

Part V Indices of Supporting Documents

A. Documents Included in the Self-Study Report (include Volume, Standard and Page number) List alphabetically.

Document	Standard	Volume
Academic Affairs File Maintenance and Retention Policy and Procedure (Operations Manual Appendix H, Shared Policies and Procedures pp. 433-434)	AF-13-2	Volume 1
Academic calendar (www.auk.edu.kw)	R-2-1	Volume 2
Academic Honesty and Integrity Policy (Operations Manual Appendix H Shared Policies and Procedures pp. 447-452)	SC-1-1	Volume 2
Academic Program Development Policy and Procedure (Operations Manual Appendix H p. 453)	AF-9-2	Volume 1
Academic Program Review Policy and Procedure (Operations Manual Appendix H pp. 454-458)	AF-9-3	Volume 1
Acceptance package	SS-3-2	Volume 2
ACCUPLACER OnLine™ Rubric for Essays pp.7-11 (M:Drive/ Accuplacer Testing/ Coordinator’s Manual)	SA-1-4	Volume 2
Acknowledgement of receipt	F-6-4	Volume 1
Administrative employee education list	AF-4-6	Volume 1
Administrative employee list	AF-3-1	Volume 1
Administrative Meetings (M:Drive/Administrative/Meeting Minutes/IEP Minutes)	AF-11-2	Volume 1
Administrative Survey (Operations Manual Appendix P, pp. 684-685)	AF-2-6	Volume 1
Admissions brochure	Appendix E	Volume 2
Admissions requirement (Operation Manual II Placement and Assessment p. 35)	SA-1-1	Volume 2
Advance registration announcement	SA-1-7	Volume 2
Agenda Academic Affairs New Faculty and Staff Orientation	AF-6-4	Volume 1
Agenda for New Student Orientation and registration	SA-4-1	Volume 2
Agenda Human Resources New Faculty and Staff Orientation	AF-6-3	Volume 1
Agenda Intensive English Program New Faculty and Staff Orientation	AF-6-5	Volume 1
Amiri Decree 139 Operating License June 2003 (translation)	AF-1-2	Volume 1
Annual Review (Operations Manual Appendix G, p. 430)	AF-8-13	Volume 1

Document	Standard	Volume
Application for Admission into the Undergraduate Level from IEP	SS-4-2	Volume 2
Application for Admissions	Appendix C	Volume 2
Assessment guidelines (Operations Manual II Placement and Assessment, pp. 52-57)	SA-2-1	Volume 2
Assessment Plan	SA-5-2	Volume 2
Assistant to the Director/Lab Assistant Office Central Campus Ground Floor C003/C004 (X:Drive/Campus Services/Campus Drawing)	FES-1-4	Volume 1
Auditorium Liberal Arts Building Ground Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-10	Volume 1
AUK Announcements Bulletins	AF-11-3	Volume 1
AUK Employee Categories Policy and Procedure	AF-3-4	Volume 1
AUK Business Plan	AF-9-1	Volume 1
AUK IT help desk request sample	F-5-2	Volume 1
AUK Strengths and Weaknesses Survey (Operations Manual Appendix P, p. 689)	AF-2-4	Volume 1
AUK video selection	www.auk.edu.kw/ Academics/Library/ Library Selection	Volume 1
AUK Website	www.auk.edu.kw	Volume 2
Banner Self-Service	www.auk.edu.kw/ Registrar/ AUK Self- Service	Volume 2
Banner Self-Service Disclaimer Statement	SS-4-1	Volume 2
Calendar for advanced registration	SS-4-3	Volume 2
Campus Layout (X:Drive/Campus Services/Campus Drawing)	FES-1-1	Volume 1
Catalog 2008-2009 Board of Trustees p. 24	AF-1-5	Volume 1
Catalog 2008-2009 Class Attendance Policy pp. 265-266	SS-4-4	Volume 2
Catalog 2008-2009 copy page 17 AUK Mission Statement	M-1-3	Volume 1
Catalog 2008-2009 Division of Student Affairs Description pp. 273-280	SS-8-1	Volume 2
Catalog 2008-2009 Drop and Add p. 64	SS-4-10	Volume 2
Catalog 2008-2009 Pre-University Program Description pp. 263-269	R-2-2	Volume 2
Catalog 2008-2009 Program Benefits pp. 266-267	R-3-2	Volume 2
Catalog 2008-2009 Student Tuition Fees and Charges pp. 51-52	R-3-1	Volume 2
Catalog 2008-2009 Withdraw from the University p. 65	SS-4-6	Volume 2
Certificate of completion statement (Operations Manual II Placement and Assessment p. 52)	SA-3-2	Volume 2

