classified by an employing institution within the human resources system of that institution. NOTE: Until July 1, 1998, participation by the technical branch of the Kentucky Community and Technical College System (KCTCS) is limited to employees of the postsecondary technical institutions and the postsecondary faculty of the area centers. On July 1, 1998, all KCTCS employees will become eligible.

5. "Summer term" or "summer session" means the period in the academic calendar between the spring and the fall semester.

Section B: General Requirements

1. The program is to be titled the Faculty and Staff Tuition Waiver Program.

2. The Faculty and Staff Tuition Waiver Program applies to the waiver of tuition and does not include mandatory student fees, course and other fees, textbooks or other charges assessed by a course-offering institution.

3. The Council on Postsecondary Education requires that all tuition waived under this program:
   a. be recorded consistent with residency requirements;
   b. be recorded in the financial accounting system of the course-offering institution consistent with financial reporting guidelines of the Council; and
   c. be separately identified in the course-offering institution's student database consistent with Council guidelines.

4. The Faculty and Staff Tuition Waiver Program applies to all courses offered for college credit not specifically excluded by this policy.
5. A course-offering institution may, through a written policy, exclude non-credit continuing or community education courses, courses offered through overseas programs, correspondence courses, and audited courses.

6. Participation in the Faculty and Staff Tuition Waiver Program may generate additional taxable income under the provisions of the federal tax code for graduate, professional and doctoral level programs.

   a. The course-offering institution shall provide a report to the chief personnel officer of each employing institution on all employees participating in the Faculty and Staff Tuition Waiver Program. The report shall designate the course number and whether the course is undergraduate, graduate, doctoral or professional.

   b. The employing institution is responsible for withholding proper taxes and for reporting taxable income regardless of where the course is taken.

   c. Any tax liability incurred through participation in this program is the responsibility of the employee.

7. This policy confers a financial benefit to regular, full-time employees and is not intended to guarantee access or preferential treatment to any academic course or program.

8. An employee eligible to participate in this program may take courses during normal working hours with written permission of the employing institution.

9. An institution is not required to offer a course during an academic term unless there are a sufficient number of tuition-paying students taking the course. An institution may restrict enrollment in a course if space is not available.

10. An institution may offer additional benefits to its own employees or to employees of other postsecondary institutions that exceed the benefits of this policy.

11. Credit hours earned under the state policy are not assignable; however, an employing institution that wishes to allow its employees to assign credit hours to third parties may do so, either by having the employee sign a waiver of the state policy in favor of the institutional policy or by the institution granting credit hours in excess of those provided by the state.

Section C: Eligibility Criteria

1. An employee, to be eligible for participation in the Faculty and Staff Tuition Waiver Program, must be classified by the employing institution as a regular full-time employee. Certification of employment shall be provided by the employing institution for each academic term in which the employee seeks to participate in the program.
2. If employment is terminated prior to the first day of classes, an approved tuition waiver will be cancelled.

3. An employee is not eligible to receive a tuition waiver under this program in excess of six credit hours per academic term from an institution or combination of institutions.

4. Employees must meet the course-offering institution's:
   a. general admission requirements; and
   b. any specific program requirements.
   c. A course-offering institution may require that a student achieve a minimum grade level, not to exceed a 2.0 on a 4.0 grade scale, in order to continue to be eligible to participate in the Faculty and Staff Tuition Waiver Program in subsequent academic terms.

Certification: J. Kenneth Walker, Acting Chief Operating Officer

Previous Actions:

Original Approval: August 8, 1997
Amended: 11/3/97
I. Purpose: To provide policy and procedures for the Faculty and Staff Tuition Waiver Program for Morehead State University employees.

II. Procedural Reference for:

- [X] KRS, specify _164.020(32)_________________________
- __ CHE policy, specify ________________________________
- __ BOR policy, specify ________________________________
- __ UAR, specify _____________________________________
- __ Other, specify _____________________________________

III. Scope (Who is covered by this UAR?):

Attach a description of the UAR. (Description Attached)

Approved by: 

Ronald G. Eaglin, President

12/2/97 Date
UAR Distribution List

The following shall receive a copy of the UAR # 327.02

Titled: Morehead State University Faculty and Staff Tuition Waiver Program

Date: December 2, 1997

- Executive Vice President for Academic Affairs and Dean of Faculty
- Vice President for Administration and Fiscal Services
- Vice President for Student Life and Dean of Students
- Vice President for University Advancement
- Academic Deans
- Faculty Senate
- Staff Congress
- Student Government Association

Others:

- Human Resources
- Judy Yancy

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
UNIVERSITY ADMINISTRATIVE REGULATION
RELATED TO THE FACULTY AND STAFF TUITION WAIVER PROGRAM
FOR MSU EMPLOYEES

TITLE:
Morehead State University Faculty and Staff Tuition Waiver Program

PURPOSE:
To promote the professional development of regular full-time Morehead State University faculty and staff in accordance with the provisions of KRS 164.020(32).

To allow retired faculty and academic administrators re-employed by the University under PAc 25, and retired staff members re-employed by the University under PG-43, to have tuition waived subject to the limitations contained in PAc 25 and PG-43.

To allow an eligible spouse or dependent(s) of a regular full-time Morehead State University faculty or staff member to have the tuition waived subject to the provisions and limitations contained herein.

To allow employees of the United States Army assigned to the Department of Military Science and employees of the Kentucky Department of Education Region 7 Service Center to have tuition waived subject to the provisions and limitations contained herein.

