



NO. 1002 PRESIDENT'S SIGNATURE

If correspondence requiring the President's signature is prepared in another office, specific guidelines on format, typing font, and signature line should be verified in the President's Office. When the President's signature is required on correspondence, diplomas, certificates, scholarships, contracts, or documents of a similar nature, two (2) working days before the due date should be allowed to insure the President's availability.

Effective Date: 01-02-91