



OP 95.501 TRAFFIC AND PARKING RULES AND REGULATIONS

PURPOSE

The purpose of this policy is to establish the traffic and parking rules and regulations on the campus and streets of Mississippi State University as approved and authorized by the Board of Trustees of State Institutions of Higher Learning of the State of Mississippi.

POLICY

The Mississippi State University Police Department is charged with enforcing traffic rules and regulations and the Office of Transportation is charged with enforcing the parking rules and regulations promulgated and approved by the Board of Trustees of State Institutions of Higher Learning for the State of Mississippi.

PROCEDURE

The following procedures regulate the use of vehicles on the campus and streets of Mississippi State University and other roads or property within 500 feet of campus:

A. General Information

1. All prior rules and regulations for the control, direction, parking, and general regulation of traffic and automobiles on the campus and streets of Mississippi State University are hereby repealed.
2. For purposes of these regulations, the term:
 - a. **Campus** means all buildings, streets, and grounds of Mississippi State University, or any part thereof;
 - b. **Chief of Police** means the Chief of the Police Department at Mississippi State University;
 - c. **Executive Director of Transportation** means the Executive Director of Transportation at Mississippi State University;
 - d. **Faculty or Staff** means any individual who is eligible to receive staff benefits, any individual who works for a federal government agency with offices on campus, and any individual who is not a registered student and who works for a contracted campus business;
 - e. **Motorcycle** includes every motorized vehicle having a saddle for the use of the

rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor;

- f. **Motor Vehicle** see Street Legal Motorized Vehicle
- g. **Non-Street Legal Motorized Vehicle** includes any motorized device, excluding disability assistive devices, including but not limited to golf carts, scooters, one-wheels, hoverboards, skateboards, electric bicycles, etc. that are not state-registered mobility devices but operated on the campus of Mississippi State University or within 500 feet of our boundary;
- h. **Transportation** means the office on campus responsible for maintaining and enforcing parking rules and regulations on the campus of Mississippi State University;
- i. **Permits** as used herein include digital permits, purchased online and linked to the vehicle's license;
- j. **Police Department** means the Police Department at Mississippi State University;
- k. **Self-propelled Vehicle** includes every non-motorized vehicle propelled by human power, including but not limited to non-motorized bicycles, scooters, skateboards, etc.;
- l. **Street Legal Motorized Vehicle, also referred to as motor vehicle**, includes any motorized device in, upon, or by which any individual or property is, or may be, transported or drawn upon a highway, roadway, or street, which is self-propelled and a state-registered street legal mobility device that is operated on the campus of Mississippi State University or within 500 feet of our boundary;
- m. **Student** means any individual registered as such, regardless of the number of credit hours at Mississippi State University;
- n. **Text Message** includes a text-based message, instant message, electronic message, and email, but shall not include an emergency, traffic or weather alert or a message related to the operation or navigation of the motor vehicle;
- o. **Traffic Control Device** means any sign, signal, pavement marking, or any legally installed device erected by authority of a public body or official having jurisdiction for the purpose of regulating, warning or guiding traffic;
- p. **University** means Mississippi State University;
- q. **Visitor** means any individual, other than a faculty member, staff member, vendor, or student, operating or parking a non-registered vehicle on the campus no more often than occasionally.

3. The University shall have no liability for loss or damage to any vehicle or the contents of

any vehicle brought, operated, or parked on the university campus.

4. The University does not guarantee a parking space in your selected zone.

B. Parking

1. Any individual who parks a motor vehicle on campus must purchase a digital permit. The cost of a permit may be obtained online (www.transportation.msstate.edu) or by contacting the Office of Transportation. All vehicles are required to register.
2. Staff, faculty, and students are required to permit their motor vehicle online via myparking.msstate.edu and shall furnish all the following information.
 - a. Name;
 - b. Official United States Postal Address, not including a Residence Hall address. This is only for the mailing of the gated and resident zone access credential;
 - c. Make, model, style, color, and year of manufacture of the motor vehicle at the time of the registration;
 - d. State license tag number of the motor vehicle at the time of registration; and
 - e. Other information concerning the identity of the driver, owner, and/or motor vehicle as may, from time to time, be required.
3. The university shall prescribe the form of the permit.
4. The purchased digital permit may be linked to two license plates. It is the permit owner's responsibility to maintain the correct license plate and permit relationship via myparking.msstate.edu or by contacting the Office of Transportation. Only one of the permitted vehicles can be parked on campus at a time. If an annual permit holder needs to transfer the permit to a rental vehicle, they must contact the Office of Transportation to properly register the rental vehicle.
5. Parking permits cannot be transferred between people.
6. For employees to stop payroll deduction, Transportation must be contacted to stop recurring charges when one's relationship with the university or its agencies is severed.
7. Any regular employee of the university eligible for staff benefits at the university; any employee of any State or Federal agency located on the university campus; or any full-time, non-registered student or individual who is an employee of a contracted business or those granted affiliate status by the university located on the university campus may purchase a staff permit for any vehicle or motorcycle brought to campus.
 - a. Staff permits are to be utilized solely for the use of regular employees, as described above, and may not be secured for the use of a student, friend, or