Document	Standard	Volume
Certification requirements and contract Information	SS-1-3	Volume 2
Chapter quiz college reading 3 IENG 031 Reading and Writing Standardized	SA-2-8	Volume 2
Chart IEP matriculated students GPA in UG	SA-2-10	Volume 2
Classrooms Central Campus Buildings Ground Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-13	Volume 1
Classrooms Liberal Arts Building 1 st Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-12	Volume 1
Classrooms Science Building 2 nd Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-11	Volume 1
Code of Conduct (Operations Manual Appendix D Code of Conduct p. 325-327)	AF-5-1	Volume 1
Conference Room Administrative Building 3 rd Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-8	Volume 1
Conference Room Liberal Arts Building 4 th Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-6	Volume 1
Conference Room Library 1 st Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-7	Volume 1
Copy of original Amiri Decree	AF-1-1	Volume 1
Copyright Policy (Operations Manual Appendix H pp. 466-467)	AF-12-3	Volume 1
Course Syllabus Policy (Operations Manual Appendix I p. 508)	SA-4-2	Volume 2
Curriculum Matrix (Operations Manual pp.103-112)	C-2-3	Volume 1
Diagnostic in-class testing (Operations Manual II Placement and Assessment, p. 51)	C-3-2	Volume 1
Director Survey	AF-2-3	Volume 1
Director Survey	AF-8-14	Volume 1
Director's Group Terms of Reference	AF-2-5	Volume 1
Early Warning Form (Operations Manual Appendix L Students at Risk p. 640)	SS-4-5	Volume 2
EDUC 100 Syllabus (Operations Manual Appendix E pp. 297-298)	SS-3-5	Volume 2
Effectiveness Forms (Assessment Cycle 2005-2006)	SS-9-4	Volume 2
English Practice	www.auk.edu.kw /Academics/Special Programs/Intensive English Program/ English Practice	Volume 1

Document	Standard	Volume
Enrollment chart	AF-3-3	Volume 1
Events and Outreach (Operations Manual VI. Students p. 212)	SS-3-3	Volume 2
Exit Exam schedule	LS-1-1	Volume 2
Faculty Annual Review Form (Operation Manual Appendix G, p. 428)	AF-8-11	Volume 1
Faculty Annual Self-Evaluation Report (Operation Manual Appendix G, pp. 425-427)	AF-8-10	Volume 1
Faculty Lounge/Conference Room Science Building 3 rd Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-5	Volume 1
Faculty professional development form (Operations Manual Appendix C pp. 315-316)	F-2-2	Volume 1
Fall 2007 and Spring 2008 placement scores	LS-2-1	Volume 2
Final Exam IENG 021 Reading and Writing Spring 2008	SA-2-5	Volume 2
Final Exam schedule (www.auk.edu.kw)	LS-1-5	Volume 2
Flowchart of Policy Approval	AF-10-1	Volume 1
Grade Appeal Instructions and Form (www.auk.edu.kw)	SC-1-9	Volume 2
Grade Appeals Policy (Operations Manual Appendix H Shared Policies and Procedures pp. 469-470)	SC-1-4	Volume 2
Grammar Changes (IEP Annual Report 2004-2005 pp. 28-29)	SA-5-3	Volume 2
Handicap and disabled students checklist	SA-1-3	Volume 2
IEP Adjunct and Part-time Faculty Offices Liberal Arts Building 5 th Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-3	Volume 1
IEP Annual Report 2004-2005 IEP Mission Statement p. 4	M-1-2	Volume 1
IEP Curriculum Review Policy and Procedure (Operations Manual Appendix I Curriculum Review Policy, pp. 504-505)	C-4-2	Volume 1
IEP English/Arabic brochure	Appendix B	Volume 2
IEP Faculty Offices Science Building 3 rd Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-2	Volume 1
IEP File Maintenance and Retention Schedule (Operations Manual Appendix H, Shared Policies and Procedures p. 435)	AF-13-3	Volume 1
IEP Mission Statement 2008-2009	www.auk.edu.kw/ Academic/Special Programs/Intensive English Program	Volume 1

