

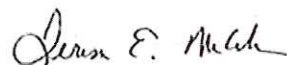
James L. Skidmore, Chancellor
WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700
Charleston, WV 25301

September 23, 2014

Dear Chancellor Skidmore,

As Chair of the Blue Ridge Community and Technical College Board of Governors, I hereby certify, pursuant to the requirements of W. Va. Code § 18B-1-6, that the attached list contains all the institutional rules of Blue Ridge Community and Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors. I further certify that for all rules adopted, amended, or repealed since July 1, 2005, that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. That a minimum 30 day comment period prior to final adoption of the rule was provided;
3. That a single location was designated where all proposed rules could be posted and accessed; and
4. That Internet access to all proposed and adopted rules was maximized. All rules can be found at the following web address: <http://www.blueridgectc.edu/about-blue-ridge/board-of-governors/policies/>.



Teresa McCabe, Chair, Blue Ridge
Community and Technical College Board of
Governors

Date: September 23, 2014

Blue Ridge CTC Board of Governors - 2014 Rules	Effective Date
Rule 10.1 Change in the Organization of Colleges, Schools, Divisions, Departments, or other Administrative Units	26-Jul-06
Rule 10.2 Naming or Renaming of Buildings or Organizational Units	26-Jul-06
Rule 11.1 Board of Governors Meetings – Organization and Operations of the Board of Governors	26-Jul-06
Rule 12.1 West Virginia Freedom of Information Act	3-Sep-14
Rule 13.1 Powers and Duties of the Board and President	4-Jun-14
Rule 14.1 Tobacco Free Campus	19-Aug-13
Rule 14.2 Drug Free Workplace & Drugs and Alcohol on Campus	2-Apr-14
Rule 14.3 Marketing of Credit Cards/Accounts on Campus	26-Jul-06
Rule 15.1 Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation	3-Sep-14
Rule 16.1 Ethics	26-Jul-06
Rule 21.1 Student Rights & Responsibilities	2-Apr-14
Rule 22.1 Assessment, Payment and Refund of Fees	7-May-14
Rule 24.1 Awarding of Student Tuition and Fee Waivers	6-May-09
Rule 25.1 Graduation Requirement - Grade Point Average for Associate Degrees	2-Apr-14
Rule 34.1 Faculty Development	26-Jul-06
Rule 42.1 Staff Work Shifts	26-Jul-06
Rule 43.1 Holidays	26-Jul-06
Rule 43.2 Employee Leave	26-Jul-06
Rule 44.1 Staff Development	26-Jul-06
Rule 45.1 Classified Employees	26-Jul-06
Rule 45.2 Part-time Employees and Adjunct Faculty	26-Jul-06
Rule 46.1 Salary	26-Jul-06
Rule 54.1 Use of Facilities	6-Sep-13
Rule 55.1 Debt Collection	2-Apr-14
Travel Rule	6-May-09
Rule 71.1 Information Security	3-Sep-14



Office of the President

September 26, 2014

Mr. James L. Skidmore, Chancellor
WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700
Charleston, West Virginia 25301

Dear Chancellor Skidmore

As Chair of the BridgeValley Community and Technical College Board of Governors, I hereby certify that pursuant to the requirements of W. Va. Code § 18B-1-6, *Rulemaking*, the attached list contains all institutional rules of BridgeValley Community and Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors. I further certify for all rules adopted, amended, or repealed since July 1, 2005, that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. A minimum 30 day comment period prior to final adoption of the rule was provided;
3. A single location was designated where all proposed rules could be posted and accessed; and
4. Internet access to all proposed and adopted rules was maximized, and all rules can be found at the following web address www.bridgevalley.edu.

Sincerely


Mark Dempsey, Chair
Board of Governors

BridgeValley Community and Technical College
Board of Governors
Rules Adopted as of July 1, 2014

Rule No.	Name	Adopted Date	Amended Date	Deleted Date
A-1	Naming of Buildings	12-Jul-13		
A-2	Alcoholic Beverages on Campus	12-Jul-13		
A-3	Regulation of Credit Card Solicitation	12-Jul-13		
A-4	Board of Governors Meetings	12-Jul-13		
A-5	Sexual Harassment	12-Jul-13	9-Jul-14	
A-6	Adoption or Amendment of Rules	12-Jul-13		
A-7	FOIA	12-Jul-13		
A-8	Sports Programs at CTCs	12-Jul-13		
A-9	Deadly Weapons and Destructive Devices	12-Jul-13		
A-10	Service Dogs	12-Jul-13		
B-1	Academic Freedom, Professional Responsibility, Promotion and Tenure	12-Jul-13		
B-2	Sabbatical Leave	12-Jul-13		
B-3	Changes in Organization	12-Jul-13		
B-4	Holidays	12-Jul-13		
B-5	Adjunct Faculty	12-Jul-13		
B-6	Part-time Classified Employees	12-Jul-13		
B-7	Ethics	12-Jul-13		
B-8	Faculty and Administration Productivity	12-Jul-13	9-Jul-14	26-Sep-14
B-9	Credit for Public School Service	12-Jul-13		
B-10	Employee Leave	12-Jul-13		
B-11	Employee Development	12-Jul-13		
B-12	Work Scheduling	12-Jul-13		
B-13	Salary Policy	12-Jul-13	9-Jul-14	
B-14	Salary Enhancement for Continued Academic Achievement	12-Jul-13		
B-15	Annual Increment Payments	12-Jul-13		
B-16	Affirmative Action and Equal Employment	12-Jul-13		
B-17	Emeritus Status	12-Jul-13		
B-18	Employment of Minors	12-Jul-13		
B-19	Meal Breaks	12-Jul-13		
C-1	Program Review	12-Jul-13		
C-2	Grade Point Averages	12-Jul-13		
C-3	Assignment of Academic Credit and Financing Noncredit Instruction	12-Jul-13		
C-4	Accreditation and Degree Standards	12-Jul-13		
C-5	Program Approval and Termination	12-Jul-13		
C-6	Textbook Rule	12-Jul-13		
C-7	Standards and Procedures for Undergraduate Admissions	12-Jul-13		
C-8	Guidelines for College Courses for High School Students	12-Jul-13		
C-9	Freshman Assessment and Placement Standards	12-Jul-13		
D-1	Student Rights and Responsibilities	12-Jul-13		
D-2	Student Academic Rights	12-Jul-13		
E-1	Travel	12-Jul-13		
E-2	Reduced Tuition for 65 Year Old Residents	12-Jul-13		
E-3	Awarding of Student Tuition and Fee Waivers	12-Jul-13		
E-4	Disposition and Sale of Surplus Property	12-Jul-13		
E-5	Assessment, Payment, and Refund of Fees	12-Jul-13	9-Jul-14	
E-6	Bookstores	12-Jul-13		
E-7	Disposition of Obsolete and Unusable Computer Equipment	12-Jul-13		
E-8	Procurement and Purchasing	12-Jul-13		
E-9	Student Deferred Payment Plans	12-Jul-13		
F-1	Freedom of Expression and Use of Facilities	12-Jul-13		
F-2	Use of Institutional Facilities	12-Jul-13		
F-3	Regulation of Parking and Traffic	12-Jul-13		
F-4	Tobacco-Free Campus	12-Jul-13		

September 24, 2014

James L. Skidmore
Chancellor
WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700
Charleston, West Virginia 25301

Dear Chancellor Skidmore,

As Chair of the Eastern WV Community and Technical College Board of Governors, I hereby certify that pursuant to the requirements of W. Va. Code § 18B-1-6, *Rulemaking*, the attached list contains all institutional rules of Eastern WV Community and Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors. I further certify for all rules adopted, amended, or repealed since July 1, 2005, that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. A minimum 30 day comment period prior to final adoption of the rule was provided;
3. A single location was designated where all proposed rules could be posted and accessed; and
4. Internet access to all proposed and adopted rules was maximized, and all rules can be found at the following web address www.eastern.wvnet.edu.

Sincerely,



Robert Tissue
Chair, Board of Governors



<http://www.easternwv.edu/About-Eastern/Board-of-Governors/Board-Policies.aspx>

BP-2.0 Policy Framework

BP-2.1 Prime Policy revised

BP 2.2 Board of Governors Organization and Meetings

BP-3.0 Academic/Instructional Policies

BP-3.1 Grade Point Average for Associate Degrees

BP-3.2 Awarding of Undergraduate Fee Waivers

BP-3.3 Submission of Proposals for New Academic Programs

New Academic Programs Form 1

New Academic Programs Form 2

BP-3.4 Standards and Requirements for Admission

BP-3.5 Pre-matriculations Requirements for Measles and Rubella Immunizations

BP-3.6 General Education Curriculum (*replaced by Administrative Regulation 3.17*)

BP-3.7 Acceptance of Advanced Placement Credit

BP-3.8 Academic Honors (revised 08-28-13)

BP-3.9 Administrative Withdrawal (*replaced by Administrative Regulation 3.15*)

BP-3.10 Catalog Adherence (revised 09-17-13)

BP-3.11 Compliance with Military Selective Service Act

BP-3.12 Graduation Requirements (revised 082813)

BP-3.13 Awarding of Credit Through Assessment of Prior Learning

BP-3.14 Standards for the Awarding Continuing Education Units (CEUs)

BP-3.15 Assessment of Student Academic Achievement

BP-3.16 Instructional Workload

BP- 3.17 Academic Program Review

BP-3.18 Required Instructional Time for Campus Administrators

BP-3.19 Academic Forgiveness

BP-3.20: Copyright, Intellectual Property and Fair Use

BP-3.21 Credit Hour Policy (rev. 06-07-13)

BP-4.0 Learner Services Policies

BP-4.2 Student and Academic Rights*

BP-4.3 Student Rights and Responsibilities*

BP-4.4 On Campus Credit Card Solicitation and Marketing

BP-4.5 Student Privacy

BP 4-6 Tracking of Student Complaints(rev. 09-18-13)

BP-4.7 Ten Credit for Web Course Enrollment Rule

BP-5.0 Personnel Policies

BP-5.1 Sexual Harassment

BP-5.2 Sabbatical Leave

BP-5.3 Holidays

BP-5.4 Staff Development

BP-5.5 Faculty Development*

BP-5.6 Classified Employees

BP-5.7 Employee Leave

BP-5.8 Ethics

BP-5.9 Personnel Administration

BP-5.10 Salary Plan

BP-5.11 External Employment and Entrepreneurship Reporting

BP-5.12 Access to Personnel Files

BP-5.13 Academic Rank for Fulltime Faculty

BP 5.14: Salary Schedule for Full-time Faculty Policy (rev.07-17-13)

BP-5.15 Adjunct Faculty Policy

BP-6.0 General Administrative Policies

BP-6.1 Change in the Organization of Administrative Units

BP-6.2 Naming or Renaming of Buildings or Organizational Units

BP-6.3 Alcoholic Beverages on Campus

BP-6.4 Use of Institutional Facilities

BP-6.5 Appropriate Computer Usage

BP-6.6 Equal Opportunity, Non-Discrimination, and Affirmative Action

BP-6.7 Freedom of Information

BP-6.8 Safety and Loss Control Prevention

BP-6.9 Hiring of Related Parties Policy

BP-7.0 Fiscal Policies

BP-7.1 Reduced Tuition and Fee Program for State Residents Age 65 and Older

BP-7.2 Assessment, Payment and Refund of Fees

BP-7.4 Audits

BP-7.5 Travel Management (rev. 05-18-11)