relative.

8. Any student who resides in a residence hall, fraternity, or sorority house on the university campus shall obtain a properly designated permit for any motor vehicle brought to campus. For purposes of these regulations, any building on the campus housing students may be classified as a residence hall, fraternity, or sorority house.
9. Any student who does not reside in a residence hall, fraternity, or sorority house on the university campus may obtain a commuter permit or maroon permit for any motor vehicle brought to campus.
10. Vendors may apply for a vendor permit through the Office of Transportation. Vendor permits authorize vendors to park in staff, commuter, resident, gated, and service spaces. In addition to the gated permit issued to each vendor, a gated access code is also given to Vendor Permit holders at their request. The cost of vendor permits is set at an amount established by the university.
11. Daily permits are available via the methods described on the Transportation website.
12. The fee for issuing a permit to any individual during the fall semester shall not exceed the amount established by the university. The fee for issuing a permit to any individual during the spring semester shall not exceed two-thirds of the amount; the fee for issuing a permit to any individual during a summer term shall not exceed one-third of the amount.
13. All permits expire on an annual date determined by the university.
14. Any individual to whom a permit has been issued shall change permits if his/her status at the university changes in a manner as to require a different permit.
15. If an access credential is issued to any individual under the provision of these regulations becomes marred, mutilated, or obliterated, or if because of damages to the vehicle the permit must be replaced, or if the individual changes his/her status to a different classification during the year, or if the individual changes vehicles, the individual shall obtain a new access credential. If the original access credential or satisfactory evidence of its destruction is presented to the Office of Transportation, a reduced fee established by the University will be assessed.
16. For situations requiring the temporary use of another vehicle, the temporary vehicle shall be registered to the parking account and linked to the annual permit. To remove the temporary vehicle from your account, contact the Office of Transportation.
17. Any individual or Department to whom a permit has been issued shall be responsible for any parking or registration violation(s) in which the vehicle is involved.
18. Gated and resident parkers who do not receive the credential needed for gated or gameday access in the mail, may purchase a replacement permit for a cost to be determined by the University.

19. All refunds will follow the Office of the Registrar refund schedule with proration calculated from the day of permit purchase.
20. For purposes of these regulations, the university may classify individuals into different categories and may restrict parking in any area of its campus to a certain category of individuals. The university shall not, except upon posting or installation of appropriate signs or stenciled curb, change the restriction in any area from one category to another during the school year.
21. Vehicles identified by parking enforcement that are parking in any area or parking space on campus in violation of the rights conveyed by the permit associated with that vehicle license plate can be ticketed regardless of:
 - a. An individual's inability to find an appropriately permitted or legal parking space;
 - b. Automatic gates that are temporarily in an open position during posted enforcement times;
 - c. Signage that temporarily may be not visible due to unauthorized removal, vandalism, or any natural cause such as inclement weather or foliage growth.
22. No individual, unless otherwise authorized by these regulations or the Office of Transportation, shall park any motor vehicle or motorcycle on the campus:
 - a. In any area designated for Handicap Parking;
 - b. In any manner that obstructs any wheelchair route or potential wheelchair route;
 - c. On any sidewalk or crosswalk or in any manner that obstructs any sidewalk or crosswalk;
 - d. On any lawn or grassed area, except as otherwise provided in these regulations;
 - e. In any driveway;
 - f. In any loading zone;
 - g. In any "No Parking" zone;
 - h. In any manner that obstructs traffic;
 - i. In a double or multiple manner;
 - j. In any manner that obstructs or blocks a fire hydrant;
 - k. In Resident Director reserved spaces;
 - l. In any location not designated by line(s) or signs as parking areas, spaces at the

end of a parking bay are valid with one line, and gravel spaces designated by portable curbs;