Document	Standard	Volume
IEP Organizational Chart	AF-2-2	Volume 1
IEP results for IENG courses (IEP Spring Semester Report p. 15)	SA-2-3	Volume 2
IEP Website	www.auk.edu.kw/ Academics/ Special Programs/ Intensive English Program	Volume 2
Incident Form (X:Drive/Division of Student Affairs/Forms)	SC-1-6	Volume 2
Instructor created quiz IENG 031 Reading and Writing	SA-2-7	Volume 2
Instructor Performance Review Form (Operations Manual Appendix G, p. 423)	AF-8-7	Volume 1
Instructor Performance Review Policy and Procedure (Operations Manual Appendix G p. 423)	AF-8-6	Volume 1
Introduction IEP Mission Statement and Goals (Operations Manual Introduction p. 3)	M-1-1	Volume 1
Inventory IEP (located in Stores)	FES-1-14	Volume 1
Job advertisement	AF-6-6	Volume 1
Kuwait Segregation Law (Operations Manual Appendix F p. 401)	AF-12-2	Volume 1
Kuwait Social Services and labor Law (Operations Manual Appendix O pp. 674-676)	AF-12-1	Volume 1
Kuwait: Law no. 1 of 1999 on Alien Health	SS-5-1	Volume 2
Lab schedule	LS-1-2	Volume 2
Lack of progress description (Operations manual II Placement and Assessment p. 51)	SA-2-14	Volume 2
Lack of progress sample	LS-2-6	Volume 2
Language Placement Test (LPT) (Operation Manual II Placement and Assessment pp. 35-36)	SA-1-2	Volume 2
Level 2 writing dialogistic test (Operations Manual Appendix M, pp. 654-658)	SA-2-12	Volume 2
Level 3 results graph (IEP Spring Semester Report pp. 13-14)	SA-2-2	Volume 2
Level Progression Flowchart (Operations Manual II Placement and Assessment p. 48)	LS-2-3	Volume 2
List of all full-time faculty degrees and training	F-1-1	Volume 1
List of all full-time faculty teaching experience by skill	F-1-2	Volume 1
List of events to promote IEP	R-1-1	Volume 2
List of faculty professional development participation	F-1-3	Volume 1
List of staff professional development participation	AF-7-3	Volume 1

Document	Standard	Volume
List of student activities and events for Spring 2008	SS-6-2	Volume 2
List of textbooks for all levels (Banner Self-Service)	C-2-1	Volume 1
Memorandum of Understanding	www.auk.edu.kw/About AUK/AUK & Dartmouth	Volume 1
Minutes ENGL 099 Development (M:Drive/Administration/ Meeting/ IEP Meeting)	SA-5-1	Volume 2
Minutes Final Exam Meeting (M:Drive/Administration/ Meeting/ IEP Meeting)	SA-2-13	Volume 2
Minutes of Curriculum Meeting (M:Drive/Administration/Meeting/ IEP Meeting)	C-4-4	Volume 1
Minutes of Textbook Selection (M:Drive/Administration/Meeting/ IEP Meeting)	C-4-5	Volume 1
Multipurpose Room Central Campus Building C116 (X:Drive/Campus Services/Campus Drawing)	FES-1-9	Volume 1
New Student Orientation agenda and schedule	SS-3-4	Volume 2
New Student Orientation Package	Appendix D	Volume 2
New Student Orientation Policy and Procedure (Operations Manual Appendix I New Student Orientation Guidelines p. 512)	SS-3-1	Volume 2
Off-Campus University Activity waiver	SS-6-5	Volume 2
Operations Manual	Appendix A	Volume 1
Organizational Chart	AF-1-6	Volume 1
PALs Flyer	SS-2-2	Volume 2
Peer/Classroom Observation Policy and Procedure (Operations Manual Appendix G pp. 417-418)	AF-8-8	Volume 1
Personal Data Form	AF-13-1	Volume 1
Placement exam timings (Operations Manual II Placement and Assessment pp. 35-36)	SA-2-9	Volume 2
Placement results statistics for Fall 2007 and Spring 2008	LS-2-5	Volume 2
Policy on Policies (X:Drive/Policies and Procedures/University Policies (Approved)	SS-9-1	Volume 2
Pre-Observation, Classroom Observation Checklist, and Post Observation Form (Operations Manual Appendix G pp. 419-422)	AF-8-9	Volume 1
Private University Council Accreditation (initial accreditation 2006)	AF-1-3	Volume 1
Private University Council Re-accreditation Authorization (2008)	AF-1-4	Volume 1