BP-7.6 Financial Reserves and Year End Fund Balance

BP-7.7 Accounts Receivable Management

BP-7.8 Depreciation

BP-7.9 Management of Student Accounts Receivables

BP-7.10 Gifts Received

BP-7.11 Disposal of Surplus or Obsolete Materials, Supplies and Equipment

BP-7.12 Purchasing Card

BP -7.13: Textbook Policy Revised-11-17-10

BP-7.14 Capital Projects Policy.....Approved

BP-8.0 Miscellaneous Policies

<http://www.easternwv.edu/About-Eastern/Board-of-Governors/Board-Regulations.aspx>

AR-2.0 Regulation Framework

AR-2.1 Process for Approving Administrative Regulations (rev. 02-21-12)

AR-3.0 Academic/Instructional Policies

AR-3.1 Brokered Credit Course Selection and Approval Process

AR-3.2 Workforce Education Program Type Definition and Participant Classification (rev. 09-25-12)]

AR-3.3 Laboratory Facility Evaluation and Approval

AR-3.4 Faculty Instructional Evaluation

AR-3.5 Course Substitution/Waiver (rev. 10-26-10)

AR-3.6 Schedule Development & Production

AR-3.7 Curriculum Design and Recommendation

AR-3.8 Course Syllabus Regulation (rev. 05-20-13)

AR-3.9 Special Topics Course

AR-3.10 General Education Course Designation

AR-3.11 Requirements for Student Enrollment in the College Success Course

AR 3.12: Instructional Workload Regulation (rev. 100813)

AR 3.13: WV EDGE Course Review Process

AR 3.14: Developmental Course Requirements for Certificate Programs and Skill Sets

AR 3.15: Administrative Withdrawal

AR 3.16: Academic Standing Regulation

AR 3.17: General Education Regulation

AR-4.0 Learner Services

AR-4.1 Tutoring Selection and Compensation

AR-4.2 Change of Grade

AR-4.3 Grading and Grade Point Average (rev. 111213)

AR-5.0 Personnel

AR-5.1 Continuing Education, Contracted Training and Community Education:
Hiring and Payment for Services

AR-5.2 Part-Time Hiring Procedures_rev._043014

AR-5.3 Annual Leave Usage

AR-5.4 Workforce Education Non-Credit Instructional Personnel Pay Rate

AR-5.5 Workforce Education Non-Credit Instructional Personnel Selection Process

AR-5.6 Sick and Emergency Leave Usage

AR-5.7 Access To Personnel Files

AR-5.8 Staff Professional Development

AR-5.13 Employment Innovation and Flex Work Schedule

AR-5.14 Evaluation For Full-Time Faculty Regulation: rev. January, 2012

AR-5.15 Rank and Promotion for Full-time Faculty

AR-5.16 Return to Work Regulation

AR-5.17 Harassment: rev. May, 2014

AR-6.0 General Administrative

AR-6.1 Employee Change of Address

AR-6.2 Workforce Education Services Contracting Process

AR-6.3 Notification Process for Inclement Weather or Emergency Situation

AR-6.4 Safety Program (Safety Attachments: 1 2 3 4)

AR-6.5 Request for Use of College Facilities

AR-6.6 Access to College Property_rev. 043014

AR-7.0 Fiscal

AR-7.1 Inventory of College Assets

AR-7.2 Community Education and Continuing Education Fee Collection and Refunds

AR-7.3 Workforce Education Direct Cost Recovery

AR 7.4 Ordering and Receiving

AR-7.7 Vendor Prompt Invoice Payment

AR-7.8 Allowance for Doubtful Accounts

AR-7.9 Capitalization of College Assets

AR-7.10 Purchase or Acquisition of Materials, Supplies, Equipment, Services or Printing

AR-7.11 Purchasing Card Manual

AR-7.12 Travel

BP-8.0 Miscellaneous

September 25, 2014

James L. Skidmore

Chancellor

WV Council for Community and Technical College Education

1018 Kanawha Boulevard, East – Suite 700

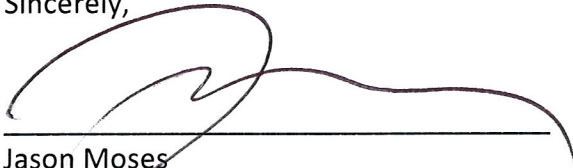
Charleston, West Virginia 25301

Dear Chancellor Skidmore,

As Chair of the Mountwest Community & Technical College Board of Governors, I hereby certify, pursuant to the requirements of W. Va. Code § 18B-1-6, that the attached list contains all the institutional rules of Mountwest Community & Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors. I further certify that for all rules adopted, amended, or repealed since July 1, 2005 that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. That a minimum 30 day comment period prior to final adoption of the rule was provided;
3. That a single location was designated where all proposed rules could be posted and accessed; and
4. That Internet access to all proposed and adopted rules was maximized. All rules can be found at the following web address www.mctc.edu.

Sincerely,



Jason Moses
Chair, Board of Governors

Mountwest Community & Technical College (MCTC)
Institutional Board of Governors Rules
July 1, 2014

Rule Number	Rule Description	Effective Date	Former MUBOG Policy Number
MCTC IBOG A-1	Reduced Tuition for Persons 65 and Over	Revised March 20, 2009	MUBOG AA-3
MCTC IBOG A-2	Awarding of Undergraduate Tuition and Fee Waivers	Revised June 15, 2009	MUBOG AA-6
MCTC IBOG A-3	Credit for Service in the Public Schools	Revised January 19, 2009	MUBOG AA-9
MCTC IBOG A-4	Program Approval	July 1, 2008	MUBOG CTC-4
MCTC IBOG A-5	Separation of Academic and Faculty Personnel Policies	July 1, 2008	MUBOG CTC-7
MCTC IBOG A-6	Open Admissions	Revised July 17, 2011	
MCTC IBOG A-7	Fresh Start	August 17, 2009	
MCTC IBOG A-8	Transfer	Revised February 14, 2011	
MCTC IBOG A-9	Student Code of Conduct	August 17, 2009	
MCTC IBOG A-10	General Education Curriculum	April 15, 2013	
MCTC IBOG D-1	Institutional Fundraising and Gift Acceptance	April 18, 2011	
MCTC IBOG D-2	Naming of Facilities	April 18, 2011	
MCTC IBOG F-1	Waiver of Tuition and Fees for Third-Party Sponsored Courses	Revised June 15, 2009	MUBOG FA-1
MCTC IBOG F-2	Travel	Revised November 18, 2013	MUBOG FA-2
MCTC IBOG F-3	Credit Card Solicitation	Revised January 19, 2009	MUBOG FA-3
MCTC IBOG F-4	Use of Institutional Facilities	Revised March 20, 2009	MUBOG FA-4
MCTC IBOG F-5	Disposition of Surplus Property	Revised March 20, 2009	MUBOG FA-5
MCTC IBOG F-6	Purchasing	Revised April 20, 2009	MUBOG FA-9
MCTC IBOG F-7	Assessment, Collection and Refund of Student Tuition and Fees	July 1, 2008	MUBOG FA-10
MCTC IBOG G-1	Alcoholic Beverages on the Campuses	July 1, 2008	MUBOG GA-2
MCTC IBOG G-2	Organizational Structure & Rules of Order for Meetings of the Board	Revised October 21, 2011	MUBOG GA-5
MCTC IBOG G-3	Smoking	Revised April 20, 2014	MUBOG GA-8
MCTC IBOG G-4	Weather-Related and/or Emergency Closings and Delays	July 1, 2008	MUBOG GA-9
MCTC IBOG G-5	Rulemaking by the Board	Revised March 20, 2009	MUBOG GA-11
MCTC IBOG G-6	General Conflict of Interest	July 1, 2008	MUBOG GA-12
MCTC IBOG G-7	Whistleblower	July 1, 2008	MUBOG GA-13
MCTC IBOG G-8	(Interim) Business Record Retention	July 1, 2008	MUBOG GA-14
MCTC IBOG G-9	Environmental Health & Safety	May 23, 2010	
MCTC IBOG H-1	Faculty and Administrative Productivity	July 1, 2008	MUBOG AA-10
MCTC IBOG H-2	Marshall Dependent Scholarships	July 1, 2008	MUBOG AA-42
MCTC IBOG H-3	Classified Employee Salary Policy	July 1, 2008	MUBOG FA-6
MCTC IBOG H-4	Sexual Harassment	Revised June 15, 2014	MUBOG GA-11
MCTC IBOG H-5	Social Justice	July 1, 2008	MUBOG GA-3
MCTC IBOG H-6	Staff Development	July 1, 2008	MUBOG HR-1
MCTC IBOG H-7	Review of Part-Time Classified Positions	July 1, 2008	MUBOG HR-2

MCTC IBOG H-8	Employee Catastrophic Leave Policy	July 1, 2008	MUBOG HR-3
MCTC IBOG H-9	Work Schedules and Employment Innovations	July 1, 2008	MUBOG HR-4
MCTC IBOG H-10	Four-Part Progressive Counseling	July 1, 2008	MUBOG HR-5
MCTC IBOG H-11	Telecommuting	July 1, 2008	MUBOG HR-6
MCTC IBOG H-12	Payroll Reassignments re Leave Deficits	July 1, 2008	MUBOG HR-7
MCTC IBOG H-13	Employee Solicitation and Outside Businesses	July 1, 2008	MUBOG HR-8
MCTC IBOG H-14	Employee Infractions	July 1, 2008	MUBOG HR-10
MCTC IBOG H-15	Performance Assessment Classified and Non-classified Employees	July 1, 2008	MUBOG HR-12
MCTC IBOG H-16	Classified Recruiting	July 1, 2008	MUBOG HR-13
MCTC IBOG H-17	Background Checks	July 1, 2008	MUBOG HR-14
MCTC IBOG H-18	Full-Time Faculty Qualifications, Appointments, and Instructional Load	Revised June 15, 2014	MUBOG CTC-1
MCTC IBOG H-19	Adjunct Faculty Qualifications, Appointments and Instructional Load	Revised June 15, 2014	MUBOG CTC-2
MCTC IBOG H-20	Academic Freedom and Professional Responsibility	July 1, 2008	MUBOG CTC-3
MCTC IBOG H-21	Faculty Evaluation, Promotion, Tenure, Sabbatical	July 20, 2013	MUBOG CTC-5
MCTC IBOG H-22	Full Time Faculty Scheduled Office Hours	July 1, 2008	MUBOG CTC-6
MCTC IBOG H-23	Distribution of General Faculty Salary Increase Funds	July 1, 2008	MUBOG CTC-8
MCTC IBOG H-24	Full-time Faculty Workload	November 16, 2009	
MCTC IBOG H-25	Summer School	April 19, 2010	
MCTC IBOG I-1	Information Technology Acceptable Use	Revised March 20, 2009	MUBOG IT-1
MCTC IBOG I-2	Information Security	July 1, 2008	MUBOG IT-2
MCTC IBOG I-3	Email	July 1, 2008	MUBOG IT-3
MCTC IBOG PG-1	Policy Governance	April 18, 2011	
MCTC IBOG S-1	Appropriate Use of ID Numbers	Revised January 19, 2009	MUBOG AA-11
MCTC IBOG S-2	Student Code of Conduct	July 1, 2008	MUBOG SA-1
MCTC IBOG S-3	Student Academic Rights	Revised January 19, 2009	MUBOG SA-2
MCTC IBOG S-4	President's Emergency Authority	July 1, 2008	MUBOG SA-4
MCTC IBOG S-5	Directory Information	July 1, 2008	MUABOG SA-5
MU IBOG IT-5	E-Courses	Repealed October 17, 2009	
MU IBOG AA-4	Measles and Rubella Immunization Policy	Repealed December 19, 2009	
MU IBOG HR-9	Classified/Non-Classified Employment Appointments in December	Repealed February 20, 2009	



As the Chair of the New River Community and Technical College (New River) Board of Governors, I hereby certify, pursuant to the requirements of WV Code Section 18-B-1-6, that the attached list contains all the institutional rules of New River Community and Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended, or repealed since July 1, 2005 that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. That a minimum 30 day comment period prior to final adoption of the rule was provided;
3. That a single location was designated where all proposed rules could be posted and accessed; and
4. That internet access to all proposed and adopted rules was maximized. All rules can be found at www.newriver.edu.