- m. In any manner exceeding the posted length of time where "time" parking is in effect;
 - n. In any area of the campus which has been closed off using barricades, signs, yellow lines, or other traffic control devices except as otherwise authorized by these regulations or the Executive Director of Transportation in writing;
 - o. In any fire lane;
 - p. In any area designated by sign or stenciled curb as Service Parking, Reserved Parking, or Exclusive Service;
 - q. Outside of their designated zone;
 - r. That is deemed oversized in a space;
 - s. In a manner that hides your license plate from being visible from the primary drive lane;
 - t. In possession of a stolen or lost access credential;
 - u. With a non-permitted license plate.
23. ADA-accessible parking spaces are reserved throughout the campus to accommodate mobility-impaired individuals with a state-issued handicap parking placard. An official University permit is required to park in any non-metered zone and the state-issued handicap permit must be registered with The Office of Transportation. <https://www.transportation.msstate.edu/parking/accessibility> . Once registered, a state-issued handicap parking permit entitles an individual to park as prescribed on the Transportation website. For disability-related parking accommodations, including permission to park outside one's permitted zone, request should be submitted to the Office of Transportation, which will coordinate with the Office of Disability Resource Center and/or Human Resources Management in determining the proper accommodation.
24. Commuter students shall park their permitted vehicles in areas designated as commuter parking. Commuter lots are available for the use by all permitted vehicles between 5:00 PM and 7:00 AM weekdays and twenty-four (24) hours a day on weekends, except for special events. Commuter permits (North, South, East, West) may park in any commuter lot after 3:00 PM. Maroon Permits are valid in any commuter zone after 5:00 PM.
25. Daily permits are valid in staff, commuter, or resident zones. The Office of Transportation may, upon special occasions, temporarily appropriate for visitor use exclusively any parking area normally reserved for other categories of individuals.

26. Permits are not valid in lots reserved and signed for special events and gamedays.
27. Parkmobile may be used by any vehicle in the lots designated as Parkmobile lots through signage and as displayed on the Parkmobile app.
28. Graduate assistant students shall park their permitted vehicles in areas designated as commuter or residence zone parking.
29. Staff shall park their vehicles in areas designated as staff or commuter parking. Staff parking lots are available for the use by all permitted vehicles between 6:00 PM and 6:00 AM weekdays and twenty-four (24) hours a day on weekends, except when reserved for special events. Gated lots are open for use by all permitted vehicles between 7:00 PM and 7:00 AM weekdays and twenty-four (24) hours a day on weekends, except when reserved for special events. Only customers who have reserved gated parking are authorized to park motorcycles inside gated.
30. No contractor shall operate or park any motor vehicle or permit his/her employees to operate or park any motor vehicle, on the campus without first obtaining a permit from the Office of Transportation.
31. Every individual, unless otherwise permitted or directed by appropriate authority, who parallel parks a motor vehicle upon the campus where there is an adjacent curb shall park with the right-hand wheels of the vehicle parallel to, and within twelve inches of, the right-hand curb.
32. A parking space is defined as an area between two painted lines or for the end space of a bay, one line and a parallel curb. In gravel lots, the space is defined as a portable curb. Vehicles must be parked completely within the space.
33. The temporary absence of a sign, or the operation of a gate, at the entrance of any area of the campus does not mean that it is no longer restricted. If at any time area restrictions are removed or altered, the signs in those areas shall change appropriately.
34. No individual shall abandon any motor vehicle on the university campus. The university may, in addition to any other remedy herein provided, upon evidence that a motor vehicle has remained on campus parked and unused for a period of five (5) days, report the vehicle as abandoned to the MSU Police Department for investigation and possible disposal according to state law.
35. Exclusive Service Parking as designated by sign or stenciled curb is reserved for those departments that require a service parking space to be available twenty-four (24) hours a day as approved by the university.
36. No individual shall tamper with, manipulate, or destroy a parking control device, including gate arms or control devices. Fines and fees will be assessed as established by the university.
37. Any individual operating a motorcycle or other motorized cycle on the campus or streets

of the university shall park in designated motorcycle parking spaces or motor vehicle spaces around the campus. Only gated customers who have reserved gated parking are authorized to park motorcycles within a gated lot.

