

2-2.4 BULLETIN DISTRIBUTION POLICY

The University Bulletin (General Catalog) will be distributed according to the following procedures:

(1) New students receive one complimentary copy using a "coupon" system. Upon receipt of prepayment the University Admissions Office or the Graduate Admissions Office issues a coupon which, when presented to the University Store, entitles the student to a free copy of the catalog.

The coupon includes instructions on how to order a catalog if they would like to have it sent. Students being admitted to an Extended Degree Program can have a catalog sent to them by the University Store or redeem the coupon personally in an off-campus center office.

(2) Selected people receive complimentary copies. The Director of Admissions instructs the mail room to send copies of the catalog to selected individuals (emeritus faculty, Board of Trustees members, alumni advisors, etc.), according to a prepared list.

(3) Selected colleges and universities receive complimentary copies. The Director of Admissions instructs the mail room to send copies of the catalog to selected institutions in Washington according to prepared lists.

(4) Selected libraries and other offices receive complimentary copies. The Director of Admissions instructs the mail room to send copies of the catalog to selected institutions in Washington according to prepared lists.

(5) Requests for catalogs from students or prospective students not included under 2-2.3.1 above will be referred to the University Store for purchase or they should be sent an order form.

(6) Faculty and administrative offices receive complimentary copies. The Director of Admissions instructs the mail room to (1) distribute biennially copies of the catalog to faculty and administrative offices according to a prepared list and (2) fulfill special requests from University administrators, faculty or staff routed through the office of the Dean of Undergraduate Studies or the Dean of Graduate Studies and Research.

(7) The mail room sends catalogs only at the request of the University Store or the University Admissions Office.

Catalogs are distributed on campus by the mail room only at the request of the Director of Admissions.

(8) The complimentary copies lists will be reviewed by the Dean of Admissions and Records, Undergraduate Studies, and Graduate Studies and Research prior to annual or biennial mailings.

[PAC: 7/91]