PROCEDURAL REFERENCE:
KRS 164.020(32) and the policy for implementation of that statute issued by the Council on Postsecondary Education.

ELIGIBILITY:
A Morehead State University regular full-time faculty or staff member.

A retired faculty or academic administrator re-employed by the University under the provisions of PAc 25 or retired staff member re-employed by the University under the provisions of PG 43.

An eligible dependent of a regular full-time Morehead State University faculty or staff member. An eligible dependent is defined as a spouse, or an unmarried son or daughter, unmarried step-son or step-daughter less than 24 years of age by December 31 of the year in which the term for which the waiver is requested falls.

A regular, full-time employee of the United States Army assigned to the
TUITION WAIVERS:

A regular, full-time faculty or staff member of Morehead State University may take up to a maximum of six credit hours each academic term (fall and spring semester and summer I and/or II sessions) not to exceed a total of eighteen hours per academic year. The tuition charges for the credit hours taken shall be waived by the University. Unused credit hours for any semester or term may not be carried forward to future terms.

A retired MSU faculty or academic administrator re-employed by the University under the provisions of PAc 25, and retired MSU staff members re-employed by the University under the provisions of PG-43, will have access to the University's tuition waiver program, non-transferable and proportional to their contracts, up to a maximum of six (6) credit hours per academic year (fall and spring semesters only). Unused credit hours for any semester or term may not be carried forward to future terms.

A regular, full-time employee of the United States Army who is assigned to the Department of Military Science at Morehead State University and a regular, full-time employee of the Kentucky Department of Education, Region 7 Service Center whose work site is on the campus of Morehead State University may take up to a maximum of six (6) credit hours per term not to exceed twelve (12) credit hours per academic year. The tuition charges for the credit hours taken shall be waived by Morehead State University. Unused credit hours for any semester or term may not be carried forward to future terms. Unused credit hours for any semester or term are non-transferable to a dependent of these employees.

The waiver is for tuition (inclusive of Student Activity Fee) only. The waiver does not cover other mandatory fees or other course costs (books, special course fees, private lessons, tutoring, drop/add fees, course materials, etc.). The waiver also does not apply to non-credit continuing or community education courses, courses offered through overseas programs, correspondence courses and audited courses.

A request for tuition waiver will be made on a Faculty and Staff Tuition
Waiver Form and must be approved by the employee's supervisor and appropriate vice president. The form shall be presented to the Office of Financial Aid no later than the following dates:

Continuing Regular Full-Time Employees

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>January 2 or first work day following New Year's Day holiday</td>
</tr>
<tr>
<td>Summer Terms</td>
<td>May 25</td>
</tr>
</tbody>
</table>

INDIVIDUALS EMPLOYED AFTER THE ABOVE DATES:

Individuals who commence regular, full-time employment at MSU after the applicable dates above, but before the first day of classes for the term, must submit the form prior to the close of Business Days for that term.

Tuition waivers will be credited to the employee's/student's account and shall be included as a resource for the determination of eligibility for any other types of financial aid.

Permission may be granted by the employee's supervisor upon written request to take a maximum of one course per term during assigned work hours. If permission is granted to take a class during working hours, the employee's work schedule will be adjusted to make up the work time missed while in class.

Additional courses beyond the maximum of six credit hours per academic term may be taken outside normal working hours and at the faculty or staff member's own expense.

In the event a regular, full-time MSU faculty or staff member waives his/her entitlement to use all or a portion of the six (6) credit hours per academic term at Morehead State University, or if the full-time faculty or staff member chooses to exercise the entitlement under KRS 164.020(32) at another public postsecondary educational institution, the University shall grant a tuition waiver of up to six (6) credit hours per term to an eligible dependent, not to exceed twelve (12) credit hours per academic year.

If an eligible dependent of an MSU employee is granted a tuition waiver for six (6) credit hours in any academic term, the employee will not be entitled to a tuition waiver for classes at MSU during the same term.

In the event the MSU employee subsequently enrolls at MSU and claims the
entitled six (6) credit hours (or portion thereof), the dependent will be assessed the appropriate tuition charge. The maximum credit hours for which an employee can obtain a tuition waiver if an eligible dependent utilizes his/her maximum twelve (12) hour benefit is six (6) per academic year.

OTHER PROGRAM PROVISIONS:

No refund of credit (benefit) will be given to the MSU faculty or staff member or eligible dependent for courses that are dropped by the student after the last day to add a class.

This policy confers a financial benefit to regular, full-time employees and is not intended to guarantee access to or preferential treatment for any academic course or program.

MSU is not required to offer a course during an academic term unless there is a sufficient number of tuition-paying students taking the course. MSU reserves the right to restrict enrollment in a course if space is not available.

MSU employees enrolled under the provisions of this program are not entitled to utilize the regular services of the Caudill Health Clinic.

Any tax liability incurred through participation in this program is the responsibility of the employee.

ENROLLMENT AT OTHER POST-SECONDARY INSTITUTION:

A regular, full-time MSU employee desiring to enroll at another public postsecondary educational institution shall have his/her employment verified by the MSU Office of Human Resources. The MSU employee shall contact the institution in which he/she intends to enroll for further information regarding enrollment.