A handwritten signature in blue ink, appearing to read "D. Nalker", is written over a horizontal line.

David Nalker, Chair, New River Board of Governors

9/23/14

Date

www.newriver.edu

**Greenbrier Valley
Campus**
101 Church Street
Lewisburg, WV 24901
304.647.6560
304.647.6561 Fax

**Mercer County
Campus**
1001 Mercer Street
Princeton, WV 24740
304.425.5858
304.425.0860 Fax

**Nicholas County
Campus**
6101 Webster Road
Summersville, WV 26651
304.872.1236
304.872.3587 Fax

**Raleigh County
Campus**
167 Dye Drive
Beckley, WV 25801
304.929.5450
304.929.5462 Fax

Central Administration
221 George Street,
Suite 2
Beckley, WV 25801
304.929.5445
304.929.5478 Fax

Human Resources

Operating Rules

Last Updated on Friday, 22 August 2014 10:28 | Written by Baker, Amanda L. |  | Hits: 9564

[Operating Rule 1](#) : Grant and External Funding Applications

[Operating Rule 2](#) : Faculty/Administrator Emeritus

[Operating Rule 3](#) : Classified Staff Emeritus

[Operating Rule 5](#) : Prohibition of Weapons

[Operating Rule 6](#) : Salary and Merit

[Operating Rule 8](#) : Naming Designation for College Property

[Operating Rule 10](#) : Tuition Waivers

[Operating Rule 11](#) : Website

[Operating Rule 12](#) : President Emeritus(a) Status

[Operating Rule 13](#) : Equal Employment Opportunity and Affirmative Action

[Operating Rule 14](#) : Hiring

[Operating Rule 15](#) : Capital Project Management

[Operating Rule 16](#) : Computer Use

[Operating Rule 17](#) : Sexual Harassment

[Operating Rule 18](#) : Bookstore and Textbooks

[Operating Rule 19](#) : Employing, Evaluating, and Responsibilities of the President


[Operating Rule 20](#) : Personnel Development

[Operating Rule 21](#) : Travel

Category: Faculty and Staff / Human Resources

Human Resources

Board of Governors Policies

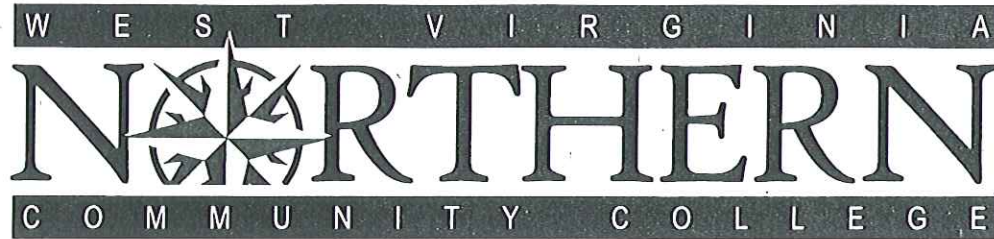
Last Updated on Monday, 25 August 2014 11:17 | Written by Baker, Amanda L. |  | Hits: 30457

IF YOU NEED ASSISTANCE WITH POLICIES, PLEASE CONTACT LEAH TAYLOR, VICE PRESIDENT FOR ADMINISTRATIVE SERVICES AT LTAYLOR@NEWRIVER.EDU, OR 304-929-6701.

Board of Governors Policies

Policy 1 : Change in the Organization of Colleges, Schools, Divisions, Departments or Other Admin Units
Policy 2 : Repealed
Policy 3 : Repealed
Policy 4 : Sabbatical Leave
Policy 5 : Program Review
Policy 6 : Grade Point Average for Associate Degrees
Policy 7 : Assessment, Payment, and Refund of Fees
Policy 8 : Holidays
Policy 9 : Repealed
Policy 10 : Alcoholic Beverages on Campus
Policy 11 : Awarding of Undergraduate Fee Waivers
Policy 12 : Use of Institutional Facilities
Policy 13 : Social Justice
Policy 14 : Student Rights and Responsibilities
Policy 15 : Student Academic Rights
Policy 16 : Repealed
Policy 17 : Classified Employees
Policy 18 : Employee Leave
Policy 19 : Academic Freedom, Professional Responsibility, Promotion, and Tenure
Policy 20 : Ethics
Policy 21 : Standards and Procedures for Undergraduate Admissions
Policy 22 : Repealed
Policy 23 : Assignment of Academic Credit and Financing Noncredit Instruction
Policy 24 : Repealed
Policy 25 : Personnel Administration
Policy 26 : Productivity of Faculty and Administrators and Employment of Adjunct Part-Time Faculty
Policy 27 : Measles and Rubella Immunization
Policy 28 : Interinstitutional Cooperation and Sharing Between Public and Private Higher Education in West Virginia
Policy 29 : Purchasing
Policy 30 : Reduced Tuition and Fee Program for State Residents Who Are At Least Sixty-Five Years of Age
Policy 31 : Credit Card Solicitation on the New River Community and Technical College Campuses
Policy 32 : Community and Technical College Faculty Instructional Load
Policy 33 : Rules, Guidelines, and Other Policy Statements by Governing Board
Policy 34 : Board of Governors Meetings
Policy 35 : Classified Employee Salary Policy
Policy 36 : Catastrophic Leave
Policy 37 : Disposition of Surplus Equipment, Supplies and Materials
Policy 38 : Performance Evaluation: Classified and Non-Classified Employees
Policy 39 : Vacant
Policy 40 : Repealed

Category: Faculty and Staff / Human Resources



September 9, 2014

Chancellor James L. Skidmore
WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700
Charleston, West Virginia 25301

Dear Chancellor Skidmore,

As Chair of the WV Northern Community College Board of Governors, I hereby certify that pursuant to the requirements of W. Va. Code § 18B-1-6, *Rulemaking*, the attached list contains all institutional rules of WV Northern Community College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors. I further certify for all rules adopted, amended, or repealed since July 1, 2005, that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. A minimum 30 day comment period prior to final adoption of the rule was provided;
3. A single location was designated where all proposed rules could be posted and accessed; and
4. Internet access to all proposed and adopted rules was maximized, and all rules can be found at the following web address <http://www.wvncc.edu/about/board-of-governors--rules-approved/680>.

Sincerely,

Dr. Darrell Cummings
Chair, Board of Governors

WV Northern Community College Approved Board of Governors Rules 10/1/2014

Rule Number	Rule Name	Rule Procedure if applicable	Applicable Forms	BOG Approval Date
NC-3000	Academic Freedom			3/25/2004
NC-3001	Academic Integrity and Student Responsibilities			12/6/2005
NC-4013	Acceptance of Advanced Placement Credit			2/24/2011
NC-2002	Access To Personnel Files			3/25/2004
NC-2003	Adjunct and Part Time Faculty Appointment			11/20/2003
NC-2004	Administrators with Faculty Rank Teaching			6/24/2004
NC-2005	Alcohol and Drug Free Environment			3/25/2004
NC-2006	Annual Leave			3/25/2004
NC-3002	Assessment			8/22/2002
NC-5010	Asset Capitalization			2/27/2014
NC-4008	Bookstore and Textbook			1/27/2011
NC-4000	Cancellation of College Classes			6/24/2004
NC-5000	Cash Management			
NC-4010	Catalog Rule			12/6/20

				05
NC-2007	Catastrophic Leave			3/25/20 04
NC-2030	Classified Employee Salary Rule			2/26/20 09
NC-2008	Classified Staff Performance Appraisal			
NC-2009	Classified Staff Work Schedule and Records Rule	Overtime Request–Settlement Form		2/26/20 09
NC-2010	Closing the College	College Closing Process instructions		3/25/20 04
NC-7001	Computer and Internet Usage Rule			7/1/20 13
NC-5001	Credit Cards for Students			10/23/2 003
NC-1001	Crime Awareness and Campus Security			3/25/20 04
NC-5002	Debt Collection			3/24/20 05
NC-2031	Disciplinary Action Rule	Improvement Plan 1–11 Sample		4/1/200 9
NC-2001	Educational Release Time	Educational Release time request procedure (updated 10-29-09)	Educational Release Time Request form	9/1/200 8
NC-2011	Emeritus Status for Retired Faculty and Administrative Officers	Emeritus Status Criteria Procedure	Nomination Forms: Administrative Officer Faculty	6/1/200 9
NC-2000	Employee I D Rule			4/1/200 8
NC-2013	Equal Employment	Discrimination Appeal Procedure		6/24/20 04

Opportunity and
Affirmative
Action

NC-2014	Ethics Conflict of Interest			3/25/2004
NC-2015	Faculty Evaluation and Promotion	Faculty Professional Plan and Evaluation forms 1-1-2012		1/23/2003
NC-2016	Faculty Instructional Workload			5/23/2002
NC-2017	Faculty Professional Development			6/24/2004
NC-2018	Faculty Salary Rule			3/1/2009
NC-3003	Flexible Learning Methodology			3/2/2001
NC-1002	Freedom of Information Act			3/25/2004
NC-2019	Full Time Faculty Appointment and Status			6/24/2004
NC-2020	Full Time Faculty Termination			6/24/2004
NC-1005	Fundraising	Fundraising Rule Procedure	Fundraising Forms	9/1/2010
NC-3006	General Education			2/24/2011
NC-2024	Harassment and Discrimination			7/1/2011
West Virginia Northern Community College, pursuant to the requirements of Titles IV,	Inquiries concerning this rule should be directed to Chief Human Resource Officer Peggy Carmichael, who is designated coordinator for Title IX and			

VI, VII of Section 504. Her
the Civil telephone
Rights Act number is 304-
of 1964, 214-8901 and
Title IX of her office is
the located in Room
Education 125-B, B&O
al Building,
Amendme Wheeling
nts of campus. Her
1972, email address is
Section pcarmichael@wvn
504 of the cc.edu,
Rehabilita
tion Act of
1973, and
the Age
Discrimin
ation Act
of 1975,
does not
discrimina
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applicants
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employee
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students
on the
basis of
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religion,
sex,
disability,
age,
gender,
ancestry,
marital or
parental
status or
national
origin in
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employe
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and/or
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programs
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activities,
including
admission
s to such,

NC-4001	Higher Education Adult Part-Time Student Grant Program		6/24/20 04
NC-2021	Holidays		6/24/20 04
NC-3007	Major Reduction or Discontinuance of a Program		1/27/20 11
NC-3004	Multi-Year Process for Curriculum Evaluation		9/27/20 11
NC-2032	Nepotism		2/24/20 11
NC-2029	Non-Classified Salary Rule		8/27/20 09
NC-5007	Payment Card Rule	Payment Card Procedures	(Replaces NC-5003) 8/1/200 8
NC-2022	Posting of Classified Position Vacancies		4/29/20 04
NC-3005	Program Review Rule		2/29/20 08
	Protocol for Governance by Policy		4/29/20 04
NC-4015	Public School Service Program		2/24/20 11
NC-5008	Purchasing Rule	Procedure	9/1/200

