Indexed by Administrative Division

ACAF   Academic Affairs
ADV    University Advancement
ATHL   Athletics
BTRU   Board of Trustees
BUSA   Business Affairs
BUSF   Business and Finance
EOP    Equal Opportunity Programs
FCMN   Facilities Management
HESA   Health and Safety
HR     Human Resources
IT     Information Technology
LESA   Law Enforcement and Safety
LIB    University Libraries
RCAM   Regional Campuses and Continuing Education
RSCH   Office of Research
STAF   Student Affairs and Academic Support
UNIV   University Administration
VMPS   Vehicle Management and Parking Services

Academic Affairs

- ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Non-Tenure-Track Faculty
- ACAF 1.01 Recruitment and Appointment of Academic Administrators
- ACAF 1.02 Evaluation of Academic Deans
Business and Finance

- BUSF 1.00 Travel
- BUSF 1.08 Relocation Expenses
- BUSF 2.00 Object of Expenditure Classification Codes
- BUSF 2.03 Revenue Classification Codes
- BUSF 2.06 Intra-Institutional Transfers (within USC)
- BUSF 2.09 Inter-Departmental Transfers (between state agencies)
- BUSF 2.12 Accounts Payable
- BUSF 2.13 Honorariums and Royalties
- BUSF 2.15 Accounts Payable--Check Writing Schedule
- BUSF 2.18 Petty Cash
- BUSF 2.19 Cash Advance--University Accounts
- BUSF 3.00 Contract and Grant Accounting--Restricted Funds
- BUSF 3.03 Contracts and Grants--Cost Charing
- BUSF 3.06 Contracts and Grants--Participant Support
- BUSF 3.09 Contracts and Grants--Consultant Services
- BUSF 3.12 Contracts and Grants--Personnel Activity Reporting System
- BUSF 3.15 Contracts and Grants--Closeouts
- BUSF 3.19 Contracts and Grants--Elimination of Accounts Overdrafts
- BUSF 3.30 Other Educational and General Program Accounts (E Funds)
- BUSF 4.00 Academic Fees and Expenses
- BUSF 4.03 Free Tuition Award Program
- BUSF 4.04 Tuition Award Program
- BUSF 4.05 Law School Educational Fee Waiver
- BUSF 4.06 Refund of Academic Fees
- BUSF 4.07 Study Abroad Refund
- BUSF 4.09 Schedule of Fines
- BUSF 4.10 Receipt and Handling of University Payments
- BUSF 4.11 Credit/Debit Card Processing Policy
- BUSF 4.12 University Identity Theft and Detection Program (NEW)
- BUSF 5.00 Property Accountability
- BUSF 5.50 Motor Vehicle Use on University Grounds
- BUSF 6.00 Payroll Authorizations
- BUSF 6.03 Payroll Frequency
- BUSF 6.06 Payroll Checks--Items Withheld
- BUSF 6.09 Distribution of Payroll Statements of Electronic Deposit and Payroll Checks
- BUSF 6.11 University Employees Furnished Campus Housing
- BUSF 7.00 Purchasing
- BUSF 7.05 Reimbursement for Personal Consumption Items at Employee's Official Headquarters
- BUSF 7.06 Employee Association/Professional Dues--Employee Personal Certifications--Employee License Fees (originally BUSF 1.09)
- BUSF 7.07 Club Membership and Dues
- BUSF 7.08 Cellular and Wireless Telephone Devices (formerly IT 2.18)

Indexed by Administrative Division - Policies and Procedures Manual - USC

- BUSF 8.01 Payroll Authorizations
- BUSF 9.10 Cost Accounting Standards (CAS)

Return to Section Index

**Equal Opportunity Programs**
- EOP 1.00 Equal Opportunity and Affirmative Action [Revised]
- EOP 1.01 Equal Opportunity Complaint Processing Procedures [Revised]
- EOP 1.02 Sexual Harassment [Revised]
- EOP 1.03 Discriminatory Harassment [Revised]
- EOP 1.04 Non-Discrimination Policy [Non-Substantive Update]