FRAUDULENT USE:

Any employee who intentionally obtains services through the tuition waiver program by submitting false or deceptive information shall be subject to the provisions of KRS 514.060 (Theft of Services). Theft of services is a Class A misdemeanor unless the value of the services is $100 or more, in which case it is a Class D felony.
2.51: FACULTY AND STAFF TUITION WAIVER PROGRAM POLICY

I. Statement of Purpose

The 1997 First Extraordinary Session of the General Assembly resulted in the creation of a faculty and staff tuition waiver program [KRS 164.020(32)] with the express purpose of promoting employee and faculty development. Specific responsibility was granted to the Council on Postsecondary Education to develop and implement this program. Consistent with stated legislative purpose, this policy sets out the parameters of this program, which is intended to enhance the professional development opportunities of the faculty and staff of the public postsecondary institutions.

II. Statutory Authority

Authority is expressly granted in KRS 164.020(32) which provides the Council on Postsecondary Education shall:

(32) Develop a statewide policy to promote employee and faculty development in all postsecondary institutions through the waiver of tuition for college credit coursework in the public postsecondary education system. Any regular full-time employee of a postsecondary public institution may, with prior administrative approval of the course offering institution, take a maximum of six (6) credit hours per term at any public postsecondary institution. The institution shall waive the tuition up to a maximum of six (6) credit hours per term;

Additional requirements for employees of the Kentucky Community and Technical System are stated in KRS 164.5807:

(6) A regular full-time employee may, with prior administrative approval, take one (1) course per semester or combination of summer sessions on the University of Kentucky’s campus or at a community college during the employee’s normal working hours. The University of Kentucky shall defray the registration fee up to a maximum of six (6) credit hours per semester or combination of summer sessions.
III. Policy

Section A. Definitions

1. "Course-offering institution" means the institution where an employee has enrolled to take a college credit course under the provisions of this policy.

2. "Employing institution" means the institution where an employee seeking a benefit under this policy works on a full-time basis.

3. "Institution" means a state-supported postsecondary institution as described in KRS 164.001(10).

4. "Regular full-time employee" or "employee" means an employee so classified by an employing institution within the human resources system of that institution. NOTE: Until July 1, 1998, participation by the technical branch of the Kentucky Community and Technical College System (KCTCS) is limited to employees of the postsecondary technical institutions and the postsecondary faculty of the area centers. On July 1, 1998, all KCTCS employees will become eligible.

5. "Summer term" or "summer session" means the period in the academic calendar between the spring and the fall semester.

Section B: General Requirements

1. The program is to be titled the Faculty and Staff Tuition Waiver Program.

2. The Faculty and Staff Tuition Waiver Program applies to the waiver of tuition and does not include mandatory student fees, course and other fees, textbooks or other charges assessed by a course-offering institution.

3. The Council on Postsecondary Education requires that all tuition waived under this program:
   
   a. be recorded consistent with residency requirements;
   
   b. be recorded in the financial accounting system of the course-offering institution consistent with financial reporting guidelines of the Council; and
   
   c. be separately identified in the course-offering institution's student database consistent with Council guidelines.

4. The Faculty and Staff Tuition Waiver Program applies to all courses offered for college credit not specifically excluded by this policy.
5. A course-offering institution may, through a written policy, exclude non-credit continuing or community education courses, courses offered through overseas programs, correspondence courses, and audited courses.

6. Participation in the Faculty and Staff Tuition Waiver Program may generate additional taxable income under the provisions of the federal tax code for graduate, professional and doctoral level programs.
   a. The course-offering institution shall provide a report to the chief personnel officer of each employing institution on all employees participating in the Faculty and Staff Tuition Waiver Program. The report shall designate the course number and whether the course is undergraduate, graduate, doctoral, or professional.
   b. The employing institution is responsible for withholding proper taxes and for reporting taxable income regardless of where the course is taken.
   c. Any tax liability incurred through participation in this program is the responsibility of the employee.

7. This policy confers a financial benefit to regular, full-time employees and is not intended to guarantee access or preferential treatment to any academic course or program.

8. An employee eligible to participate in this program may take courses during normal working hours with written permission of the employing institution.

9. An institution is not required to offer a course during an academic term unless there are a sufficient number of tuition-paying students taking the course. An institution may restrict enrollment in a course if space is not available.

10. An institution may offer additional benefits to its own employees or to employees of other postsecondary institutions that exceed the benefits of this policy.

11. Credit hours earned under the state policy are not assignable; however, an employing institution that wishes to allow its employees to assign credit hours to third parties may do so, either by having the employee sign a waiver of the state policy in favor of the institutional policy or by the institution granting credit hours in excess of those provided by the state.

Section C: Eligibility Criteria

1. An employee, to be eligible for participation in the Faculty and Staff Tuition Waiver Program, must be classified by the employing institution as a regular full-time employee. Certification of employment shall be provided by the employing institution for each academic term in which the employee seeks to participate in the program.
2. If employment is terminated prior to the first day of classes, an approved tuition waiver will be cancelled.

3. An employee is not eligible to receive a tuition waiver under this program in excess of six credit hours per academic term from an institution or combination of institutions.

4. Employees must meet the course-offering institution's:
   a. general admission requirements; and
   b. any specific program requirements.
   c. A course-offering institution may require that a student achieve a minimum grade level, not to exceed a 2.0 on a 4.0 grade scale, in order to continue to be eligible to participate in the Faculty and Staff Tuition Waiver Program in subsequent academic terms.

