

REGENTS' POLICY
PART I – MISSION AND GENERAL PROVISIONS
Chapter 01.03 – Policy and Regulation Manuals

P01.03.010. Policies and Regulations; Manuals.

- A. Policies adopted by the Board of Regents shall be as broad and flexible as possible, leaving the details of administration and implementation to be expressed in regulations of the university, to be promulgated by the President of the University. Adopted policies shall be maintained in the form of a Policy Manual and set out in a publication entitled Bylaws and Policy of the Board of Regents. Regulations shall be maintained in the form of a Manual of Regulations designed to easily cross-reference to the Policy Manual.
- B. Changes in the Policy Manual and Manual of Regulations shall become effective when physically inserted into the official copy maintained in the Office of the President. The president shall enter each policy into the Policy Manual and place copies of the changes in the course of transmission to the chancellors within five (5) working days of adoption of the policy by the board. The official copies of the Regulations and Policy Manual shall be presumed to reflect accurately the duly adopted and promulgated policies and regulations.
- C. The official copies of the Policy Manual and Manual of Regulations shall be maintained current by the president. Copies of the Policy Manual and Manual of Regulations and amendments thereto shall be provided to the System Governance office for distribution to the system governance groups and to the chancellors for distribution to major units and libraries. Information copies of all changes in the Policy Manual or the Manual of Regulations shall be provided to individual members of the board. Complete official copies of the Policy Manual and the Manual of Regulations shall be available to the public on the university's website.

(02-07-07)

P01.03.015. Editorial Revision of Policies.

- A. The secretary to the board shall, without changing the meaning of any regents' policy adopted by the board, edit and revise in the following manner the regents' policy for publication in the Policy Manual:
 - 1. renumber sections and subparts of sections, chapters, and other subdivisions of the regents' policy;
 - 2. change the wording of section or subsection headings, or delete subsection headings, and change or provide new headings for chapters and other subdivisions of the regents' policy;
 - 3. change capitalization for the purpose of uniformity;

4. correct manifest errors that are clerical or typographical, errors in spelling, and errors by way of additions or omissions;
 5. correct manifest errors in references to laws, regents' policy, and university regulation;
 6. rearrange sections, combine sections or parts of sections with other sections or parts of sections, divide long sections into two or more sections, and rearrange the order of sections to conform to a logical arrangement of subject matter as may most generally be followed in the Policy Manual.
- B. The board secretary shall maintain a permanent record of all editorial changes made under (a) of this section and annually make a written report to the board describing the changes made during the preceding year.

(06-07-07)

P01.03.020. Regulations.

- A. The president shall promulgate regulations and amendments thereto, necessary or proper to implement or administer policies expressed in the Policy Manual. Regulations may also be promulgated as "emergency regulations" without reference to a policy expressed in the Policy Manual, and without prior review, if the president determines that there is an urgent need for the regulation.

Emergency regulations shall be brought to the board at the earliest opportunity at which the matter may be regularly considered. Emergency regulations not rejected by board action shall remain in effect. Emergency regulations rejected by board action shall expire at the end of the first working day after the adjournment of the board at which they are to be considered by the board.

- B. Except as provided otherwise in Regents' Policy, the president shall seek review and comment by chancellors and by affected governance groups prior to the adoption or amendment of a regulation. However, the president may adopt editorial changes or changes required by law or administrative agency action prior to review. Review of such revisions shall be promptly initiated after adoption. For the purpose of this subsection, "regulation" does not include emergency regulations.
- C. The president may delegate authority by regulation.
- D. Regulations shall be presumed to be valid.

(02-18-11)

P01.03.900. Construction of Words and Phrases; Use of "including".

- A. Words and phrases shall be construed according to the rules of grammar and according to their common and approved usage. Technical words and phrases and those which have acquired a peculiar and appropriate meaning, whether by definition in law or otherwise, shall be construed according to the peculiar and appropriate meaning.

- B. When the words "includes" or "including" are used in a policy, they shall be construed as though followed by the phrase "but not limited to."

(02-07-07)

P01.03.910. Tense, number, and gender.

- A. Words in the present tense include the past and future tenses, and words in the future tense include the present tense.
- B. Words in the singular number include the plural, and words in the plural number include the singular.
- C. Words of any gender may, when the sense so indicates, refer to any other gender.

(02-07-07)

P01.03.920. Citation of Policy and Regulations.

Regents' policies may be cited in this Policy Manual as "Pnn.nn.nnn." University regulations may be cited as "Rnn.nn.nnn."

(02-07-07)

P01.03.990. Definitions.

In this Policy Manual, unless expressly modified by chapter definitions or the context otherwise requires,

- A. "board" means the Board of Regents of the University;
- B. "campus president" means the chief executive officer of one of the community colleges within the University of Alaska system;
- C. "chancellor" means the chief executive officer of one of the universities within the University of Alaska system;
- D. "community college" means a program of education, including both academic degree and non-degree programs, established by the university in cooperation with qualified school districts or qualified political subdivisions of the state, and sponsored and funded by the school district or political subdivision and the university;
- E. "MAU" means Major Administrative Unit;
- F. "president" means the President of the University;
- G. "university," "university system," "University of Alaska," or "University of Alaska system" means the public universities and community colleges of the State of Alaska referenced collectively as a system of higher education.

(02-07-07)