Return to Section Index

**Facilities Management**
- FCMN 1.00 Procurement of Architectural/Engineering and Other Professional Services Related to Construction
- FCMN 1.03 Leasing of Real Property
- FCMN 1.05 Leasing/Rental of State-Owned Property to Non-University Parties
- FCMN 1.06 Establishment of Permanent Improvement Projects
- FCMN 2.03 Facilities Customer Service and Call Center
- FCMN 2.06 Building Maintenance for Academic/General Areas
- FCMN 2.09 Ground Management (Landscaping & Environmental Services)
- FCMN 2.15 Campus Utilities and Energy Distribution

Return to Section Index

**Health and Safety**
- HESA 1.00 Investigation of Fires [Non-Substantive Update]
- HESA 1.01 Fire Alarms [Non-Substantive Update]
- HESA 1.02 Reporting Fires [Non-Substantive Update]

Return to Section Index

**Human Resources**
- HR 0.00 Policy Disclaimer [Revised]
- HR 1.00 Freedom of Information Policy (MOVED TO UNIV 2.00)
- HR 1.01 Drug-Free Workplace [Non-Substantive Update]
- HR 1.02 University of South Carolina Ethics Policy [Non-Substantive Update]
- HR 1.03 Annual Leave [Revised]
- HR 1.06 Sick Leave [Revised]
- HR 1.07 Family and Medical Leave [Revised]
Law Enforcement and Safety

- LESA 1.03 Bomb Threat
- LESA 3.03 Reporting Disturbances
- LESA 3.06 Reporting Loss or Theft of University Property
- LESA 3.09 Reporting Serious Illness/Injury Via the Telephone Emergency Line
- LESA 3.12 Alarm and Video Security Systems
- LESA 3.15 Registration and Parking of Bicycles

University Libraries

- LIB 1.00 University Libraries--General
- LIB 1.01 University Libraries-Misuses and Penalties
- LIB 1.02 Library Annex and Conservation Facility
- LIB 1.03 Archives and Record Management

Regional Campuses and Continuing Education

- RCAM 1.00 Regional Campuses--General
- RCAM 1.03 Regional Campuses--Academic Employment
- RCAM 1.06 Regional Campuses--Revolving Funds
- RCAM 1.09 Regional Campuses--Financial Aid
- RCAM 1.12 Regional and Four-Year Campuses--Interlibrary Loan

Office of Research

- RSCH 1.00 Misconduct in Research and Scholarship
- RSCH 1.01 Debarment and Suspension in Federally Sponsored Projects
- RSCH 1.02 Sponsored Programs Administered through USC Foundations
- RSCH 1.03 Research and Human Subjects
- RSCH 1.04 Compliance with Lobbying Disclosure Act of 1995
- RSCH 1.05 Data Access and Retention
- RSCH 5.03 Care and Use of Laboratory Animals (Formerly ACAF 5.03)
- RSCH 5.04 Protocol for Reporting Misuse of Animals (Formerly ACAF 5.04)
- RSCH 5.05 Inspection of USC Animal Facilities by Non-USC Personnel (Formerly ACAF 5.05)
Student Affairs and Academic Support