Certification: 
J. Kenneth Walker, Acting Chief Operating Officer

Previous Actions:
Original Approval: August 8, 1997
Amended: 11/3/97
I. Purpose: Assessment of toxic and hazardous substances when purchasing or receiving gifts/bequests of any university real estate transaction.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):
Morehead State University faculty and staff

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eaglin, President

Date: 11-20-97
UAR Distribution List

The following shall receive a copy of the UAR # 328.01

Titled: Procedures for Environmental Review of Real Estate Property

Date: November 20, 1997

X Executive Vice President for Academic Affairs and Dean of Faculty

X Vice President for Administration and Fiscal Services

X Vice President for Student Life and Dean of Students

X Vice President for University Advancement

Academic Deans

Faculty Senate

Staff Congress

Student Government Association

Others:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
MOREHEAD STATE UNIVERSITY
OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

PROCEDURES FOR ENVIRONMENTAL REVIEW OF REAL ESTATE PROPERTY

The following phased process is to be used for the assessment of toxic and hazardous substances when purchasing or receiving gifts/bequests of any University real estate transaction. The "due diligence" process serves as a risk assessment and management tool for environmental liabilities associated with all real estate transactions. It is a flexible process - the level of investigation is not the same for every property, and will vary depending upon: nature/type of property; historical use; type of transaction; proposed use of the property; and information obtained during the course of investigation. Similar procedures should be followed for sales and leasing of University property.

A. Two Phase Investigation

   Phase I - Preliminary Site Assessment (PSA)

   Phase II - Site Characterization: sampling of soils, groundwater, and/or building components

Risk assessments must be made at the conclusion of each phase of this process. A general path to this process is as follows:

   Phase I
   Preliminary Site Assessment
   Property appears free of contamination. Evaluate need for further investigation. Proceed with Phase II or acquisition as appropriate. Potential for contamination is identified. Known or confirmed contamination on site. Re-evaluate benefits of acquisition. Terminate acquisition if risks outweigh advantages.

   Phase II
   Site Characterization
   Property appears free of contamination. Proceed with acquisition. Contamination confirmed. Proceed with additional site sampling to determine full nature and extent of problem(s).

There is some degree of potential risk involved with every property transaction. Environmental due diligence will always be a condition of any purchase contract unless performed by the University prior to executing the purchase contract. The Phase I Preliminary Site Assessment (PSA) may be performed by campus qualified Environmental Health & Safety personnel, if available. If potential for contamination is identified during the campus Phase I assessment, a qualified professional environmental consulting firm should contracted to review the results of the Phase I report and conduct Phase II site sampling if necessary. It is strongly recommended that if the property is commercial or industrial or otherwise poses a high risk for contamination, an environmental consultant be exclusively contracted to perform the work because of the inherent liabilities.

B. Phase I - Preliminary Site Assessment (PSA)

The PSA has three (3) major objectives:

1. Technical: determine the likelihood of contamination and the need for further investigation (Phase II).
2. Financial: determine if the subject property value is impaired and the level of financial liability associated with any environmental problems.
3. Legal: establish a basis for the "innocent landowner defense" and enable the allocation of risk/responsibility amongst parties in the transaction.

Current PSA components:

1. Identify past and present site ownership and uses.
2. Determine and document site environmental characteristics and settings.
3. Assess hazardous materials and hazardous waste generation, storage, handling, and disposal practices.
4. Inspect structures for asbestos, lead paint, PCB electrical equipment, or any other hazardous building components.
5. Assess off-site hazards posed by past and present uses of surrounding properties.
6. Develop conclusions about risks of potential problems and make recommendations for the need for further investigation (Phase II).

The PSA investigation must consist of a records review, site inspection, and historical research. This should be included in a written report with recommendations and cost estimates for Phase II, if necessary.

1. Records Review

Review available records and files of both public agencies and any accessible privately held records for the following information: site history and use; hazardous materials, hazardous waste storage, and disposal permits; underground storage tank records; discharge or emissions permits; business hazardous materials plans; reported releases of hazardous materials or known site contamination problems. For commercial and industrial sites, a questionnaire can be presented to the current owner or operator that requests specific information on current and past operations. Commercial record search services are available that cover state and federal site lists. Local (city or county) records must also be searched. No regulatory agency site listings are all-inclusive and the absence of a site from these lists does not mean there is no problem.

2. Site Inspection

The site inspection is performed to identify land uses, evaluate owner and tenant activities, and identify environmental characteristics that could impair the condition or value of the real property. Authorization for access to the site (preferably written) must be obtained from the owner prior to entering the property. If permitted, the existing conditions should be documented using photos or videotape. If possible, interviews of knowledgeable on-site personnel should be conducted to gather information about site operations and layout. Aerial photos and USGS topographic maps may assist in this process. The following "red flags" or possible signs of contamination or presence of hazardous substances must be noted:

1. Underground storage tanks (USTs): Some states require permits for USTs containing petroleum or hazardous substances. Leaking tanks are required by law to be reported to regulatory agencies. However, some USTs
may not have permits and/or may be abandoned, especially on agricultural and residential properties. Look for vent pipes, fill connections, and metal caps or plates.

2. Wastewater systems (septic tanks; leaching fields; sumps; dry wells; or any other subsurface systems on-site which are not connected to a sanitary sewer system).

3. Drums or any other chemical storage or handling areas.

4. Discoloration of pavement or soils, especially near storm drains.

5. Dead, dying, or unhealthy vegetation.

6. Piles of waste, trash, or unidentified mounds.

7. Surface impoundments (pits; ponds; lagoons; unidentified depressions)

8. Any obvious signs of spillage or residues on property or in buildings.

9. Odors (especially solvents).

10. Wells (may be capped or covered).

11. Maintenance, repair, or shop areas.

12. Building components which may contain asbestos (generally prior to 1980).
   a. Sprayed-on fireproofing and plaster
   b. Acoustical insulation
   c. Thermal insulation: pipes or lagging; ducts; plenums; boilers and furnaces
   d. Electrical insulation: electrical panels and duct openings
   e. Floor and ceiling tiles and transite panels
   f. Asphalt roofing materials

13. Electrical equipment such as transformers and capacitors (older than 1979) that may contain polychlorinated biphenyls (PCBs).