Document	Standard	Volume
Professional Self-Appraisal (Operations Manual Appendix G p. 429)	AF-8-12	Volume 1
Proficiency Chart (Operations Manual II Placement and Assessment pp. 46-47)	C-1-2	Volume 1
Program calendar	SA-1-6	Volume 2
Reading progress test IENG 031 Reading and Writing	SA-2-6	Volume 2
Refund of Student Fees Policy and Procedure	SS-4-9	Volume 2
Report of Academic Dishonesty (Operations Manual Appendix H Shared Policies and Procedures pp. 4510-452)	SC-1-8	Volume 2
Request for Refund of Student Fees Form (X:Drive/Finance/Forms)	SS-4-8	Volume 2
Resume Jabran Butt (Operations Manual Appendix K pp. 556-557)	AF-4-3	Volume 1
Resume Majeda Najaa (Operations Manual Appendix K pp. 562-567)	AF-4-2	Volume 1
Resume Margaret Combs (Operations Manual Appendix K pp. 558-560)	AF-4-1	Volume 1
Resume Michael McMurray (Operations Manual Appendix K pp. 600-601)	AF-4-4	Volume 1
Resume Rebecca Loomis (Operations Manual Appendix K pp. 596-598)	AF-4-5	Volume 1
Sample <i>AUK Chronicle</i> (June 2008 ed. p. 12 & p. 14)	AF-7-1	Volume 1
Sample Citing Sources Workshop	SS-3-6	Volume 2
Sample Cultural Event Announcement	SS-8-2	Volume 2
Sample Detailed Stores Transaction by Department (located in Stores)	FES-1-17	Volume 1
Sample Healthy Living flyer	SS-6-6	Volume 2
Sample IENG 011 Course objectives and content mapping (Operations Manual IV Curriculum pp. 124-129)	SA-2-1	Volume 2
Sample individual student score report	SA-1-5	Volume 2
Sample International Hire Contract (Operations Manual Appendix B pp. 297-300)	F-6-2	Volume 1
Sample Job Description Assistant to the Director (Operations Manual Appendix A pp. 263-264)	AF-6-1	Volume 1
Sample Job Descriptions Senior Instructor (Operations Manual Appendix A Job Descriptions pp.255-256)	F-6-3	Volume 1
Sample L.E.A.D. flyer	SS-6-3	Volume 2

Document	Standard	Volume
Sample Lesson Plans Level 3 Reading and Writing (M:Drive/Courses/ Lesson Plans)	C-3-1	Volume 1
Sample Letter of Offer (Operations Manual Appendix B pp. 269-270)	F-6-1	Volume 1
Sample letter of recommendation	SA-3-3	Volume 2
Sample local hire contract (Operational Manual Appendix B pp. 281-284)	AF-6-2	Volume 1
Sample performance contract	SA-4-3	Volume 2
Sample rubric oral communication (Operations Manual Appendix J, pp. 516-524)	SA-2-4	Volume 2
Sample Schedule Posting on Instructor Door	F-7-1	Volume 1
Sample student conference	SA-4-4	Volume 2
Sample Student Evaluation of Teaching	F-3-1	Volume 1
Satisfaction Survey for L.E.A.D.	SS-9-3	Volume 2
Scope and Sequence Chart (Operations Manual pp.113-116)	C-1-1	Volume 1
Self-Service Teaching Schedule	F-7-2	Volume 1
Service Agreement	SS-5-2	Volume 2
Single Course Drop/Add Form (www.auk.edu.kw)	SS-4-11	Volume 2
Spring 2008 Census (X:Drive/Division of Student Affairs/Census)	AF-3-2	Volume 1
Staff Annual Performance Review (Operations Manual Appendix G pp. 407-410)	AF-8-3	Volume 1
Staff Performance Evaluation Policy and Procedure (Operations Manual Appendix G p. 405)	AF-8-1	Volume 1
Staff professional development (Operations Manual Appendix C pp. 313-314)	AF-7-2	Volume 1
Staff Self-Appraisal Form (Operations Manual Appendix G p. 406)	AF-8-2	Volume 1
Student Affairs	www.auk.edu.kw/Student Affairs	Volume 2
Student class schedule	LS-1-4	Volume 2
Student Code of Conduct (Operations Manual VI Students pp. 229-244) and (Student Handbook 2008-2009 pp. 182)	SC-1-2	Volume 2
Student Complaint Concerning Faculty Form (Operations Manual Appendix H pp. 495-496)	SC-1-5	Volume 2
Student Complaint Counseling Form (Director's Drive)	SC-1-7	Volume 2