				8
NC-1003	Red Flag Rule			11/1/2009
NC-4002	Renewal of Promise Scholarship			12/6/2005
NC-4003	Residents and Non-Residents for Admission and Fee			12/6/2005
NC-2033	Role of Adjunct Faculty and the Appropriate Balance Between Full-time Faculty and Adjunct Faculty			2/24/2011
NC-8000	Rule Processing Rule	Rule Processing Procedure Flow Chart	Blank Rule Document	12/29/2008
NC-2023	Sabbatical Leave			12/24/2005
NC-1004	Sexual Assault Rule			4/1/2008
NC-2025	Sick Leave			6/24/2004
NC-2026	Social Justice			3/25/2004
NC-4004	Standards of Academic Progress			4/28/2005
NC-4009	Student Code of Conduct			10/26/2006
NC-4007	Student ID Rule			2/29/2008
NC-1006	Tobacco-Free Campus	Effective November 15, 2012	Brochure Map Calendar of cessation sessions	4/26/2012
NC-4005	Tracking Written Student Complaints			6/24/2004

NC-5004	Travel Rule Procedure	5/14/2013
NC-5005	Tuition and Fees plus Assessment Payment and Refunds	3/24/2005
NC-5006	Use of College Property	6/24/2004
NC-7000	Web Accessibility	3/22/2007
NC-2028	Workplace Standards of Conduct	3/25/2004



320 Adams Street
Suite 407
Fairmont, WV 26554
P | 304.367.4933
F | 304.333.3671

www.pierpont.edu

Office of the President
Doreen M. Larson, Ph.D.
doreen.larson@pierpont

September 4, 2014

James L. Skidmore, Chancellor
WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700
Charleston, WV 25301

Dear Chancellor Skidmore:

As Chair of the Pierpont Community & Technical College Board of Governors, I hereby certify, pursuant to the requirements of W. Va. Code § 18B-1-6, that the attached list contains all the institutional rules of Pierpont Community & Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors. I further certify that for all rules adopted, amended, or repealed since July 1, 2005, that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. That a minimum 30 day comment period prior to final adoption of the rule was provided;
3. That a single location was designated where all proposed rules could be posted and accessed; and
4. That Internet access to all proposed and adopted rules was maximized. All rules can be found at the following web address www.Pierpont.edu.

Sincerely,



Jim Griffin, Chairman
Pierpont Board of Governors

Practical... Possible... Pierpont

Pierpont Community & Technical College is an Equal Opportunity, Affirmative Action Institution



PIERPONT COMMUNITY & TECHNICAL COLLEGE
West Virginia Code §18B-1-6.
BOARD OF GOVERNORS RULEMAKING REPORT
Institutional Rules in Effect on July 1, 2014

NO.	RULE/STATEMENT OF POLICY	ADOPTED DATE	AMENDED DATE	REPEALED DATE
1	Change in the Organization of Schools, Departments, or Other Administrative Units	12/5/2001		
2	Policy on Commemorative Tributes and Naming	7/1/2008		
3	Sabbatical Leave	7/1/2008		
4	Holidays	7/1/2008		
5	Use of Alcohol at College Events	7/1/2008		
6	Use of Institutional Facilities	12/5/2001		
7	Ethics	12/5/2001		
8	Social Justice	12/5/2001		
9	Sexual Harassment	7/1/2002		
10	Staff Development	7/1/2002		
11	Awarding of Undergraduate and Graduate Fee Waivers	7/1/2002	6/19/2008	
12	Post Retirement Employment Program (Previously - Phased Retirement)	7/1/2002	4/17/2012	
13	Faculty Development	7/1/2002		
14	Travel	11/9/2006		

NO.	RULE/STATEMENT OF POLICY	ADOPTED DATE	AMENDED DATE	REPEALED DATE
15	Grade Point Average for Certificate and Associate Degrees	12/5/2002	6/18/2013 (Nomenclature changes only. 30-day comment period not required.)	
16	Assessment, Payment, and Refund of Fees	12/5/2002	5/15/2012	
17	Student Rights and Responsibilities	12/5/2002		
18	Student Academic Rights	12/5/2002		
19	Procedures Regarding Freedom of Information Act Requests	2/13/2003	11/15/2013 (Nomenclature changes only. 30-day comment period not required.)	
20	Regulations Regarding Grants, Service, and Contracts	5/29/2003		
21	Part Time Employees and Adjunct Faculty	7/1/2003		
22	Credit Card Solicitation	11/13/2003		
23	Administrator Evaluation	7/1/2004		
24	Funding of Intercollegiate Athletics	4/8/2004	4/17/2012 6/19/2008 6/14/2007	
25	Salary	11/29/2004	10/19/2010 8/27/2007 6/15/2006	
26	Faculty and Administrative Productivity	2/3/2005		
27	Public School Service Credits	11/29/2004		
28	Classified Employees' Catastrophic Leave Transfer	11/29/2004		
29	Open Meetings	11/29/2004		
30	Policy Regarding Separation of Academic and Faculty Personnel Policies	11/29/2004		

NO.	RULE/STATEMENT OF POLICY	ADOPTED DATE	AMENDED DATE	REPEALED DATE
31	Policy Regarding Reduced Tuition and Fee Program for WV Residents Sixty-Five Years of Age or Older	11/29/2004		
32	Regulation of Speed, Flow, and Parking of Vehicles on Campus	11/29/2004		
33	Disposition of Surplus Equipment, Supplies and Materials	11/29/2004		
34	Policy Regarding Administrators' Requirement and/or Eligibility for Teaching and/or Scholarly Activity	2/3/2005		
35	General Policies for Gift Solicitation	4/21/2005		
36	Adjunct Faculty	7/1/2005		
37	Adjunct Faculty Workloads			
38	Faculty Absence Due to Illness or Injury	11/10/2005	8/22/2012	
39	Drug-Free Workplace	11/10/2005		
40	Employee Class Attendance	11/10/2005		
41	Institutional Employment and Family Relationships	11/10/2005		
42	Consensual Romantic or Sexual Relationships	11/10/2005		
43	Assignment and Reassignment of Physical Space	12/15/2005	4/5/2007	
44	Financial Partnership Policy	12/15/2005	4/5/2007	
45	Shared Courses Policy	12/15/2005	4/5/2007	
46	Mission Statement Review Policy	12/15/2005	4/5/2007	

NO.	RULE/STATEMENT OF POLICY	ADOPTED DATE	AMENDED DATE	REPEALED DATE
47	Audit Committee Procedures	12/15/2005		
48	Research Involving Human Subjects	12/15/2005		
49	Joint Operating Agreement for Academic Programs	2/23/2006	4/5/2007	
50	Policy on Policies	9/7/2006		
51	Employment Innovation – Flexible Work Schedules	6/15/2006		
52	Degree Definitions	9/27/2006		
53	Information Technology	11/24/2007		
54	Bookstore Policy	10/19/2010		
55	Copyright Policy	12/13/2007		
56	Erosion and Sediment Control	08/09/2014		
57	Illicit Discharge Detection and Elimination	08/19/2014		

Board of Governors

July 8, 2014

Mr. Thomas A. Heywood
Chair

Ms. Wilma J. Zigmond
Vice Chair

Mr. Glenn T. Yost
Secretary

Ms. Linda Q. Akers

Ms. Shelley T. Huffman

Ms. Jada C. Hunter

Mr. George Kostas

Mr. Terry R. Sammons

Ms. Debbie C. Dingess
Classified Staff Representative

Ms. Mary Nemeth-Pyles
Faculty Representative

Mr. Darrell Farris II
Student Representative

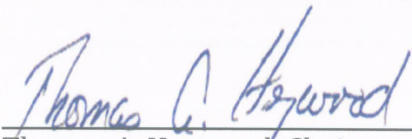
Ms. Joanne Jaeger Tomblin
President

Mr. James Skidmore, Chancellor
West Virginia Council for Community
and Technical College Education
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301

Dear Chancellor Skidmore:

As Chair of the Southern West Virginia Community and Technical College Board of Governors, I hereby certify that pursuant to the requirements of West Virginia Code § 18B-1-6, *Rulemaking*, the attached list contains all of the institutional rules of Southern West Virginia Community and Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended, or repealed by the Board of Governors. I further certify that for all rules adopted, amended, or repealed since July 1, 2005, that:

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3. A single location was designated where all proposed rules could be posted and accessed; and
4. Internet access to all proposed and adopted rules was maximized. All rules can be found at the following web address:
<http://southernwv.edu/administration/policies>



Thomas A. Heywood, Chair
Southern West Virginia Community and
Technical College Board of Governors

July 8, 2014
Date

TAH:elb

Attachment: 2014 Institutional Rulemaking Report

cc: Joanne Jaeger Tomblin, President

Board of Governors

July 8, 2014

Mr. Thomas A. Heywood
Chair

Ms. Wilma J. Zigmond
Vice Chair

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Secretary

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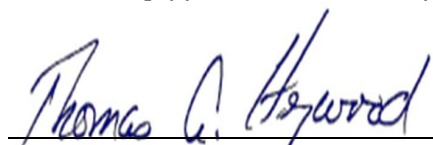
Ms. Joanne Jaeger Tomblin
President

Mr. James Skidmore, Chancellor
West Virginia Council for Community
and Technical College Education
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301

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Thomas A. Heywood, Chair
Southern West Virginia Community and
Technical College Board of Governors

July 8, 2014
Date

TAH:elb

Attachment: 2014 Institutional Rulemaking Report

cc: Joanne Jaeger Tomblin, President

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2014**

**Manuals, Announcements and Policies (Map) System
Classification Table**

1000 GENERAL

Policies related to general administrative issues, such as: MAP Development System, Governance, History, Vision, Mission, Goals, Strategic Planning, Naming Rooms/Buildings, Tobacco Use, Solicitation, Records/Document Retention/Security/Control, Weapons/Firearms, Safety, Public Relations, Institutional Publications, Marketing, Fund-raising, etc.

2000 HUMAN RESOURCES

Policies relating to Human Resource issues and terms or conditions of employment such as: Employee Relations, Employment and Hiring Policies, Benefits, Attendance and Leave, Sabbatical, Professional Development, Performance Appraisal, Hiring Practices, Promotion, Tenure, Discipline, Workloads, Sexual Harassment, AA/EEO, ADA, etc.

3000 ACADEMIC AFFAIRS

Policies relating to academic areas regardless of particular division or program, and/or academic services/issues such as: School-to-Work/Tech Prep, Academic Programs, Delivery of Instruction via Interactive/Distance Learning, Libraries, Developmental Education, Institutional and Student Assessment, Accreditation, Academic Freedom, etc.

4000 STUDENT SERVICES

Policies relating to services provided to/for students, such as: Student Conduct, Activities, SGA, Grievances, Grade Appeals, FERPA, Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

5000 FINANCE

Policies relating to financial issues, physical plant and auxiliary enterprises, such as: Accounting, Budget Planning, Bookstores, Business Offices, Facilities/Physical Plant, Automotive Usage, Travel, Purchasing, Payables, Food Services, etc.

6000 ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT

Policies relating to economic, workforce, and community development, such as: Economic Development, Continuing Education, Small Business Development Center, Workforce Training and Development, etc.

7000 TECHNOLOGY

Policies relating to Computer Center/Services, Instructional Technologies, Interactive/Distance Learning Technologies, Educational Media/Television Services, Student Computer Labs, Telephone Services/Equipment, Internet, WEB Technology, etc.