3. Historical Research

It is essential to find out as much as possible regarding previous site ownership and uses in order to assess the potential for contamination due to past activities. There are a number of resources available to assist in this process.
1. Title History: this type of title report can be prepared by a title company at a slightly higher cost than an ordinary title report. The title search should go back to the time the property was first developed. A title history report will indicate whether the property was owned by government agencies or companies that likely handled hazardous materials, and will also reveal recorded leases by such entities. State and federal environmental liens may also be included in these records.

2. Aerial photos: historical aerial photos can provide invaluable documentation of site use and activity for both the subject site and surrounding properties. Many commercial aerial photography companies can provide coverage of urban areas as far back as 50 years.

3. Maps: historical maps, especially Sanborn fire insurance maps, are often available for urban areas through local libraries or historical societies. Old business directories and other similar historical records may also be available from libraries, societies, and public agencies.

4. Interviews with people knowledgeable about the property can provide valuable insight into site history and activities for which no written records exist. Neighbors, former employees and long-time public officials can often provide this information.

C. Phase II - Site Characterization (Sampling)

This phase involves actual sampling and analysis of soils, groundwater, and building components suspected of containing hazardous substances or wastes. This phase may also entail testing of underground storage tanks. Sampling will reveal whether the property is "contaminated" or if hazardous substances are really present. Phase II investigations require written authorization from the current property owner because there can be significant consequences if contamination is found. Federal and state hazardous waste laws require that the owner promptly report site contamination to the proper regulatory authorities. (University employees may also have an independent legal obligation to report the discovery of contamination if the owner does not). This will subject the current owner to regulatory scrutiny and the burden of further site investigations and remediation (cleanup). Phase II investigations may also diminish property value and will delay the property transaction.
The consultant will prepare a technical Phase II report consisting of:

1. Nature and probable sources(s) of the contamination.
2. Likely extent of contamination in soils and groundwater.
3. Need for further characterization (sampling and analysis).
4. Regulatory standards pertaining to cleanup levels and remedial technology options.
5. A preliminary estimate of costs for additional sampling and remediation (cleanup).

Environmental consultants generally require about 4-10 weeks on the average to design and implement a Phase II investigation. In general, costs usually range from less than $10,000 to about $30,000 for this work. Costs and turnaround time will depend on the size of the property and types of contaminants and sampling required. For example, soil borings typically cost $1,500 each, whereas groundwater monitoring wells cost $3,000 to $6,000 each, depending upon the location and site conditions. Laboratory costs vary according to specific analysis.

Once contamination is confirmed by a quantitative technical investigation, the acquisition as negotiated will probably have to be restructured if the University still wants to acquire the property. The campus must perform a written analysis of risks, costs, and reason for continuing toward acquisition of the property. A health risk assessment study may be performed at this time to determine the effects of contaminants on persons using the property and the effect on the property itself. Health risk assessments are also essential in determining acceptable contaminant cleanup levels.

D. Phase III - Remediation

The last phase of this process (if necessary) consists of the cleanup (remediation) of any contamination found during the Phase II site investigation. Generally, site cleanups are performed according to the methodology set forth by a Risk-Based Corrective Action process administered by the appropriate environmental regulatory agency.
Conclusion

The liability for on-site contamination can be transferred with ownership whether purchased, gift/bequest, or merger occurs, an environmental site assessment in the due diligence process has become standard practice. Regular monitoring of property can provide a baseline against future litigation. Under CERCLA, RCRA, and state and local regulations, extensive cleanup liability costs and damages can be assessed if proper removal or remedial actions are not conducted. As a buyer, owner, or lessee, the University can face a large facet of environmental issues.

Any questions regarding this, please do not hesitate to call.

Jeff Stewart  
Environmental Engineer
Environmental Health & Safety Coordinator
Morehead State University

JSS/js
I. Purpose: To establish a review procedure and factors to be considered in determining the admission status for applicants applying for undergraduate admission who have self-reported criminal convictions.

II. Procedural Reference for:

- KRS, specify
- CHE policy, specify
- [X] BOR policy, specify Undergraduate Admission Standards -- AP-1
- UAR, specify
- Other, specify

III. Scope (Who is covered by this UAR?):

All applicants for undergraduate admission to Morehead State University with self-reported criminal convictions. Minor traffic violations and juvenile records protected by statutes are exempt from reporting.

Attach a description of the UAR.

Approved by:

[Signature]
Ronald G. Eaglin, President

[Date] 11-12-92
REVIEW PROCESS FOR
UNDERGRADUATE ADMISSIONS APPLICANTS
WITH REPORTED CRIMINAL CONVICTIONS

The Undergraduate Admissions Application requires applicants to report all criminal convictions, other than minor traffic violations. In order to assess the suitability of such applicants to the university community and identify any special conditions for enrollment, the following procedures will be followed:

1. Criminal data submitted through the application process will be reviewed and verified by MSU's Office of Public Safety.

2. Based upon review of the findings by the Office of Admissions, the applicant will be:
   a. admitted conditionally or unconditionally, or
   b. required to meet with the Admissions Review Panel for further consideration.

