

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: INTRODUCTION

Policy 102 – Objectives

***Effective: December 13, 1976; Issued: December 1, 1976***

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The board of regents of the Montana university system discharges its constitutional responsibilities through policies adopted by the board of regents and administrative rules and regulations established at various levels.

To insure that such policies are available to all interested parties, a policy and procedures manual has been established by the office of the commissioner of higher education to incorporate appropriate legal and judicial provisions, regents' policies and administrative rules and regulations which are applicable to the entire system, or portions of it, as well as to any other agencies which the legislature may place under the board of regents.

The manual has been developed in several major sections which roughly parallel major functional areas within a university: governance and organization, academic affairs, personnel, compensation, research and public service, financial affairs, physical plant, student affairs, planning and private institutions.

Each major section is divided into as many subdivisions as are necessary to handle the subject matter within a particular function. The material in each subsection is organized as follows:

- A. statutory authority (if appropriate)
- B. judicial interpretation and attorneys' general opinions (where applicable)
- C. board policy
- D. definitions
- E. procedures
- F. forms
- G. history.

Obviously, all seven items may not be present or used in any single subdivision of the manual. The pagination of the manual has been devised to be as flexible as possible. It allows campus policies and procedures or other related materials to be inserted without disturbing the pagination, and it insures a rather simple method for keeping the manual current. It is hoped this method would facilitate the usefulness of the manual.

An alphabetical index at the end assists in finding material which might not be readily classifiable.