C. Traffic

1. No individual shall operate or park any vehicle on the campus, or within 500 feet of campus property, in such a manner as to cause injury to any individual, grounds, building, or other facility or property of the university.
2. Any individual who operates or parks a motor vehicle on the campus shall:
 - a. Obey all stop signs and traffic control devices;
 - b. Obey yellow or white lines for routing traffic and only pass other vehicles in those areas appropriately designated;
 - c. Obey all speed limit signs;
 - d. Obey one-way street signs;
 - e. Yield to traffic as prescribed by state law and/or appropriate signage;
 - f. Have in their possession a valid license recognized by the State of Mississippi;
 - g. Wear a seatbelt at all times while operating a vehicle;
 - h. Not park or leave their vehicle unattended in such a way that it blocks roadway or has the potential to obstruct traffic;
 - i. Obey any other sign indicator, marker, or signal for the control, direction, parking, and general regulation for traffic and automobiles including, but not confined to, lawful hand, voice, whistle, or other commands or signals.
 - j. Regardless of intent, do not throw, drop, or discard, any item from any motor vehicle except into a litter receptacle.
3. No individual shall pass a school bus on campus, or within 500 feet of campus property, and are required to stop at least ten (10) feet from a school bus when the bus is loading or unloading children and must not proceed until all children have crossed the street to or from the school bus, the flashing red lights are no longer activated, and the stop sign on the side of the bus is retracted.
4. No individual shall drive or operate a motor vehicle on any campus parking lot at a speed in excess of ten (10) miles per hour.
5. The university shall, consistent with these regulations, place and maintain signs, markers, and other traffic control devices as it shall deem necessary and sufficient to regulate, warn, or guide traffic.

6. No individual, other than those individuals who by nature of their functions are required to do so, shall drive a vehicle upon any pedestrian path, sidewalk, grassed area, safety zone, or any other area of the campus not ordinarily used for vehicular traffic with the exception of using sidewalk to access bike rack(s).
7. No individual, other than those individuals who by nature of their functions are required to do so, shall park any vehicle in or upon any area that has been closed by the use of barricades or other traffic control devices.
8. All individuals must operate a vehicle in a careful and prudent manner, having regard for the width, grade, curves, corners, traffic, and all other attendant circumstances, so as not to endanger the safety or property of any person or the university.
9. Pedestrians shall have the right of way at all marked crosswalks on the campus, except where an intersection is controlled by a traffic signal.
10. No individual shall operate any motor vehicle equipped with noise-making muffler, cutout, or straight exhaust.
11. No individual who operates or drives a motorcycle, or other motor-driven cycle having two or three wheels, shall carry any other individual in or upon the vehicle unless the vehicle is equipped with:
 - a. A dual seat designed for two individuals, or a separate passenger seat with a double footrest; or
 - b. A sidecar attachment providing a separate seat for a passenger to be seated entirely within the attachment.
12. No individual riding or operating a motorcycle or other motorized cycle shall carry in or upon the vehicle more than themselves and another individual at any one time.
13. No individual shall blow the horn of his or her motor vehicle in an excessive manner.
14. Any individual who has an accident on the campus shall, if the accident resulted in property damage or personal injury, report the accident to the Police Department.
15. An operator of a moving motor vehicle is prohibited from writing, sending, or reading a text message and from accessing, reading or posting to a social networking site using a hand-held mobile device while driving said motor vehicle.
16. In addition to the rules and regulations contained herein, all of the laws of the State of Mississippi are in full force and effect at all times on the campus.

D. Vehicles not registered and licensed by a State as street legal

1. Any individual who rides, operates, or parks a non-street legal motorized vehicle on the campus shall be subject to all the terms and provisions of these regulations applicable to

anyone who rides, operates, or parks a street legal motor vehicle, except for those provisions which by their nature can have no application.

