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## Directory of Records – General

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### Office - Master of Arts Integrated Studies (MAIS)

<b>Description of the Mandate and Function:</b>
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As determined by the MAIS Steering Committee. No formal mandate/function in writing.

<b>General Classes or Types of Information:</b>
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- Student Files
- Faculty Files
- Course Development
- Budget

<b>PIB Titles:</b>
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- Master of Arts Integrated Studies - Faculty Database
- Master of Arts Integrated Studies - Student Files

<b>Copies of Records Located:</b>
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MAIS Office, Rooms 202, 203 and 205

<b>Policy &amp; Procedure Manuals, Guidelines, Handbooks, Etc.:</b>
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Informal - MAIS Steering Committee minutes, Formal - AU Calendar, MAIS Graduate Handbook, MAIS Website.

<b>Remarks:</b>
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