8000 BOARD OF GOVERNORS

Policies relating to general operations of Southern West Virginia Community and Technical College: General, Human Resources, Academic Affairs, Student Services, Finance, Economic and Community Development, and Technology.

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2014**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1000	GENERAL		
1000	Manuals, Announcements, and Policies (MAP) Development System	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012; 09/2012 - Reviewed policy for accuracy and made minor revisions to provide clarity and changes in management. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised policy review cycle from every 3 years to a review on a regular basis with a time frame for review of each policy to be determined by the President or President's designee. 02/21/06. Replaced SCP-1467.
1000.A	Classification Table	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment A' from the title and made minor technical revisions. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1000.B	Format for Southern College Policy (SCP)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment B' from the title. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised paragraph numbering system to incorporate a legal numbering system. 02/21/06. Technical revisions.
1000.C	Format for Southern Administrative Announcements (SAA)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment C' from the title. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to form.
1000.D	Format for Southern Administrative Manuals (SAM)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment D' from the title and made minor technical revisions. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to the form.
1001	Records Retention Policy	07/01/2011	06/21/2011 - BOG granted final approval; 05/21/2011 - Received no comments; 04/19/2011 - Policy originated and BOG released for a 30-day public comment period expiring 05/21/2011.

Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2014

SCP Number	Policy Name	Effective Date	Date of Latest Action
1002	Official College Spokesperson and Media Releases	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no comments; 04/22/2014 - Policy originated and BOG released for a 30-day public comment period expiring 05/24/2014.
1010	Use of Alcoholic Beverages on Campus	02/21/2003	10/14/10 - BOG granted final approval; 09/17/2010 Received comments from one individual which are available for review upon request. It is the position of the administration that the issues, concerns and suggestions raised in these comments are addressed in a separate policy, SCP-2156, Drug and Alcohol Policy. The individual was satisfied with the response provided. All reference to drugs has been removed from the final version of SCP-1010; 09/17/2010 - Comments received; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 09/20/2005 - Reviewed.
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	02/01/2005	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 07/27/00 - Policy amended.
1091	Classified Staff Council Constitution	06/19/2012	06/19/2012 - BOG granted final approval; 05/19/2012 - Received no comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 12/2011 - Policy reviewed and revised to permit electronic and proxy voting. 06/23/2009 - BOG granted final approval; 05/22/2009 - Received no comments; 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009; 03/04/2009 - Revisions clarify membership representation with no substantial changes in procedures. 12/13/2006 - Technical revisions. 11/28/2003 - Originated to supercede SCI 1672 and SCI 1672.01.
1153	Consumer Complaint Procedures	12/10/2013	12/10/2013 - BOG rescinded this policy and approved its reconstruction as a procedure Both groups recommended cancellation and reconstruction as a procedure. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; Amended 08/08 - Revisions reflect no substantial changes in procedure or reporting requirements. The policy and attachment were revised to reflect the institution's current organizational structure. 09/01/2000 - Amended.
1153.A	Consumer Complaint Form	12/10/2013	12/10/2013 - BOG rescinded the policy and approved its reconstruction as a procedure. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 Amended - Revisions reflect the institution's current organizational structure. 09/01/2000 - Amended.

Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2014

SCP Number	Policy Name	Effective Date	Date of Latest Action
1160	Diversity Philosophy	08/20/1998	10/14/10 - BOG granted final approval; 09/17/2010 Received one comment pertaining to grammar. The suggested correction was made to the final policy; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; Amended 09/01/00
1167	Emergency Procedures	01/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/12/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1180	Equipment Loans	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1180.A	Contract of Equipment Loan	07/01/84	12/09/08 - Form repealed with rescission of SCP-1180.
1215	Use of Institutional Facilities	05/01/85	04/27/10 - BOG granted final approval; 04/03/2010 Received one comment pertaining to grammar. The suggested correction was made to the final policy; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00
1233	First Aid	03/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/12/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1375	Reports of Accidents/Incidents	01/28/91	04/22/2014 - BOG tabled action on this policy to allow sufficient review of new Clery Crime Act requirements imposed by the Violence Against Women Reauthorization Act; 03/21/2014 - Received additional Clery Crime Act requirements requiring extensive review of materials; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity, correct grammatical errors, and change job titles. Revisions also include the addition of the Clery Crime Act definitions and crime definitions from the Uniform Crime Reporting Handbook. 02/17/09 - BOG granted final approval; 01/12/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. Amended 09/01/00
1375.A	Accident / Incident Report Form		02/17/09 - Amended. 09/01/00 - Amended.
1375.B	Monthly Report of Accidents / Incidents		02/17/09 - Amended. 09/01/00 - Amended.
1400	Guest Speakers, Lecturers, Performers, and Organized Groups	New	06/17/2014 - Policy originated and BOG released for a 30-day public comment period expiring 07/17/2014.

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1435	Inclement Weather and Emergency Situations	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 04/2012 - Policy reviewed and revised to reflect changes in titles and management responsibilities. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 02/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 11/02 - Replaced SCI-1370, Inclement Weather and Emergency Situation, Effective 12/12/96; and SCI-1435, Inclement Weather and Emergency Situation, Effective 10/94.
1435.A	Media Notification List	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 04/2012 - Attachment A was removed from the form's title to reflect: SCP.A, Media Notification List. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; Amended 02/08; Amended 11/02.
1435.B	Essential Employee Guidelines	04/22/2014	04/22/2014 BOG granted final approval; 03/21/2014 - Received no additional comments. 02/18/2014 - Based upon comment received, the guidelines were revised and released by the BOG for an additional 30-day public comment period expiring 03/21/2014; 01/09/2014 - Received one comment which is available for review upon request; 12/10/2013 - BOG released for the required 30-day public comment period expiring 01/09/2014; 12/2013 - Attachment B developed and reviewed by Executive Council and President's Cabinet.
1467	MAP Development System	06/24/02	Repealed 02/21/06. Assigned a new classification number, SCP-1000. Reviewed 10/20/05 – Major revisions required to comply with Series 4. Reassigned classification number of SCP-1000. Comment Period Expires 11/22/05; Amended 04/05/02
1481	Naming of Facilities or Organizational Units	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/2012 - Reviewed policy for accuracy and proposed minor changes to provide clarity. Policy was reformatted in the new SCP format. 11/20/2007 BOG granted final approval with no revisions; 11/18/2007 Received no comments; 10/18/2007 Board- released for 30-day public comment period expiring 11/18/2007. 09/04/2007 – Reviewed and recommended continuation with no revisions. 12/09/04 - Reviewed - Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.
1500	Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College	07/01/84	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revisions reflect no substantial changes in procedure or documentation requirements, but provides clarity and includes the new institutional mission statement. 07/27/00 - Policy amended. Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84

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1625	Publications and Productions	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1725	Private Scholarships	12/11/2012	10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/25/2012 - Reviewed policy for accuracy and revised to reflect changes in position titles. 06/17/08 - BOG granted final approval; 05/22/08 - Received no comments; 04/15/08 - Board released for 30-day public comment period expiring 05/22/08; Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00
1735	Solicitation Policy	06/15/2004	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/13/2011 - BOG granted final approval; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. 04/24/2007 BOG granted final approval. 01/2007 - Revised the policy to include clarification and develop a more formalized method for solicitation requests. SCP-1735.A, On Campus Solicitation Request Form developed. Originated 05/20/04
1735.A	On Campus Solicitation Request Form	04/24/2007	07/2011 - Form was streamlined. Originated 01/02/2007
1750	Tobacco Usage	01/01/1988	04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; Amended 09/01/00; Repealed SCI-1375

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2000	HUMAN RESOURCES		
2000	Elimination of Faculty Positions Due to Program Reduction or Elimination	09/01/1985	10/13/2011 - BOG granted final approval and assigned a new classification number, SCP-2000 and a new title "Elimination of Faculty Positions Due to Program Reduction or Elimination." Former SCP-3650, Program Reduction or Elimination; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 - Revisions reflect major changes in policy. 04/19/2011 - Based on the comments received, substantive changes will be made to the policy presented to the Board on 2/15/2011 and will require an additional 30-day comment period prior to adoption. Taking into consideration that many employees are gone during the summer months, the administration will defer action until the Board's first business meeting in Fall 2011 to assure that all employees have an opportunity to review the amendments and provide comment. 03/19/2011 - Comments received. 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - The Academic Affairs Management Council reviewed and revised the policy to provide clarity and reflect no substantial changes in procedure or documentation requirements. 09/01/00 Amended - Repealed SCI 1542
2005	Catastrophic Leave	04/19/2005	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Originated 02/15/05
2005.A	Catastrophic Leave Request Form	04/19/2005	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed; Originated 02/15/05
2005.B	Catastrophic Leave Donation Form	04/19/2005	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed Originated 02/15/05
2006	Employee Leave	03/02/2010	03/02/2010 - BOG granted final approval. 01/11/2010 - Comments received were grammatical and spelling related. Suggested corrections were made in the final policy presented to BOG for approval. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.

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2125	College-wide Employee / Personnel Policy	07/01/1984	<p>08/20/2013 - Rescinded by Board of Governors.</p> <p>04/19/2011 - BOG deferred action on this policy until the Employee Handbook is revised, approved, published, and made available to employees. Upon completion of the Employee Handbook, SCP-2125 will be resubmitted to the BOG with a recommendation for rescission.</p> <p>02/15/2011 - BOG approved release for a 30-day public comment period expiring 03/19/2011 with a recommendation for rescission;</p> <p>01/2011 - Policy was reviewed by Finance Unit and Executive Council. It was determined that the information contained in this policy can also be found in: SCP-1735 Solicitation Policy, SCP-2006 Employee Leave, SCP-2171 Professional and Educational Requirements for Faculty, SCP-2202 Personnel Assessment Philosophy and Practice Statement, SCP-2575 Overtime and Compensatory Time Policy, SCP-2580 Part-Time Employees, Classified Staff, Adjunct Faculty and the Employee Handbook. The staff will recommend rescission of this policy.</p> <p>Amended 09/01/00</p>
2156	Drug and Alcohol Policy	10/11/2012	<p>10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Policy reviewed and revised to reflect changes in position titles and web links. Policy was reformatted to new format.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG Released for additional 30-day public comment period expiring</p> <p>01/04/2008. 09/18/2007 – BOG deferred action until the administration conducts a meeting with the faculty to review and discuss the provisions of the revised draft.</p> <p>07/2007 – The draft policy was revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes were made for clarity.</p> <p>03/23/2007 – Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review.</p> <p>02/20/2007 – BOG released draft policy for 30-day public comment period expiring 03/23/2007.</p> <p>04/24/2007 - Currently under revision.</p> <p>Amended 09/01/00</p>
2156.A	Employee Drug Awareness Clarification Form	10/11/2012	<p>10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Form was reformatted and revised to reflect changes in position titles.</p> <p>02/19/2008 - BOG granted final approval. Amended 09/01/00</p>

