Campus Administrative Policies Update

Cal Poly is undertaking a comprehensive review of its administrative policies that will result in a new collection of "Campus Administrative Policies" (CAP), published on the Web and in hard copy format. CAP will take the place of the pre-existing Campus Administrative Manual (CAM).

The CAP Ad Hoc Editorial Coordination and Review Committee ("CAP Committee") reports the following:

**Draft Policies Reviewed and Posted for Campus Comment**
The following *revised* Campus Administrative Policy has been considered by the CAP Committee and has been posted as a draft policy on the CAP Web site (http://policy.calpoly.edu/capdraft/draftTOC.htm).

CAP 850 Julian A. McPhee University Union

In addition, several CAP policies previously posted on the CAP website are undergoing final review this Summer with approval as interim policies anticipated in the Fall.

CAP 220-228 Cal Poly Continuing Education
CAP 232 Admissions and Recruitment Office
CAP 233 Student Financial Aid Office
CAP 700 Administrative Organization of University Advancement
CAP 710-717 Advancement - Development

Questions or comments about these draft policies are invited. They will *not* have official status as a university policy until final legal and administrative review has been completed.

**Interim Policies Approved for Implementation**
The following new or revised Campus Administrative Policies have gone through legal and administrative review and received presidential approval. They are now posted as "interim" policies on the "Interim/Final CAP Policies Web Page" (http://policy.calpoly.edu/cap/finalTOC.htm):

CAP 231 Office of Academic Records
CAP 301 Organizational Structure

*Continued on Page 2*
A list of Campus Administrative Manual policies that are now retired is also posted on the web site (http://policy.calpoly.edu/capdraft/CAM%20Retired/CAM%20retired.htm).

A hard copy version of all Interim/Final CAP policies and list of retired CAM policies may be viewed in the Reserve Room of the Robert E. Kennedy Library.

Questions or comments about any CAP policies may be directed to: Daniel Howard-Greene, Executive Assistant to the President, Cal Poly, One Grand Avenue San Luis Obispo, CA 93407. Phone: (805) 756-6000. Fax: (805) 756-1129. E-mail: dhgreene@calpoly.edu.

Administration Building Second Floor Offices Move for the Summer
The second floor of the Administration building will undergo a major abatement and re-roofing project beginning in June. The following offices will be temporarily relocated to Sequoia Residence Hall: Financial Aid, Student Accounts, Admissions, Records and Student Affairs. Judicial Affairs will relocate permanently to the Health Center, Room 188. The offices are scheduled to move back to Administration building before the start of fall quarter. All offices will remain fully functional.