2. Non-street legal private golf carts are not allowed on the campus of Mississippi State University.
3. The university may choose to restrict the use of non-street legal vehicles (motorized or self-propelled) to certain roadways, multi-use paths, or other designated lanes of travel.
4. The university may choose to allot certain locations on campus as dismount or no access zones for certain non-street legal vehicles (motorized or self-propelled). This means that when these dismount areas are designated, the rider should dismount and walk or carry their vehicle in these designated zones.
5. No individual shall park or operate any motorized or self-propelled vehicle in a building, on a handicap ramp, or in or near a doorway except where use is made of a parking rack furnished by the university. Furthermore, vehicles affixed or chained to any tree, bench, trash can, railing or any other campus structure other than a parking rack will be subject to being impounded by the university.
6. No individual shall ride, operate, or park at night on the campus or streets of Mississippi State University or within 500 feet of any property owned by the university, any motorized or self-propelled vehicles not equipped with a headlight and taillight or reflector.
7. No individual shall take any motorized or self-propelled vehicles, excluding non-motorized skateboards, inside any building on campus.
8. The use of non-street legal vehicles is permitted, but caution should be exercised when in the presence of pedestrians as they have the right of way. Furthermore, in addition to these vehicles not being allowed inside buildings, they are not allowed on campus structures such as, but not limited to, stairs, railings, benches, planters, concrete pavers and other applicable structures. Those found to have damaged any campus structure face campus disciplinary sanctions and/or criminal prosecution for vandalism and destruction of state property.

E. Procedures for Parking and Traffic Citation Appeals

1. Any individual charged with a violation of these regulations may appeal. The appellant may appeal citations online via myparking.msstate.edu and visitors can appeal in person at the Office of Transportation.
 - a. All appeals are open for fourteen days from the day of issuance. No appeals will be allowed after this time frame.
 - b. In addition to the parking violation fine, an administrative charge established by the university will be added to each appeal if the appeals board denies the appeal.

- c. The following are not acceptable grounds for appealing a parking citation:
 - i. Ignorance of the regulations;
 - ii. Unavailability of a legal parking space;
 - iii. Failure to purchase an appropriate permit;
 - iv. Failure to purchase and link the permit to the displayed license plate;
 - v. Inclement weather;
 - vi. Late arrival for class or meetings.
2. Citation appeals are heard by the appropriate Faculty/Staff or Student Citation Committee:
 - a. The Faculty/Staff Citation Appeal Committee is a standing Committee appointed by the Vice President for Student Affairs. It serves as a hearing committee for appeals from faculty and staff on parking and traffic citations. The Committee reports to the Dean of Students.
 - b. The Student Citation Appeal Committee is appointed by the Dean of Students office from applicants received. Students are appointed to this committee representing the broad spectrum of student constituencies. The Student Citation Appeal Committee reviews appeals submitted by students via the myparking.msstate.edu portal. Registered students will then typically receive an email informing them of the decision by the committee regarding their appeal.
 - c. The committees will review the appeals and render a decision. The committees may waive or approve the appeal and void the citation, may deny the appeal and indicate the fine to be paid, or may deny the appeal but waive the fine.
 - d. The decision of the Faculty/Staff Citation Appeal Committee is transmitted to the appellant at the address supplied by the appellant on the appeal form within a timely period.
 - e. All decisions by the Faculty/Staff Citation Appeal Committee and Student Citation Appeal Committee are final. There is no second appeal process.
3. The university citation appeal procedures are not applicable to individuals receiving Justice Court citations or State of Mississippi Uniform Traffic Citations from the MSU Police Department.
4. Any visitor charged with a violation of parking or traffic regulations may appeal to the Office of Transportation.

