Sacramento State Policy Library FAQ

1. What is the Sacramento State Policy Library?

The Sacramento State Policy Library serves as the repository for campus policies. It does not include CSU system policies, which can be found at [https://www.calstate.edu/policies/](https://www.calstate.edu/policies/)

2. What’s happening to the current University Policy Manual?

We recognize that the Sacramento State Policy Library is a new system for our campus. The University Policy Manual will be maintained, but not updated, for at least the 2022/2023 AY.

3. What is a Policy?

A policy sets out Sacramento State’s position on a specific issue and usually requires that specific action be taken. A policy may be shaped by and derived from legislation, regulation, a Board of Trustees resolution, and faculty or executive direction. Compliance with policy is mandatory, and every policy document published in Sacramento State’s Policy Library must include a policy
statement. The campus President must approve a policy for it to be included in the Sacramento State Policy Library.

4. Can I make suggestions to improve a policy that has already been issued?

Sacramento State is committed to the principles of Shared Governance (https://www.csus.edu/academic-affairs/senate/_internal/_documents/shared-gov/sharedgovdoc091016.pdf). We encourage you to provide feedback about policies directly to the policy authority listed in the header of each policy or e-mail your comments to Ántonia Peigahi, Director of Policy and Records Management, antonia.peigahi@csus.edu.

5. Why is origination date shown in the policy header?

Many dates are automatically recorded for each policy including origination date, effective date, last approved date, and revision due date. However, we identify effective date as the most relevant of each policy because it is the most important date to individuals who access the policy. At the bottom of
each policy, a record of past revision dates is automatically printed, and the oldest revision date is the origination date.

6. How can I refine my search so I more easily find the policy I need?

Sacramento State’s Policy Library offers four different levels of searching; one general method (Topic), and three targeted methods (Title, Area, Authority).

1. **Search by Topic**: on the Home tab, enter a topic (e.g. syllabus, emeritus, etc.) in the *Search policies* field and hit Enter.

2. **Search by Title**: select *Policies by Title* from the Policies drop down menu and enter a phrase or campus name found in the policy title (e.g. Academic Calendar Policy, Visitors to Class, etc.).

3. **Search by Area**: select *Policies by Area* from the Policies drop down menu and filter by the area listed in the right-hand menu (e.g. Academic Affairs, University Advancement, etc.).
4. **Search by Authority**: select *Policies by Authority* from the Policies drop down menu and filter by the owner listed in the right-hand menu.

7. **Why can’t I find the policy I’m looking for?**

The Sacramento State Policy Library houses policies that were previously housed on the University Policy Manual. We encourage you to search by Topic or Title to obtain all relevant policies related to that specific subject. Additional policies that apply to students, staff, faculty and constituents connected to Sacramento State may be found within Title 5 of the California Code of Regulations, the State Administrative Manual (SAM), the CSU Policy Library, current collective bargaining agreements, the Sacramento State Course Catalog, and documents kept within the colleges, departments, and auxiliaries of the University. If you need assistance with a University Policy, please contact Ántonia Peigahi, Director of Policy and Records Management, antonia.peigahi@csus.edu.
8. How do I link to a Policy?

The URLs in Sacramento State’s Policy Library are persistent. You may bookmark policies in your browser.

9. How do I share a link to a non-campus affiliated individual?

To share policies with people not affiliated with Sacramento State (guests without Saclink Credentials) you select the policy you wish to share, click the share icon on the upper right of the screen, and copy the link to the pdf provided. Guests may still access and search the Policy Library via: https://sacramentostate.policystat.com/?lt=iaV-YZkZJzrO9aqiZ9FW-P
10. Who do I contact if I need help?

You can contact antonia.peigahi@csus.edu for assistance. She will reach out to you as quickly as possible.

This FAQ was derived from the CSU Systemwide Policy Library (https://www.calstate.edu/policies/Documents/Policy%20FAQ.pdf) and adapted for the Sacramento State PolicyStat context.