

PN 3.064

Signature Stamp Policy

An authorized signature provides key internal control, providing the official signature means the supervisor has examined and approved a transaction. In all instances of authorization of funds or compensation (i.e. employee travel reimbursement, purchase approval, timesheets, etc.) the use of signature stamps will not be permitted to replace a manual signature of an employee."

(Internal)

PN 3.065

THESIS AND DISSERTATION PRINTING PROPOSED POLICY

Author's requests for the printing of student theses and/or faculty dissertations will be offered by Duplicating Services at cost to the requester and as time allows. The cost incurred for such printing will be the responsibility of the individual and not the University or the Academic Department.

(Internal)

PN 3.066

PARKING PRIVILEGES FOR RETIRED OR EMERITUS
FACULTY AND STAFF

Upon their request at the parking services desk in the Public Safety Office of the University, emeriti or retired faculty and staff will receive one (1) faculty/staff parking permit at no charge. It is incumbent on these individuals to make this request each year, and use the permit for personal use only. Individuals will still be bound by all FSU parking restrictions and regulations and by all applicable Maryland laws.

(Internal)

PN 3.067

POLICY ON TUITION AND FEE CHARGES FOR STUDENTS ENROLLED
CONCURRENTLY AT THE FROSTBURG AND HAGERSTOWN SITES

The University shall adhere to the following policy with respect to semester tuition and fee charges when students attend classes concurrently at the Frostburg and Hagerstown sites.

1. Students electing at Hagerstown and Frostburg a combination of part-time credits equal to eleven (11) or fewer credits will be charged the published per-credit- hour tuition rate. Fees will be charged according to the site of the elected course/s.
2. Students electing at Hagerstown and Frostburg a combination of full-time credits equal to twelve (12) credits or more will be charged the published full-time tuition rate. Fees will be charged according to the primary site.

(Internal)