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2165	Educational Release Time Policy	02/17/2004	<p>04/16/2013 - Board granted final approval. 03/19/2013 - No comments received. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Policy reviewed to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes.</p> <p>04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes.</p> <p>11/28/06 - BOG granted final approval; 10/27/06 - No comments received; 09/26/06 Released for 30-day comment expiring 10/27/06 .</p> <p>08/31/06 – Clarifications made to policy.</p> <p>2nd 30-day comment period expired 11/22/03</p>
2165.A	Educational Release Time Request	02/17/2004	<p>04/16/2013 - Board granted final approval. 03/19/2013 - No comments received. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Policy reviewed to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes.</p> <p>04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012. 11/28/06 - BOG granted final approval.</p> <p>09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received.</p> <p>08/31/06 – Technical revision of form.</p> <p>2nd 30-day Comment Period Expired 11/22/03</p>
2171	Professional and Educational Requirements for Faculty	06/18/2013	<p>06/18/2013 - Board granted final approval. 05/23/2013 - no additional comments or inquiries received. The individual who requested clarification on Section 6.1.1.4 restudied the policy and has no objection to the wording as it is. 04/16/2013 - Board granted additional 30-day comment period to allow research to be conducted on section in question. Comment period expires 05/23/2013; 03/19/2013 - Received one request for clarification which was not answered, therefore, staff will request additional 30-day comment period.</p> <p>02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revisions reflect a reduction in the minimum requirement for faculty teaching transitional studies courses. Definition of full time faculty modified to match that found in other institutional policies. Expanded requirement for vocational/occupational program faculty to include equivalent credentials, such as licenses and certifications. Include requirement to review Faculty Credentials Certification Form annually with faculty evaluation.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references.</p> <p>Amended 05/04. Repealed SCI-2122</p>

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2171.A	Faculty Credentials Certification Form	06/18/2013	06/18/2013 - Board granted final approval; 05/23/2013 - no additional comments received; 04/16/2013 - Board granted additional 30-day comment period expiring 05/23/2013; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revised form. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references. Amended 05/04 Repealed SCI-2122
2202	Personnel Assessment, Philosophy, and Practice Statement	07/01/1987	10/14/10 - BOG granted final approval; 09/17/2010 Received no comments; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 07/2010 - Policy was revised to be compliant with WV Code and rules of the WV Council for Community and Technical College Education. Amended 08/21/00
2218	Evaluation Process for Full-time Faculty	02/21/2012	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 - Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2218.A	Supervisor's Evaluation of Faculty Member	02/21/2012	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 - Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2220	Course Feedback Policy	06/17/03	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 04/03 - Policy amended.

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2220.A	Course Feedback Form	06/17/03	12/09/08 - Form repealed with rescission of SCP-2220. 04/03 - Form amended.
2226	Faculty Incentive Pay Plan	10/16/01	06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment pertaining to the WV Code - suggested correction was made in the final policy. 04/19/2011 - SCP-2226 was revised to reflect the changes provided for in the response to comments received. Because these represent significant changes from the policy presented for comment on 02/15/2011, the policy was released for an additional 30-day public comment period expiring 05/20/2011/ 03/19/2011 - Received comments which are available for review upon request and responses were provided to the individuals making comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011. 12/09/08 - BOG granted final approval; 11/19/08 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment; 11/11/08 - Technical revisions made to this policy; 10/16/08 Board released for 30-day public comment period expiring 11/19/08. 09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01. Originated 04/01/01
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	10/16/01	06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; 2/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011. 12/09/08 - BOG granted final approval. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/06/05 – Technical revisions made to this policy. 8/20/01 - Board released for 30-day public comment Period expiring 09/28/01. Originated 08/01
2226.B	Faculty Incentive Pay Program Agreement Form		06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; Originated 03/2011.
2234	Flex Work Schedule	06/01/87	12/08/09 - BOG granted final approval. 11/18/09 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/2009 – Policy was extensively revised to reflect requirements of the WV Code, WVCCTCE policy, and various work arrangements in place at Southern. Amended 09/01/00

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2250	Hiring Adjunct Faculty	11/01/84	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. Amended 09/01/00 Originated 11/01/1984.
2254	Hiring Process	09/01/00	04/24/2007 - Policy repealed by BOG. Amended 09/01/00 - Repealed WV Administrative Regulations, SWVCTC: Procedures for Hiring Full-time Employees Effective 01/15/85
2360	Holidays	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received comments restricted to grammatical and technical corrections. Corrections were made to the final policy to reflect the comments provided. Corrections do not change the content of the document and do not require resubmitting the instrument for additional public comment; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Policy reviewed and revised to clarify that election days will be observed as holidays when they fall on a regularly scheduled workday. Elections held on days the College is closed will not be designated as a holiday. 04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/08 - Policy reviewed; No substantial changes. Comment Period Expired 12/20/02 Originated 11/02
2375	Home Campus Assignment and Campus Requirements for Faculty	07/01/85	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 12/00/05 Technical Revision Amended 09/01/00
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	01/01/85	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2406.A	Faculty Absence Request / Report	01/01/85	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2484	Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.

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2484.A	Request for Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Revised 01/03/06
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2484.C	Return to Work Authorization Medical Release Form	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2562	Faculty Outside Employment or Non-College Related Activities	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - One comment was received at the end of the comment period which is available upon request. The policy reference has been corrected to reflect Title 135 instead of Title 133; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 11/06/2013 - Reviewed by the Executive Council and minor grammatical revisions were made, but no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 09/08 - Revisions reflect no substantial changes in procedure or documentation requirements. Coverage was expanded to include full-time exempt professional employees. Definitions were revised to provide clarity. 03/2008 - Amended - Revisions reflect changes in procedure requirements and changes in management responsibilities. 09/01/2000 - Amended
2562.A	External Professional Activities for Pay Report Form	02/18/2014	09/08 - Modified to indicate the specific outside employment activity; 09/01/2000 - Amended
2575	Overtime and Compensatory Time Policy	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 08/2012 - Reviewed policy for accuracy and revised to reflect changes in position titles. Clarification of lunch periods for four and five day workweeks. 02/19/2008 - BOG granted final approval; 01/04/2008 - No comments received; 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 - Revised policy to provide clarity and reflect changes in management responsibilities. 02/17/2004 - BOG grants final approval of policy; 10/21/2003 - Significant revisions were made to the draft policy. The BOG approved amendments and released the policy for a 2 nd 30-day public comment period expiring 11/22/2003. 10/16/2003 - Comments were received and responses provided for each issue raised; 09/16/2003 - BOG released for 30-day public comment period expiring 10/16/2003. 09/2003 - Originated

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2575.A	Request to Work Additional Hours	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 10/04/2012 - Reformatted to new SCP format and made minor technical revisions. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 02/17/2004 - BOG grants final approval. 09/2003 - Originated
2580	Part-time Employees: Classified Staff and Adjunct Faculty	06/15/04	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 11/2012 – Policy was reviewed and reformatted into the SCP template. No modifications were made to the terms of this policy. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 06/15/2004 – BOG grants final approval; 05/20/2004 – Received no comments; 04-21-2004 – Released for 30-day public comment period expiring 05/20/2004; 04/04 - Originated
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	04/22/98	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to include compliance statement regarding overtime and compensatory time. Sections were rewritten for clarity. 09/01/2000 Amended
2593.A	Payment to Individuals for Services Form	04/22/98	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG Released for a 30-day public comment period expiring 11/17/2010; 09/2010 - Form revised to provide clarity. 09/01/00 Amended
2624	Employee Development	01/28/1991	04/22/2014 - BOG granted final approval; 03/21/2014 - Received no comments; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/2008 - Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for employee development. The policy title was changed from "Professional Development" to "Employee Development." 09/01/2000 - Amended and placed in new SCP format. Repealed SCI-1623, Personnel Development, Effective 01/28/91

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2624.A	Funding Request Form (Staff)	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2624.B	Presentation Request Form	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2624.C	Funding Request Form (Faculty)	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2686	Promotion-in-Rank and Tenure Policy	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - Received no comments;; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 11/06/2013 - Reviewed by the Executive Council - revisions were made to the policy and forms which provide clarity and reflect changes in administrative titles. 06/23/2009 - BOG granted final approval. 05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes. 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009. 02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements. 11/20/2007 – Board granted final approval with recommended revision. 11/17/2007 – Two comments received; Revised policy to reflect recommended changes to the WV Code, reference to the WV Council, and grammatical errors. Clarification was provided on the number of graduate hours since last promotion. 10/18/2007 – BOG released draft for 30-day public comment expiring 11/17/2007. 07/31/2007 – AAMC and Faculty Senate revised draft to provide clarity and reflect changes in management responsibilities. 01/2006 – Reviewed and revised by Faculty Senate advanced draft to Academic Affairs Management Council for review and approval. Amended 10/01/01 Repealed SCI-2321

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2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	02/18/2014	<p>02/18/2014 - BOG granted final approval; 01/09/2014 - Received no comments;; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014;</p> <p>11/06/2013 - Reviewed by the Executive Council - revisions were made to the policy and forms which provide clarity and reflect changes in administrative titles. 06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval.</p> <p>07/31/2007 AAMC and Faculty Senate streamlined the form. Amended 10/01/2001; Repealed SCI-2321</p>
2700	Reduction in Workforce – Classified Personnel	12/11/2012	<p>12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 10/2012 - Policy reviewed with changes based on recommendations in outline of reduction in force statutes by the Office of the General Council for the West Virginia Higher Education Policy Commission. Reformatted to current SCP format.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval.</p> <p>03/23/04 – No comments received.</p> <p>02/17/2004 – Due to comments received, significant revisions were made to draft policy. BOG approved amendments and released draft for an additional 30-day comment period expiring 03/23/2004.</p> <p>11/22/2003 – Comments received and responses provided for each issue raised.</p> <p>10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</p>

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2701	Reduction in Workforce – Faculty Personnel	04/20/2004	06/18/2013 - Board tabled action until a new draft policy is developed and resubmitted for review and comment; 04/16/2013 - Due to comments received, the Board granted an additional 30-day comment period expiring 05/23/2013; 03/19/2013 - Received three comments which are available for review upon request and responses were provided to the individuals making comment; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Minor modifications were made to the policy to reflect correct authority and methods for elimination of faculty positions. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements. 04/20/2004 – BOG granted final approval 11/22/2003 – Received no comments. 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003
2748	Request for Release Time for Full-time Faculty	12/09/2004	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes to reflect current titles. 11/28/06 - BOG granted final approval; 10/27/2006 - One comment received; no adjustment was made based on comment received; 09/26/06 Released for 30-day comment expiring 10/27/06. 08/2006 – Revisions provide clarity and reflect changes in management responsibilities. 09/01/2000 - Amended 09/01/00. 04/2004 - Amended; Repealed SCI-2420
2748.A	Release Time Request Form for Full-time Faculty	12/09/04	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012. 06/2006 - Streamlined Form. 04/2004 - Amended
2810	Sabbatical Leave for Full-Time Faculty	10/15/02	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2011 - Policy reviewed and revised to provide clarity and reflect changes in management responsibilities; forms streamlined. 04/18/06 - BOG granted final approval of amended policy. 02/21/06 - Released for 30-day comment-expires 03/24/06. 02/06 Amended to clarify responsibilities and application requirements. Amended 09/02 - Repealed SCP-2810, Sabbatical Leave for Full-time Faculty, Effective 08/92 and SCI-2411
2810.A	Sabbatical Leave Request Form	10/15/02	04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. Amended 02/06. Amended 09/02

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2810.B	Sabbatical Leave Promissory Note	10/15/02	04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Revised Form. Originated 10/02
2825	Salary Administration	04/19/05	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to incorporate the institutional Faculty Compensation Program and Salary Schedule. 04/19/2005 – BOG granted final approval. 03/18/2005 – No additional comments. 02/15/2005 – Due to substantive changes made to the existing draft policy, comment period extended for an additional 30 days expiring 03/18/2005. 02/14/2005 – Six comments received. 03/18/05 01/14/2005 – Comment period extended for additional 30-days (expiring 02/14/2005) due to Christmas and New Year's holidays, and the short time frame the institution had to develop the draft policy. 12/09/2004 – Released for a 30-day public comment period expiring 01/10/2005. Originated 12/04
2843	Sexual Harassment Policy	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no additional comments; 04/22/2014 - Due to policy revisions, BOG released for additional 30-day comment period ending 05/24/2014; 03/21/2014 - Received one comment. Incorporated recommended changes for corrective actions recommended by the Civil Rights Office during its March 12, 2013 Civil Rights Audit; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements. 04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - Reviewed and revised to provide clarity. 04/18/06 - BOG granted final approval; 02/21/06 Released for 30-day Comment-expired 03/24/06; 01/20/06 Amended; 05/17/02 Amended; 09/01/00 Repealed College-wide Employee Personnel Policy Series II, 1984, Section 12; Sexual Harassment of Students Series VI, 1987, Section 1-2; SCP-2843, Harassment Policy.