F. Sanctions

1. When a violation by any individual of any rule or regulation set forth in Sections A through D has been clearly established by waiver, voluntary admission, or by hearing as provided in Section E the individual shall be subjected to an administrative penalty including but not limited to a fee in an amount to be established by the university. A current list of parking fees can be obtained at www.transportation.msstate.edu and a current list of traffic fines can be obtained at www.police.msstate.edu. Any individual who is required to surrender his/her permit will have their digital permit deactivated and if they have an access credential and fail to surrender shall have the vehicle impounded. The individual shall be responsible for the cost involved in removing, impounding, and storing the vehicle. The university and its officers shall not be liable for any damage to the vehicle occurring during, or resulting from, the placement or removal of a wheel lock, the impoundment, removal, or storage thereof.
2. The university may, in addition to any other remedy herein provided, remove and impound any illegally parked or abandoned vehicle, or any vehicle without a permit, with no license plates, or parked in a manner as to constitute a serious hazard to vehicular or pedestrian traffic, or to the movement or the operation of emergency equipment. The owner of the vehicle shall be responsible for all costs involved in removing, impounding, and storing of the vehicle. The university and its officers shall not be liable for any damage to the vehicle occurring during, or resulting from, the impoundment, removal, or storage thereof.
3. Any individual who fails to surrender his/her permit, or who fails to make payment of administrative penalties for violation of the rules and regulations for control, direction, and general regulation of traffic and automobiles shall be subject to university disciplinary action.
4. Any individual who fails to obtain a proper permit and who operates or parks any motor vehicle without a valid permit on the campus of the university after the date upon which he/she is required to obtain a permit or registration permit, shall be in violation of the rules and regulations of traffic and automobiles.
5. Any individual who knowingly provides any false information where such information is required by the terms of these rules and regulations shall upon notice and hearing be required to surrender his/her permit and shall have all of his/her operating and parking privileges suspended for not longer than one full year.
6. Any student who fails to pay his/her parking fines to the university before the end of the semester will not be permitted to re-register as a student of the university or secure a transcript or credits.
7. Any regular employee (faculty or staff) who fails to pay his/her financial obligation to the university will have the amount deducted from their paycheck.
8. Unpaid parking or traffic penalties are cumulative until paid and will be sent to collections if not paid in thirty days.

9. The university may, in addition to any other remedy herein provided, enforce the parking rules and regulations through the use of a wheel lock device or towing at owner's expense. A wheel lock device will render the vehicle immobile. The owner of the vehicle will be responsible for all costs and unpaid traffic fines involved. Wheel lock removal fees are established by the Office of Transportation and a fee list is on their website. Qualifying offenses that result in either a wheel lock or towing include but are not limited to:

- a. Vehicles parked in or obstructing use of a handicap space, ramp, or curb cut without proper permit;
- b. Vehicles parked in any Reserved space;
- c. Vehicles parked in any wheel lock zone or tow away zone;
- d. Vehicles parked in gated lots without proper permit;
- e. Vehicles displaying a lost or stolen access credential;
- f. Vehicles with unidentifiable owner/operator used for extended period of time without securing proper permit;
- g. Vehicles that are unregistered or have unpaid citations;
- h. Unauthorized vehicles in Exclusive Service Parking, Service Parking, or Handicap Parking;
- i. Vehicles obstructing traffic, sidewalks, or any other access way.
- j. Vehicles receiving citations to the point that the Transportation administration believes it is in the best interest of the parker to communicate with or refer them to the Dean of Students.
- k. Vehicles parked in a lot reserved for special events and gamedays.

10. Any individual who removes or damages a wheel lock without authorization is subject to the following fees and actions:

- a. Arrest and restitution.
- b. Replacement price of the device.
- c. Students will be referred to the Dean of Students Office and employees will be referred to their immediate supervisor.
- d. Loss of campus driving privileges may also be imposed.

11. Abandoned vehicles (motorized and self-propelled) typically will be removed when they are reported or found to impede, crowd, or obstruct the area to which they had been

affixed. All motorized vehicles will be tagged, and owners will be given 48 hours to respond, self-propelled vehicles are subjected to tagging and removal within one week if they are found to impede, crowd, or obstruct. Self-propelled vehicles found abandoned after the end of the spring semester will be removed and disposed per IHL Policy 614.

See the following link:

<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf>

G. Publication and Enactment

1. These procedures can be found online at <http://www.msstate.edu/web/security.html>. A copy of the procedures will also be posted in such prominent places as the President directs.
2. These rules and regulations are enacted upon approval by the Board of Trustees of State Institutions of Higher Learning of the State of Mississippi.

FINES

A current list of parking fees and fines can be obtained at www.transportation.msstate.edu and a current list of traffic fines can be obtained at www.police.msstate.edu.

REVIEW

The Vice President for Student Affairs and the Vice President for Finance and Administration are responsible for the review of this operating policy every four years or as needed.

This policy has been superseded

REVIEWED BY:

/s/ Regina Hyatt
Vice President for Student Affairs

7/18/2023
Date

/s/ Les Potts
Interim Vice President for Finance & Administration

7/18/2023
Date

/s/ Tracey N. Baham
Associate Vice President, Institutional Strategy & Effectiveness

7/21/2023
Date

/s/ Joan Lucas
General Counsel

7/24/2023
Date

APPROVED BY:

/s/ Mark E. Keenum
President

7/31/2023
Date

This policy has been superseded