Document	Standard	Volume
Student Complaints Concerning Faculty Policy (Operations Manual Appendix H Shared Policies and Procedures pp. 492-494)	SC-1-3	Volume 2
Student Evaluation of Teaching Form (Operations Manual Appendix G p. 415)	AF-8-5	Volume 1
Student Evaluation of Teaching Policy and Procedure (Operations Manual Appendix G pp. 413-414)	AF-8-4	Volume 1
Student Fees and Tuition Brochure	Appendix F	Volume 2
Student Handbook Review Meeting Minutes	SS-9-2	Volume 2
Student Life (Operations Manual VI. Students pp. 216-220)	SS-6-1	Volume 2
Student Open Lab Liberal Arts Building Ground Floor(X:Drive/Campus Services/Campus Drawing)	FES-1-15	Volume 1
Student Progress Report Class Action	SA-3-1	Volume 2
Student Success Center Flyer	SS-2-1	Volume 2
Student Survey sample with results (Banner Self Service)	C-4-3	Volume 1
Student transcript sample	LS-2-4	Volume 2
Summary Description for IEP staff (Operation Manual I Staff and Faculty Positions pp. 12-14)	AF-2-1	Volume 1
Syllabus Level 1 Reading and Writing (IENG 011) (Operations Manual pp. 345-352)	C-2-2	Volume 1
Textbook Review Copy Request	FES-1-16	Volume 1
The Placement Process (Operations Manual II Placement and Assessment pp. 28-43)	LS-2-2	Volume 2
Townhall Meeting	AF-11-1	Volume 1
Two-year collection of teaching schedules (Banner Self-Service)	F-2-1	Volume 1
University admission from IEP Catalog 2008-2009 p. 42	SS-1-2	Volume 2
University Culture Catalog 2008-2009 p. 26	SS-1-1	Volume 2
Weekly schedule (www.auk.edu.kw)	LS-1-3	Volume 2
Withdrawal from AUK Form (www.auk.edu.kw)	SS-4-7	Volume 2
Work order request	F-5-1	Volume 1

B. Documents Available on Site List alphabetically

Document	Site
Academic Advising Handbook for students	Director of Student Success's Office
Academic Policies and Procedures	X:Drive/Policies and Procedures/University Policies (approved)
ACCUPLACER OnLine™	www.accuplaceronline.com

Document	Site
Activities calendar Student Life	N:Drive/Student Life/Calendars/Activities Calendar
Approved policies and procedures	X: Drive/Policies and Procedures/Approved Policies and Procedures
AUK Announcements "This Week at AUK"	N:Drive/Student Life/Weekly Announcements/Year/ Month
Board of Trustee By-Laws	Board Chairwoman's Office (Copy in Office of the President)
Brochures 2005-2006-2007	Office of the Assistant to the Director
Catalog 2008-2009	Director's Office
Certifications	Executive Director Office
Class Action grades folder	M: Drive/ GradeKeeper/ (faculty name)/Semester
Contract with vendors for student services	Director of Student Life's Office
Copies of test given over the last 2 years	Director's Office
Copies of written requests for materials and supplies	AUK Store, Finance
Course materials	M:Drive/Courses/(course)
Curriculum survey results	M:Drive/Administration/Surveys
Discontinued policies and procedures	X: Drive/Policies and Procedures/Approved Policies and Procedures
Documentation of professional training	Director of Student Success's Office
Documents providing evidence that changes were made as a follow up to student complaint	Director's Office
Draft policies and procedures (University)	X: Drive/Policies and Procedures/Approved Policies and Procedures
Draft policies and procedures (Student Affairs)	N:Drive/Div Planning policies & Procedures
Employee Handbook	Human Resources
Equipment and supplies receipt and distribution	AUK Store, Finance
Expense Reports for fee paid events	Office of Student Life
Faculty and staff Academic Advising Manual	Director of Student Success's Office
Faculty and staff personnel files	Human Resources
Faculty evaluation files	Director's Office
Faculty Handbook (draft)	Director's Office
Faculty/staff Evaluation Binders	Director's Office
Fire certificate	Executive Director Office
Hiring procedures	Human Resources
IEP Annual Report 2004-2005	Director's Office
IEP Annual Report 2005-2006	Director's Office