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2875	Workload Requirements for Full-time Faculty	01/28/1991	03/02/2010 - BOG granted final approval. 01/11/2010 - No comments received. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.A	Class Load Formula Matrix (Summer)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.B	Class Load Formula Matrix (Fall and Spring)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
3000	ACADEMIC AFFAIRS		
3000	Distance Learning	04/17/2012	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 02/07/2012 - Originated .
3100	Faculty Responsibilities for Academic Advising of Students	04/18/1985	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 – Policy amended.
3160	Course Syllabus	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. Repealed Chapter 29A-2 Series I, Course Syllabus, Effective 07/01/81; References to course syllabi in SM 1275.1c, Faculty Handbook, Effective 08/20/90, Revised 07/93; Adjunct Faculty Handbook, Effective 01/97, pp. 13-14.
3160.A	Course Syllabus Format	07/01/1984	12/09/08 - Form repealed with the rescission of SCP-3160. 09/20/05 - Form amended.
3165	Adding Courses to the Curriculum and Revising Existing Courses	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended. Repealed WV Administrative Regulations, SWVCTC, Chapter 29A-2, Series I, Revising Courses, Effective 07/01/84.

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3170	Deleting Courses from the Curriculum	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3188	College Level Exam Program (CLEP)	11/01/85	08/17/2010 - BOG released draft for a 30-day public comment period expiring 09/17/2010; 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3201	Challenging a Course/Credit by Examination	02/15/05	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Revised policy to provide clarity and reflect changes in management responsibilities. Policy was reformatted into the new policy template. 11/20/2007 – Board granted final approval of revised policy; 10/18/2007 - Received one comment regarding the dates of withdrawal. Clarification was provided to the individual; no change to the draft policy was warranted; 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007. 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Amended 10/27/04 Replaces SCP-3201, Challenge Exam For Credit, Effective 07/01/86, Revised 09/01/00; Effective 06/24/02, Revised 02/15/02.
3201.A	Challenge Examination Request Form	02/15/05	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Reviewed and revised form. 11/20/2007 – Board granted final approval. 08/2007 – Streamlined form. 10/27/2004 – Amended policy.
3201.B	Challenge Examination Results Form	02/19/2013	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Originated form.

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3214	College Board Advanced Placement Credit	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - One comment was received at the end of the comment period which is available upon request. The policy reference has been corrected to reflect Title 135 instead of Title 133; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed by the Academic Affairs Management Council. Removed the Advanced Placement Course list and inserted reference to the Advanced Placement course list on the CTCS website. 10/15/2009 – Board granted final approval of revised policy; 9/17/2009 - Received no comments. 08/18/2009 - BOG released draft for 30-day public comment expiring 09/17/2009. 07/2009 – Revised policy to provide clarity and reflect changes in course titles. Amended 09/01/00
3227	Credit Based on Experience	01/01/85	10/14/2010 - BOG rescinded this policy and form (3227.A) and its reconstruction as a procedures; 09/17/2010 - Received no comments; 08/17/2010 - BOG released draft for a 30-day public comment period expiring 09/17/2010. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3227.A	Portfolio Evaluation Form	01/01/85	10/14/2010 - BOG rescinded. 09/20/05 - Reviewed
3240	Assignment of Credit/Non Credit Courses	07/01/86	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3245	Faculty and Administrative Productivity	02/21/2006	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2010 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. Originated 10/20/2005
3250	Final Examinations	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.

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3401	Independent Study	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/20/2007 – Board granted final approval of revised policy. 10/18/2007 - Received no comments; 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007; 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Independent Study forms SCP-3401.A and SCP-3401.B were added to the policy. Amended 09/01/00
3401.A	Independent Study Request Form	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Revisions reflect changes in management responsibilities.
3401.B	Independent Study Contract	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Reviewed and revised to create a standard learning contract to be used in conjunction with the independent study.
3479	Mid-Term Grade Reports	09/23/1991	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received no comments; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3479.A	Mid-Term Grade Report Form	09/23/1991	03/02/2010- BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3551	Meeting Scheduled Classes	01/1985	02/21/2012 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012 with recommendation to rescind and reconstruct as procedures within the Academic Affairs Unit as recommended by the Academic Affairs Management Council and Executive Council. Amended 01/2007 - Revisions reflect no substantial changes in procedure or documentation requirements; provide clarity and reflect current practice. Amended 04/28/2005
3600	Faculty Office and Class Schedule	07/01/1984	02/15/2011 - BOG granted final approval to rescind; 11/17/2010 - Received no comments; 10/14/10 - Board released for 30-day public comment period expiring 11/17/10 with recommendation to rescind and reconstruct as a procedure within the Academic Affairs Unit; 07/2010 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation as a policy and reconstruction as a procedure. Amended 09/01/00

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3600.A	Faculty Office and Class Schedule Form	07/01/1984	02/15/2011 - BOG rescinded this policy and approved its reconstruction as a procedure; 11/17/2010 - Received no comments; 10/14/10 - Board released for 30-day public comment period expiring 11/17/10 with recommendation to rescind and reconstruct along with the procedure within the Academic Affairs Unit. 07/2010 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 09/01/00
3620	Policy Regarding Program Review	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no comments; 04/22/2014 - Board released for 30-day public comment period expiring 05/24/2014; 02/2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities or titles. 12/09/2008 - BOG granted final approval; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Originated 10/08/01.
3625	General Studies (University Parallel) Program Evaluation Model Policy	09/01/1985	04/27/2010 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed / revised.
3625.A	General Studies (University Parallel) Program Evaluation Model	09/01/1985	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed / revised.
3637	General Education Philosophy and Goals	04/16/2013	04/16/2013 - Board granted final approval; 03/19/2013 - No comments received; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revisions reflect no substantial changes in procedure or documentation requirements. The policy was reformatted into the new policy template. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 08/30/2007 - Reviewed and revised to include references to provide clarity. Amended 01/05

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3650	Program Reduction or Elimination	09/01/1985	10/13/11 - Assigned a new classification number, SCP-2000 and a new title "Elimination of Faculty Positions Due to Program Reduction or Elimination." 04/19/2011 - Based on the comments received, substantive changes will be made to the policy presented to the Board on 2/15/2011 and will require an additional 30-day comment period prior to adoption. Taking into consideration that many employees are gone during the summer months, the administration will defer action until the Board's first business meeting in Fall 2011 to assure that all employees have an opportunity to review the amendments and provide comment. 03/19/2011 - Comments received. 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - The Academic Affairs Management Council reviewed and revised the policy to provide clarity and reflect no substantial changes in procedure or documentation requirements. 09/01/00 Amended - Repealed SCI 1542
3670	Public School Service Program	11/29/2005	06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. 09/20/05 - Originated
3670.A	Public School Service Form	11/29/2005	06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 09/20/05 - Originated
3693	Instructional Schedule Development	07/01/1984	04/17/2012 - BOG rescinded this policy and approved its reconstruction as a procedure. 03/23/2012 - No comments received. 02/21/2012 - Board released for required 30-day public comment period expiring 03/23/2012; November/ December 2011 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its rescission and reconstruction as a procedure. 11/28/06 - BOG granted final approval; 10/19/06 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. 09/23/2005 – Technical revision. 09/01/00 Amended policy; Repealed SCI-1271 effective date of 08/30/93
3705	Student Academic Rights	04/15/02	04/18/06 BOG Repealed policy. 03/24/06 - No comments received; 02/21/06 Released for 30-day comment-expires 03/24/06. Technical revision 03/06/03. Originated 02/02

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3736	Student Standards of Academic Progress	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no comments; 04/22/2014 - BOG released for 30-day public comment period expiring 05/24/2014; 02/2014 - Revisions reflect changes in WV Code, changes in federal reporting requirements, greater consistency with national standards of student progress, and movement of procedural matters from policy to academic procedure. 04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.
3780	Textbook Selection Policy	06/24/02	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 11/16/02; Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.
4000	STUDENT SERVICES		
4000	Basic Admissions Guidelines	07/01/2012	06/19/2012 - BOG granted final approval; 05/19/2012 - Received no comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 03/07/2012 - Policy reviewed and revised to reflect new federal financial assistance guidelines and clarify other admission requirements. 10/13/2011 - BOG granted final approval; 09/17/2011 - No comments received; 08/16/2011 - Policy originated and BOG released for a 30-day public comment period expiring 09/17/2011.
4110	Institutional Policy Regarding ACT Requirements	12/01/84	12/08/09 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/09 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/00.
4151	Academic Standards and Expectation from Students	07/01/97	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to provide clarity and reflect no substantial changes in procedure or documentation requirements. 04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Amended to incorporate relevant information from SCP-3705, Student Academic Rights (cancelled 04/18/05) into SCP-4151 and revised this policy to meet the needs of the institution and its students. 09/01/2000 - Amended; 06/09/1987 - Originated

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SCP Number	Policy Name	Effective Date	Date of Latest Action
4192	Administrative Withdrawal and Administrative Drop of Students	12/09/04	08/08/2013 - BOG granted final approval; 07/19/2013 - No comments were received; 06/18/2013 - BOG released for a 30-day public comment period expiring 07/19/2013. 10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments; 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 - No comments were received. Grammatical and technical revisions 10/2006. Policy amended 05/19/2004.
4233	Deans's List of Students; Graduation with Honors Status	07/01/85	04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 03/19/2011; 12/2010 - Reviewed and revised to provide clarity and changes in responsibilities and procedures. Reformatted in new SCP format. 09/01/2000 - Reviewed and revised.
4274	Standards of Progress for Federal Financial Assistance Recipients	01/01/84	06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - Released for 30-day comment--expired 11/21/2006 - One comment received; policy adjusted based on comment; 10/2006 - Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4356	Financial Aid Recipient - Change in Enrollment Status	01/01/85	06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment--expired 11/21/2006 - No substantive comments received. 10/2006 - Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	02/21/05 - Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05. Originated 12/02/04

