

## DEARBORN ADMINISTRATIVE GUIDE

### Updating Process

The Dearborn Administrative Guide (DAG) acts as a supplement to the Standard Practice Guide (SPF) when policies have unique Dearborn campus instructions. It is a web document that may be updated whenever necessary. If your department experiences a change in personnel, policy, etc., please update your pages per the following instructions:

- When updating the pages originating from your department, please print the page, edit in red and send to Cynthia S. Kecskes at 1161 AB. (Or, in Adobe, you can show corrections on the .pdf file, save and send it by [e-mail](#)). If you have extensive editing, you may request a Microsoft Word document of the policy from C. Kecskes. After editing, please send to [ckecskes@umd.umich.edu](mailto:ckecskes@umd.umich.edu) as an e-mail attachment. Always reference the DAG number in your correspondence. She will then update the DAG website.
- Please make sure any links on your page are correct. If not, please advise me of the new web address for the link(s).
- If your department already has a web page with updated policies, you may want just create a link to your site. That way, whenever there is a change processed on your website, the DAG is also automatically updated.
- In order to expedite your ability to update pages that are your department's responsibility, please click on the pages listed by your name. If someone else in your department is responsible for making the changes, please advise [ckecskes@umd.umich.edu](mailto:ckecskes@umd.umich.edu) to change the e-mail group and this list.
- It is important to keep this document current.

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- [Monica Bartus](#): [201.15a](#), [401.1](#), [401.2](#), [407](#), [453](#), [601.4](#), [603.45](#)
  - [Sandy Beck](#): [608](#).
  - [Linda Brown](#): [453.1](#).
  - [Drew Buchanan](#): [201.65-1](#), [201.65-1a](#), [203.1](#), [502](#), [506.2](#), [506.2a](#), [506.2b](#), [506.2c](#).
  - [Beth Connors](#): [512.2](#), [601.12](#).
  - [Suzette Crandell](#): [201.14](#), [401](#).
  - [Kristin Elliott](#): [506.1](#), [506.3](#), [603.1](#), [603.8](#).
  - [Kristen Grube](#): [510.3](#), [608.1](#), [608.2a](#).
  - [Susan Guinn](#): [608.2a](#).
  - [Kathleen Haag](#): [510.3](#).

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- [Judy Harris](#): [511](#), [514.1](#), [517.1](#), [517.2](#).
- [Kathleen Herr](#): [515](#), [608](#), [608.2](#), [608.2c](#).
- [Terry Ianni](#): [601.2](#), [601.21](#).
- [Kathy Irwin](#): [302](#).
- [Cynthia Kecskes](#): [500.5](#), [501](#), [501.1](#), [501.2-2](#), [501.3](#), [501.4](#), [501.4-2](#), [501.43](#), [501.5](#), [501.6a](#), [502](#), [502.2](#), [502.3](#), [503](#), [505](#), [506](#), [507](#), [507.1](#), [507.3](#), [518.2](#), [604](#), [604.1](#).
- [Judy Kennard](#): [202.3](#).
- [Kate Davy](#): [608.2](#).
- [Judy Modelski](#): [603](#).
- [Cynthia Moehring](#): [200](#).
- [Janet Pecora](#): [601.1](#).
- [Diane Sigler](#): [603.7](#).
- [Denise Sombati](#): [607.1](#), [608](#), [608.2](#).
- [Linda Southward](#): [202](#), [202.1](#), [501.2](#), [502.1a](#), [503](#).
- [Sandy Sumerton](#): [601.2](#), [606.1](#).
- [Ataul Usman](#): [201.3](#), [201.4](#), [201.6](#), [201.8](#), [201.11](#), [201.12](#), [201.22](#), [201.25](#), [201.27](#), [201.34](#), [201.35](#), [201.46](#), [201.57](#), [201.58](#), [201.63](#), [201.64](#), [201.68](#), [201.69](#), [201.78](#), [201.80](#), [201.82](#), [201.85](#), [201.89](#), [202.3](#), [506.2a](#), [603.2](#).

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