3. The Admissions Review Panel will consist of the following: (a) Assistant Dean of Students; (b) the Director of Student Development; (c) the Manager of Public Safety; (d) the Director of Admissions; and (e) the Director of Financial Aid. At least three members must be present at each review. Decisions will be made by a simple majority. Meetings and records will be coordinated by the Director of Admissions.

4. Factors considered in the review process may include but are not limited to: (a) nature and degree of criminal conviction(s); (b) conditions of probation or parole; and (c) written or verbal recommendations or reports from parole officers, counselors, and other qualified persons.

5. Requirements for conditional admissions may include but are not limited to the following: (a) counseling; (b) facility usage restrictions, including denial of university housing privileges; and (c) other measures deemed appropriate to the support of the applicant and necessary for the university to maintain an environment conducive to the educational mission of the institution. Outright denial of admission may be made where the criminal and related data submitted are found to present an unacceptable and significant risk to the university community which some form of conditional admission will not reduce to an acceptable level.

6. The decision of the Admissions Review Panel and all supporting documents are automatically reviewed by the Vice President for Student Life and Dean of Students to determine that appropriate due process was given and all relevant facts were considered.
I. Purpose: To update, in accordance with changes in federal regulations, the Office of Financial Aid's refund and repayments policy and procedures. These procedures are already in effect and being adhered to, per law.

II. Procedural Reference for:

   KRS, specify
   CHE policy, specify
   BOR policy, specify
   UAR, specify
   Other, specify Regulations, student financial assistance programs, U.S. Dept. of Education (Part 668)

III. Scope (Who is covered by this UAR?):

   All recipients of financial aid administered by Morehead State University, including federal, state, institutional, and private sources. This supersedes procedures for Refunds and Repayments of Student Financial Assistance initially adopted 1/2/82, and most recently revised 6/15/92.

   Attach a description of the UAR.

Approved by:

Ronald G. Eaglin, President

Date 9/10/94
UAR Distribution List

The following shall receive a copy of the UAR # 501.01 titled Refunds and Repayments Policy and Procedures for Financial Aid Recipients. Date: 09-06-94

X Vice President for Academic Affairs and Dean of Faculty
X Vice President for Administration and Fiscal Services
X Vice President for Student Life and Dean of Students
X Vice President for University Advancement

Academic Deans
Faculty Senate
Staff Congress
Student Government Association

Others:*

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Internal Auditor

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All originals will be filed in the Executive Vice President’s Office, HM 205, and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
REFUNDS AND REPAYMENTS POLICIES AND PROCEDURES
For Financial Aid Recipients

I. Definitions and Clarification

Refund: a refund of institutional charges that the school makes to a student, or on behalf of the student, after the student has withdrawn from school.

Pro-rata Refund: a refund by the institution, for students considered to be first-time students and withdrawing at or before the 60% point in time in the period of enrollment, of not less than that portion of the tuition, fees, room and board, and other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remain on the last day of attendance by the student, rounded downward to the nearest 10 percent of that period, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged, and less a reasonable administrative fee not to exceed the lesser of 5 percent of the tuition, fees, room and board, and other charges assessed the student, or $100.

Repayment: the amount of the cash disbursement that a student must pay back to the school if the student withdraws from school. The cash disbursement is the payment from financial aid that the school makes to the student for living expenses usually after the student's account has been credited for any school charges.

First-time Student: a student who is enrolled for the first time at this institution regardless of classification. This does include transfer students.

A student is considered to be attending the school for the first time if the student has not:

1. previously attended one class at the school; or
2. received a refund of 100% of any charges for tuition and fees, less any permitted administrative fee, for any previous attendance at the school.

Federal Family Education Loan Program (FFEL): this includes the Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, and PLUS Loan.

Workstudy awards are not considered in the refund/repayment calculation.

The date used to calculate the student’s refund or repayment is the date the student officially notifies the school that he/she has withdrawn.

Scholarships not designated to specific terms will be considered as an academic year award.
Refund and Repayment calculations will only consider funds attributed to the payment period not total aid for the award year.

Refunds and Repayments will be returned to the designated programs in the distribution order established by the University and in compliance with Student Financial Assistance Regulations. The funds returned to each program shall not exceed the award from that program.

CAP Grant funds are not considered Title IV aid.

Morehead State University will withhold academic transcripts as a result of any refund/repayment owed.

II. Refunds for Students with Title IV Financial Assistance

Six steps to Refund calculations:

1. Attribute all financial aid to payment period.
2. Calculate a pro-rata refund if the student is considered to be a first-time student.
3. When the pro-rata refund does not apply, calculate the refund with both the institutional refund formula and the Department of Education's Standard Formula (Appendix A to Part 668, see Section V). Compare the resulting refund amounts and use the largest refund.
4. Allocate the refund to the Title IV programs and the lender up to the amount of the award for that payment period.
5. Allocate any remaining refund to the non-Title IV programs and the student.

Refunds will only be calculated with paid institutional charges. No portion of an unpaid scheduled cash payment may be included in the amount the institution may retain when calculating the institutional refund.

The institution may collect remaining scheduled cash payments from the student if the amount it may retain is not satisfied after calculating the refund.

If the unpaid amount of the student's scheduled cash payment ≥ the amount the institution may retain under its refund policy, the institution must return all Title IV assistance (other than FWS) paid for institutional charges for the payment period.

