

Recommended by:

/s/ Judy Spencer
Director of Human Resources Management

06/01/12
Date

/s/ Jerome A. Gilbert
Provost and Executive Vice President

06/11/12
Date

Reviewed by:

/s/ Lesia Bryant
Director of Internal Audit

07/02/12
Date

/s/ Joan L. Lucas
General Counsel

07/18/12
Date

APPROVED:

/s/ Mark Keenum
President

10/02/12
Date

This policy has been superseded.