

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Uniform Hours for all Offices Directly Serving Students
Policy Number: 04.31.11
Effective Date: January 7, 2002
Issuing Authority: Office of the President

Scope of Policy

This policy affects all Temple University offices that directly serve students (e.g. Student Financial Services, Academic Records, Parking Services, Student Assistance Center, Student Counseling Services, Student Health Services and all college and school dean's offices).

Policy

All University offices that directly serve students must be open to the public Monday through Friday from at least 8:30 a.m. to 5:00 p.m. For campuses and locations at which evening classes are conducted, all University offices that directly serve students should endeavor to be open at reasonable times to serve the students enrolling or enrolled in such classes.

Notes

1. Dates of official enactment and amendments:

This policy was adopted by the President on November 12, 2001, and becomes effective on January 7, 2002.

2. History:

none

3. Cross References

none