











**REVIEWED BY:**

/s/ Kevin Edelblute  
Controller and Treasurer

12/04/2015  
Date

/s/ Don Zant  
Vice President for Finance

12/07/2015  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

12/18/2015  
Date

/s/ Joan Lucas  
General Counsel

02/03/2016  
Date

**APPROVED BY:**

/s/ Mark Keenum  
President

04/26/2016  
Date

**This policy has been superseded**