- STAF 1.01 Registered Status for Religious Workers (Revised)
- STAF 1.02 Carolinian Creed (Non-Substantive Update)
- STAF 1.03 HIV/AIDS Policy (Revised)
- STAF 1.04 University Student Identification Cards (Revised)
- STAF 1.05 Constitution of Student Government (Revised)
- STAF 1.06 Treasurer's Manual for Student Organization (Non-Substantive Update)
- STAF 1.07 Student Suicide Attempts, Threats, or Gestures (Revised)
- STAF 1.08 Sexual Assault Policies and Services (Revised)
- STAF 1.09 Relationship Violence and Stalking Policy (Revised)
- STAF 2.01 Blatt Physical Education Center (Revised)
- STAF 2.03 Conduct at Recreational Facilities (Non-Substantive Update)
- STAF 2.06 User Fee (Revised)
- STAF 2.09 Sports Clubs (Revised)
- STAF 3.01 Advisors for Student Organizations (Revised)
- STAF 3.02 University Policy and Guidelines on the Use of Alcohol by Students (Revised)
- STAF 3.05 Hazing (Non-Substantive Update)
- STAF 3.06 Eligibility Requirements for Student Participation in Intramural Sports (Revised)
- STAF 3.07 Campus Recreation--Risk Statement (Revised)
- STAF 3.08 Student Media Policy (Non-Substantive Update)
- STAF 3.10 Student Organizations (Revised)
- STAF 3.11 Posting Promotional Material, Including Banners (Non-Substantive Update)
- STAF 3.12 Off-Campus Speakers (Non-Substantive Update)
- STAF 3.13 Insurance for Sports Clubs (Non-Substantive Update)
- STAF 3.14 Eligibility and Membership in Sports Clubs (Revised)
- STAF 3.15 Removal of Editors or Managers of Student Media (Revised)
- STAF 3.16 Outdoor Recreation Rental Equipment (Revised)
- STAF 3.17 Campus Solicitation (Revised)
- STAF 3.18 Drug Policy for University Students (Revised)
- STAF 3.22 Fund Raising by Student Organizations (Non-Substantive Update)
- STAF 3.23 Outdoor Event Registration (Non-Substantive Update)
- STAF 3.24 Sports Club Program (Non-Substantive Update)
- STAF 3.25 Use of University Facilities (Revised)
- STAF 3.26 Procedures for Accommodating Distinguished Guests (Non-Substantive Update)
- STAF 3.27 Russell House University Union Catering Policy (Revised)
- STAF 4.00 Single Undergraduate Housing (Academic Year) (Non-Substantive Update)
- STAF 4.01 Housing Fees (formerly STAF 4.03) (Non-Substantive Update)
- STAF 4.02 Graduate and Family Housing (formerly STAF 4.01) (Revised)
STAF 4.03 University Housing Policies and Regulations (Formerly STAF 4.04) Revised
STAF 4.04 Visitation (formerly STAF 4.13) Revised
STAF 4.05 Housing Contract Appeals Committee Revised
STAF 4.06 Capstone Conference Center (formerly BUSA 2.06) Non-Substantive Update
STAF 4.11 Resident Student Conduct (replaces STAF 5.01) Non-Substantive Update
STAF 4.12 Procedures for Responding to Violations (replaces STAF 5.03) Non-Substantive Update
STAF 4.14 Emergency Removal or Relocation (formerly STAF 5.04) Non-Substantive Update
STAF 4.00 Disability Discrimination Non-Substantive Update
STAF 6.01 Personal Care Attendant Policy Revised
STAF 6.02 Support Services and Accommodations for Students with Diagnosed Learning Disabilities Revised
STAF 6.03 Adapted Housing Policy New
STAF 6.11 Veterans Services Eligibility Policy Non-Substantive Update
STAF 6.12 University VA Policies and Procedures Non-Substantive Update
STAF 6.25 Academic Responsibility - The Honor Code Revised
STAF 6.26 Student Code of Conduct Revised
STAF 6.27 Student Grievance Policy--Non-Academic Revised
STAF 6.28 Academic Freedom Non-Substantive Update
STAF 6.29 Student Mental Health Disturbances (formerly STAF 8.05)
STAF 6.30 Academic Grievance Policy Non-Substantive Update
STAF 6.31 Use of Bicycles, Skateboards, In-line Skates, and Similar Conveyances on University Property Revised
STAF 6.40 Financial Certification Requirements for International Student Applicants Non-Substantive Update
STAF 6.41 One-Time Enrollment Fee for International Students Non-Substantive Update
STAF 7.00 Mandatory Health Insurance Requirement for Graduate and International Students (Formerly STAF 6.42) Revised
STAF 7.01 Eligibility and Charges for Student Health Services Revised
STAF 7.03 Immunization Requirements (Measles MMR, Tuberculosis PPD, and Meningitis) Revised
STAF 7.04 Student Health Services in Unusual Situations or Disasters Revised
STAF 7.05 Emergency Health Care and Emergency Transportation Revised
STAF 7.07 Validation of Student Visits Revised
STAF 7.08 Student Health Fee New
STAF 7.09 Dismissal of Patient from Care Revised
STAF 7.10 Client Eligibility for the Counseling and Human Development Center (formerly STAF 6.10) Revised
STAF 8.00 Visitor Center Leasing Policies and Procedures Non-Substantive Update
STAF 8.11 Eligibility to Use Services of the Career Center Non-Substantive Update
STAF 8.15 Reciprocal Services for Students from Other Institutions Revised
STAF 8.17 Employer Eligibility to Use Career Center Services Revised
STAF 9.25 Financial Aid Bulletin Revised
STAF 10.01 Student Membership - Strom Thurmond Wellness and Fitness Center New