The amount of the refund returned to the Title IV programs may not exceed the amount the student received for the period of enrollment for which the student has been charged and must be allocated to the Title IV programs in the following order:
Title IV Distribution Priority of Refunds:

1. FFEL loans: Federal Unsubsidized Stafford loan
   Federal Subsidized Stafford loan
   Federal PLUS loan

2. Federal Direct loans: Stafford
   PLUS

3. Federal Perkins loans
4. Federal Pell Grant Program
5. Federal SEOG Program
6. Other Title IV, HEA Programs

Pell, SEOG, and Perkins refunds must be returned to the federal programs within 30 days of the official withdrawal date. FFEL refunds must be returned to the lender within 60 days of the official withdrawal date.

If after satisfying the above requirement of Title IV refunds, a portion of the refund remains, the remaining refund will be allocated in the following order:

1. CAP will receive a proportionate amount, (CAP/Total Aid).
2. Calculate an adjusted remaining amount.
3. Adjusted remaining refund will be returned on a pro-rated contributed basis to the other aid programs and the student.

III. Institutional Refunds for Students Without Title IV Financial Assistance

A student withdrawing from school will receive a refund of paid institutional charges for the Fall and Spring semesters as follows:

1. Before the first day of class: 100%
2. During the first five class days: 75%
3. During the next ten class days: 50%
4. During the next five class days: 25%

After the first twenty class days of a semester, a student will not receive any refund for tuition, fees, room, and required dining charges except in approved extenuating circumstances. Meal plans are refunded on a weekly pro-rated basis.
Refunds for summer school attendance will be calculated on the following scale:

1. Before the first day of class: 100%
2. During the first two class days: 75%
3. During the next four class days: 50%
4. During the next two class days: 25%

IV. Pro-rata Refund

Pro-rata refund calculations apply for any student who meets all of the following conditions:

1. is a first-time student.
2. withdraws at or before the 60% point in time in the period of enrollment for which the student has been charged.
3. received Title IV aid.

Step 1: Determine the pro-rata percentage by using the statutory formula:

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\frac{\text{# of weeks remaining in the period for which the student was charged}}{\text{# of weeks in the period for which the student was charged}}
\]

Round this resulting percentage down to the nearest 10%.

Step 2: Determine the total institutional charges assessed the student for the period charged.

Step 3: Multiply the pro-rata percentage times the total charges assessed to arrive at a preliminary refund amount.

Step 4: To determine the pro-rata refund, subtract from the preliminary amount:

1. unpaid charges owed by the student for the period, and
2. an administrative fee of the lesser of 5% of institutional charges, or $100.

Step 5: Allocate and distribute the pro-rata refund in accordance with the refund policies and procedures previously described in Section II.
V. Department of Education's Standard Refund Formula (Appendix A to Part 668)

If the Pro-Rata calculations do not apply, the Department of Education's standard refund formula, as described below, must be computed and compared to the institution's calculated refund amount. The method which results in the largest refund amount must be used.

1. The institution must refund 100 percent of the tuition charges, less an administrative fee that does not exceed the lesser of $100 or 5 percent of the tuition, if the student submits written notice of cancellation on or before the first day of classes for the period of enrollment for which the student was charged.

2. The institution must refund at least 90 percent of the tuition charges if the student submits written notice of cancellation between the second day of class and the end of the first 10 percent (in time) of the period of enrollment for which the student was charged.

3. The institution must refund at least 50 percent of the tuition charges if the student submits written notice of cancellation between the end of the first 10 percent (in time) of the period of enrollment for which the student was charged and the end of the first 25 percent (in time) of that period of enrollment.

4. The institution must refund at least 25 percent of the tuition charges if the student submits written notice of cancellation between the end of the first 25 percent (in time) of the period of enrollment for which the student was charged and the end of the first 50 percent (in time) of the period of enrollment.

VI. Repayments

If a student withdraws from school he/she may have to repay amounts received for living expenses.

The repayment amount will be the difference of aid disbursed for living expenses (excluding work earnings and FFEL Program loan proceeds) and living expenses incurred. Living expenses are based on the Cost of Attendance used in the Office of Financial Aid to calculate need. Living expenses are assumed to be incurred in the following manner during the Fall and Spring semesters:

1. Before the first day of class: 0%
2. During the first five class days: 25%
3. During the next ten class days: 50%
4. During the next five class days: 75%

After the first twenty class days of the Fall or Spring semester, a student will not have a repayment because 100% of the living allowance is assumed to be incurred.
Living expenses are assumed to incurred during the summer terms as follows:

1. Before the first day of class: 0%
2. During the next two class days: 25%
3. During the next four class days: 50%
4. During the next two class days: 75%

After the first eight class days of each summer term, a student will not have a repayment because 100% of the living allowance is assumed to be incurred.

Repayment calculations will be done solely for Title IV aid. The Title IV distribution priority of repayments is as follows:

1. Federal Perkins loans
2. Federal Pell Grant Program
3. Federal SEOG Program
4. Other Title IV, HEA programs

Workstudy, Stafford, SLS, and PLUS awards are excluded from the repayment calculation.

All repayments must be returned to the Title IV programs within 30 days of receipt of funds from the student.

If the student received an overpayment, the student is required to repay the amount overpaid unless that amount is less than $100. The federal regulations specify that an amount less than $100 is not considered to be an overpayment.

If students or parents believe that individual circumstances warrant exceptions from the published policy, and wish to appeal, they should contact the Vice President for Student Life.
I. Purpose: To permit the issuance of keys to University-owned or -controlled academic or administrative facilities to students when necessary for the operation of the unit or program.