Document	Site
IEP Annual Report 2006-2007	Director's Office
IEP Annual Report 2007-2008	Director's Office
IEP archive of promotional materials	Office of the Assistant to the Director
IEP Library Resources	Director's Office
IEP Semester Reports	Director's Office
IEP storage area	Central Campus/RoomsC003 and C004 and Science Building/ 3rd Floor Utility Room
Individual syllabus	M:Drive/Courses/Syllabus
Inspection list for electro-mechanical systems and civil works	N:Drive Campus Services
Inspection list for IT	X:Drive/IT Folder
Instructor resources/CD/ Cassettes /video List	M:Drive/Administration/IEP Library-Resources
Instructor-created materials	M:Drive/Courses/(individual courses)
Job Descriptions Administration and Staff	Human Resources
Kuwait Social Service and Labor Law	Director's Office
Lawsuit David Oliver	Human Resources
Lawsuit James Stone	Human Resources
Lawsuit Linda Raye Sue	Human Resources
Lease agreement	Executive Director Office
Logistics Manuals (Guidelines for advisors and counselors)	N:Drive/Student Success Center/(area)
Maintenance agreements	Executive Director Office
Meeting Minutes	N:Drive/Student Life
Memorandum of Understanding Dartmouth	Board Chairwoman's Office (Copy in HR Logistics Office)
Mentor Meeting Minutes	M:Drive/Administration/ Meeting Minutes/IEP Meetings
MyAUK Portal	https://MyAUK.auk.edu.kw
Original Amiri Decree, July 2003	Board Chairwoman's Office (Copy in HR Logistics Office)
Peer Academic Advising Manual	Director of Student Success's Office
Permanent faculty personnel files	Human Resources
Permanent staff and faculty personnel files	Human Resources
Placement instrument	www.accuplaceronline.com
Policies and Procedures	X:Drive/Policies and Procedures/IT Policies (approved)
Policy and Procedure Manual	Human Resources
Private University Council (PUC) Self-Study	President's Office
Proctor Manual	M:Drive/Accuplacer Testing/ Proctor Manual
Program textbooks	Director's Office
Record demonstrating concern for health and safety	Office of Student Life
Records of written complaints regarding IT	X:Drive/Help Desk Application

Document	Site
Records of written complaints regarding working conditions	N:Drive/Human Resources
Review process plan	N:Drive/Div Planning policies & Procedures
Safety procedures	Office of Student Life
Sample of corrected test and essays	Director's Office
Sample textbooks	Director's Office
Sample weekly course planning guides	M:Drive/Courses/Lesson Plans
Security agreements	Executive Director Office
Student Admission's Files	Admission's Office
Student complaints binder	Director's Office
Student complaints files	Director of Student Life's Office
Student data	Banner Self-Service
Student files	Admission's Office/Registrar's Office
Student files, including records of insurance paperwork	IC Clinic
Student Handbook 2008-2009	Director's Office
Student newspaper-Voice of AUK	Liberal Arts Building/Ground Floor
Student placement file (ACCUPLACER OnLine™)	M:Drive/Accuplacer Testing/(by semester)
Student portfolios from one term in each level of the program	Director's Office
Student surveys	Director of Student Life's Office
Student Worker Handbook Appendix 4 p.17	X:Drive/Student Employees/Handbook
Supervisory faculty and staff files	Director's Office
Supervisory faculty files	Director's Office
Surveys for Student Services	N:Drive/Surveys
Tuition Refund Committee Report	Director's Office
University Library	Central Campus
Vendor agreements	Executive Director Office
Weekly chart	Director's Office
Workshop IEP-Admissions	M:Drive/Accuplacer Testing/Presentation
Yearly calendar chart	Director's Office