II. Procedural Reference for:

____ KRS, specify ____________________________
____ CHE policy, specify _______________________
____ BOR policy, specify _______________________
____ UAR, specify ____________________________
____ Other, specify ____________________________

III. Scope (Who is covered by this UAR?):

All MSU students requiring keys to University-owned or -controlled academic or administrative facilities.

Attach a description of the UAR. (Description Attached)

Approved by:

Ronald G. Eaglin, President

Date 7/21/95
UAR Distribution List

The following shall receive a copy of the UAR # 502.01 formerly UAR # 318.01

Titled: **Issuance of Academic and Administrative Facility Keys to Students**

Date: 7/21/95

- [X] Executive Vice President for Academic Affairs and Dean of Faculty
- [X] Vice President for Administration and Fiscal Services
- [X] Vice President for Student Life and Dean of Students
- [X] Vice President for University Advancement
- [X] Academic Deans
- [X] Faculty Senate
- [X] Staff Congress
- [X] Student Government Association

Others:*

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The only change in the UAR is the number.

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All originals will be filed in the Office of Academic Affairs, H-M 205 and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.
MOREHEAD STATE UNIVERSITY
ADMINISTRATIVE REGULATION

TITLE: Issuance of Academic and Administrative Facility Keys to Students

PURPOSE: To permit the issuance of keys to University-owned or -controlled academic or administrative facilities to students when necessary for the operation of the unit or program.

RESPONSIBILITY: It shall be the responsibility of the supervisor of the student(s) requiring the key to complete a key request and obtain approval from the appropriate dean or vice president.

APPLICABILITY: The regulation applies to all MSU students requiring keys to University-owned or -controlled academic or administrative facilities.

GUIDELINES: The student's supervisor and appropriate dean or vice president determine the necessity for issuing keys to students. Keys shall be issued to students only when it is necessary for the operation of a unit or program.

A key request in the name of the student and authorized by the signature of the supervisor and the dean or vice president shall be forwarded to the Office of Public Safety for approval and issuance.

The key request must specify the issue date and the date the key is to be returned to the Office of Public Safety. University keys shall be returned to the Office of Public Safety at the end of an academic school year. A new key request must be submitted for summer term(s).

The student receiving the key shall sign a key agreement at the Office of Public Safety at the time of issuance.

Under no circumstances are students permitted to access University facilities at times not authorized by their supervisor.

Violation of any part of the key agreement shall result in the revocation of key privileges.
I. Purpose: To identify procedures for the release of sensitive student information.

II. Procedural Reference for:

- KRS, specify 164.283 Student Academic Records
- CHE policy, specify
- BOR policy, specify
- UAR, specify
- Other, specify -FERPA

III. Scope (Who is covered by this UAR?):

Sensitive information is defined as student ACT and other scholastic test scores, gender, race, age, and grades. University students (past and present)

Attach a description of the UAR.

Approved by:

C. Nelson Grote, President

Date: 7/7/91
Procedure for Release of Sensitive Student Information
MOREHEAD STATE UNIVERSITY

Adopted October 23, 1989

Sensitive information on students at Morehead State University can be released only under the following procedures. Sensitive information is defined as student ACT and other scholastic test scores, gender, race, age, and grades.

For Use by Morehead State University Employees Including Date Used in Research Projects (Advisors and appropriate authorized personnel may obtain data through regular approved channels.) Information about students when individual students can be identified can be released only by the Morehead State University Office of the Registrar. Before such data will be given, the following documentation must be provided:

1. A statement of need for, and subsequent use of, such information; and
2. Where appropriate, approval from the University's Institutional Review Board for the Use of Human Subjects where research participants anonymity is not protected; or
3. Signed informed and dated consent from each student which clearly identifies how the information will be used. The consent form should specifically indicate who will see and use such information; and
4. Signed approval by the Vice President for Academic Affairs.

For Use for Requests from Sources External to the University:
Sensitive student information can be released to external requestors only by the MSU Office of Planning, Institutional Research, & Evaluation. Before such data will be given, the following procedures will be observed:

1. A written request must be made for such information stating the purpose for which the information will be used and who will use it;
2. The requesting party must assure Morehead State University, in writing, that the information will not be distributed to a third party. Only the University can share such information with non-institutional sources. Information on honor students, etc. can be released when given by category and a student can not be identified with an individual score, etc.;
3. Sensitive information on students will be released only to other educational officials/agencies from which the identified student/s graduated or attended;
4. Data will be released in aggregate form only (e.g., mean scores), not by individual student unless written authorization has been given by the student, i.e., for NCAA eligibility reporting; and
5. Data/information cannot be released which publicly identifies an individual student or parent;

THIS PROCEDURE STATEMENT WILL BE REVIEWED ON A CONTINUOUS BASIS AND MAY BE AMENDED BY ADMINISTRATIVE ACTION.
UAR Distribution List

The following shall receive a copy of the UAR # 900.01 titled "Procedure for Release of Sensitive Student Information". Date:

- Vice President for Academic Affairs and Dean of Faculty
- Vice President for Administration and Fiscal Services
- Vice President for Student Life and Dean of Students
- Vice President for University Advancement
- Academic Deans
- Faculty Senate
- Staff Congress
- Student Government Association

Others:*  

Registrar

Chair, IRB

Dir of Media Relations

All originals will be filed in the Office of Planning, HM 204, and duplicates in the Library.

*Appropriate VP is responsible for distribution to those people in his/her division.