**Southern West Virginia Community and Technical College Board of Governors
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SCP Number	Policy Name	Effective Date	Date of Latest Action
4398	Student Grades and Grade Point Average Requirements for Graduation	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed and revised by the Curriculum and Instruction Committee. Revisions reflected no substantial change in procedure or documentation requirements, but provide clarity. 12/09/08 - BOG granted final approval; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - Amended and repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00 and SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, Effective 09/01/00; SCP-4520.A, Final Grade Report Form, Effective 09/01/00.
4558	Administration of Credit Course Registration Procedures	11/01/84	11/28/2006 - BOG rescinded SCP-4558. 10/19/2006 - BOG reviewed policy and approved for 30-day comment period expiring 11/21/2006 – No comments were received. 10/2006 – Policy reviewed by Academic Affairs and Student Services Units. Group deemed the document does not meet the criteria for a policy, but is a statement of procedures and rules. Recommended cancellation. Amended policy 09/01/2000
4634	Student Activities	07/01/84	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure. 09/17/2009 - Received no comments. 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009. 08/04/2009 - Policy was reviewed by the Student Development and Special Services Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/2000 - Reviewed.
4672	Student Class Attendance	07/01/84	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure. 11/18/2009 - Received no comments. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed.
4710	Academic Dishonesty	07/01/84	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG reviewed revised policy and released for required 30-day public comment period expiring 03/23/2012; November/ December 2011 - Reviewed a made significant revisions to include aspect of integrity and technology advancements. 05/2006 - Technical Revision. 09/01/2000 - Reviewed.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
4748	Southern West Virginia Community and Technical College Student Government Constitution	07/01/85	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a working document within the Student Government Association. 11/18/2009 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed
4770	Student Rights and Responsibilities	04/16/02	04/19/2011 - BOG granted final approval of amended policy; 03/19/2011 - One comment received - policy adjusted based on comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 02/2011 - Reviewed and revised to provide clarity. Reformatted to new SCP format. 09/20/05 - Three-year review only - no revisions.
4786	Transfer Student Requirements and Credit Evaluation	07/01/84	06/22/2010 - BOG granted final approval; 05/29/2010 - Received two comments. One comment was grammatical in nature and was addressed in the final policy. The second comment related to an inaccurate definition in Section 3.7 of the policy. The section was revised to include the word "regional" in the definition. Revisions of 09/01/2009 reflect title changes and include content from the rescinded policy, SCP-4825, Transfer of Student Credit Hours from Another Institution; 04/27/2010 - Due to significant changes in the content of this policy, the BOG released draft policy for an additional 30-day public comment expiring 05/29/2010; 03/02/2010 - Policy continues under review; 11/18/2009 - Received one comment. Available for review upon request. Response has not yet been provided; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed
4825	Transfer of Student Credit Hours from Another Institution	03/01/1985	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/2009 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05; Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.
5000	FINANCE		
5050	Assessment, Payment and Refund of Fees	02/19/2002	06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment related to grammar - suggested correction made in the final policy; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 01/2011 - Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity and reflect changes in management responsibilities. 02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 01/2002 Originated.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	12/10/2013	12/10/2013 - BOG granted final approval; 11/13/2013 - Received no comments; 10/10/2013 - Board released for 30-day public comment period expiring 11/13/2013; 09/2013 - Reviewed by the Executive Council and minor grammatical revisions were made, but no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Reviewed by the Executive Council and recommended its continuation without revision. 02/21/05 - Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051, and Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
5065	Awarding of Undergraduate Tuition and Fee Waivers	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received one comment to omit Section 5.5 regarding statutory caps on waivers - section was removed from the policy; 04/22/2014 - BOG released for additional 30-day public comment period ending 05/24/2014; 03/21/2014 - Received comments recommending removal of policy sections referring to tuition and fee waiver limits due to removal of statutory caps on waivers. Policy revised to reflect the recommended changes; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received one comment correcting the specific section of the WV State Code cited in the definitions section; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. Amended 08/08 - Revisions reflect significant changes in state code pertaining to undergraduate tuition and fee waivers. 02/21/06 - Revised policy to comply with WV Code §18B-10-5, -7, 7b. 02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 01/15/2002 - Originated
5066	Third-Party Tuition and Fee Waivers	08/17/2010	08/17/2010 - BOG granted final approval; 07/23/2010 - Received no comments; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third parties and offered for academic credit by Southern West Virginia Community and Technical College.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	08/17/2010	08/17/2010 - BOG granted final approval; 07/23/2010 - Received one comment pertaining to grammar. The suggested correction was made in the final policy; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.
5075	Bookstore Textbook Procedures	07/01/1984	03/02/2010 - BOG rescinded this policy; 01/11/2010 -Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/2000 - Replaced <i>Textbook Policy Procedures</i> , Effective 01/17/97
5100	Disposition of Sale of Surplus/ Excess Property	04/16/2013	04/16/2013 - Board granted final approval; 03/19/2013 - No comments received; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Policy was reviewed with no recommended revisions. The policy was reformatted into the new policy template. 11/20/2007 – Board granted final approval of revised policy; 11/17/2007 - Received no comments; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007; 09/02/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 04/19/2005 BOG grants final approval; 03/18/2005 Received no comments; 02/15/2005 BOG released draft policy for 30-day public comment expiring 03/18/05; 02/05 Originated
5260	Meeting Financial Exigencies	06/18/2013	06/18/2013 - Board granted final approval; 05/23/2013 - No comments received; 04/16/2013 - BOG released for the required 30-day public comment period expiring 05/23/2013; 04/2013 - Policy was reviewed and revised to expand the committee membership. 10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments; 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011. 11/2006 - Policy Reviewed-No changes were made; 11/22/2003 - Comment Period Expired; 10/2003 Amended. 05/27/1988 Originated
5525	Maintenance Work Order Request System	07/01/1984	04/19/2011 - BOG rescinded this policy and approved its reconstruction as a procedure; 03/19/2011 - Received no comments; 02/15/2011 - Board released for 30-day public comment period expiring 03/19/2011; 11/02/2010 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended its cancellation and reconstruction as a procedure. Amended 09/01/00 - Replaced the Maintenance Work Order Request System, Effective 07/01/84, in Chapter 29A-2, Series I of Southern's Administrative Regulations

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5620	Parking Regulations Policy	02/01/1989	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Revisions reflect substantial change in procedure and provide clarity to reflect changes in responsibilities. The policy title was changed from "Parking Regulations Policy" to "Traffic and Vehicle Speed, Flow and Parking Regulations Policy". Form SCP-5620.A was eliminated. 09/01/2000 - Amended; Replaced Parking Policy, Effective 02/01/1989 and Parking Policy, Effective 09/02/97.
5620.A	Parking Decal Log	02/01/1989	09/2010 - Eliminated from SCP-5620; 09/01/2000 Amended
5780	Travel Regulations Policy	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed and revised by the Finance and Administration Unit, Executive Council, and President's Cabinet. Revisions reflected no substantial change in procedure or documentation requirements, but provide clarity. 04/17/2012 - BOG granted final approval. 03/23/2012 - Comments received were restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting instrument for additional public comment. 02/21/2012 - BOG reviewed policy revisions and released for required 30-day public comment period expiring 03/23/2012; 12/2011 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. 11/2006 - Policy reviewed with no recommended changes. 06/15/2004 - BOG granted final approval of the policy with the following modification to Section 4.A.2(c): <u>Travelers will use State approved rental car vendors when traveling by air or when departing from College locations.</u> ; 05/20/2004 - Two comments were received and responded to at the end of the 30-day public comment period; 04/21/2004 - Released for 30-day public comment period expiring 05/20/2004; 02/25/2004 - Policy amended. 09/2002 - Policy originated
5830	Use of Southern West Virginia Community and Technical College System Vehicles	01/28/1991	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00; Repealed SCI-1381, Use of Southern System Vehicles, Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.
6000	ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT		

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SCP Number	Policy Name	Effective Date	Date of Latest Action
6125	Contractual Training for Workforce Development	07/01/99	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 08/08 - Policy was reviewed by the Executive Council and Workforce Development Unit. Both groups recommended its cancellation and reconstruction as a procedure. 07/01 - Policy amended.
7000	TECHNOLOGY		
7000	Email Established as an Official Form of Communication	07/26/2012	07/26/2012 - BOG granted final approval; 07/25/2012 - Received no comments; 06/19/2012 - Board released for the required 30-day public comment period expiring 07/25/2012; 02/03/2012 - Originated.
7125	Information Technology Acceptable Usage	07/07/97	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to reflect up-to-date terms and current acceptable usage. 09/01/2000 Amended
7680	Reports for External Use	05/01/85	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 07/27/2000 - Amended.
7688	Reports for Internal Use	05/01/85	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 07/27/2000.
7712	Requests for Media Service and Television Agreements	05/01/85	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
7720	Security of Management Information Technology	05/01/88	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to include all forms of technology and to meet the standards of the payment card industry. Amended 09/01/00
8000	BOARD OF GOVERNORS		

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SCP Number	Policy Name	Effective Date	Date of Latest Action
8600	Board of Governors Operational Guidelines Policy	08/21/2001	<p>02/19/2013 – BOG granted final approval; 01/11/2013 – Received one comment restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting the instrument for an additional 30-day comment period; 12/12/2012 - Board released for 30-day public comment period expiring 01/11/2013; 09/28/2012 - Reviewed policy and added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, <i>Rules and Administrative Procedures</i>, to the Reference Section of the policy which addresses the process for the adoption, amendment, or repeal of rules and administrative procedures by institutions.</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines; 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007. 09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised policy to remove reference to the Institutional Compact. 08/21/2001 – All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines (SCP-8600.A) of the Board of Governors approved 08/21/2001.</p>

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8600.A	Board of Governors Operational Guidelines	02/18/2014	<p>02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - The Board's Operational Guidelines were revised to include language to ensure that no detriment or appearance of detriment to the College's interests results from a conflict between the best interests of the College and any personal, financial, or other interest of a Board member or College officer. Also, it was updated to comply with legislation passed through House Bill 2747 during the 2013 First Special Session regarding public notice of meetings.</p> <p>02/19/2013 – BOG granted final approval; 01/11/2013 – Received one comment restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting the instrument for an additional 30-day comment period; 12/12/2012 - Board released for 30-day public comment period expiring 01/11/2013; 09/28/2012 - Reviewed for compliance with West Virginia Code §18B-2A-4. Amended Section 1.4.3; 1.4.6; 1.4.19; and 1.4.20 to be in compliance with West Virginia Code §18B-2A-4 which passed through the 2012 1st Special Legislative Session.</p> <p>04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08.</p> <p>02/08 - Amended Section 4.3.1 to include past BOG chair and one lay member to the Agenda Committee membership.</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines; 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007.</p> <p>09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised guidelines to remove reference to the Institutional Compact.</p> <p>06/10/02 Amended guidelines.</p>
8601	Emergency Presidential Succession Plan	New	06/17/2014 - Policy originated and BOG released for a 30-day public comment period expiring 07/17/2014.

Board of Governors

August 20, 2014

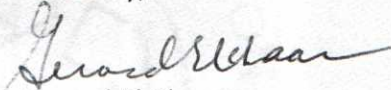
James L. Skidmore
Chancellor
WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East – Suite 700
Charleston, West Virginia 25301

Dear Chancellor Skidmore,

As Chair of the West Virginia University at Parkersburg Board of Governors, I hereby certify that pursuant to the requirements of W. Va. Code § 18B-1-6, *Rulemaking*, the enclosed list contains all institutional rules of West Virginia University at Parkersburg in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors. I further certify for all rules adopted, amended, or repealed since July 1, 2005, that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. A minimum 30 day comment period prior to final adoption of the rule was provided;
3. A single location was designated where all proposed rules could be posted and accessed; and
4. Internet access to all proposed and adopted rules was maximized, and all rules can be found at the following web address:
<http://www.wvup.edu/about/board-of-governors/policy/>

Sincerely,


Gerard El Chaar
Chair, Board of Governors

Enclosure

West Virginia University at Parkersburg
Board of Governors policies
July 1, 2014

A – General

Adoption or Amendment of Rules A-45	Effective July 17, 2013
Alcoholic Beverages on Campus A-18	Effective September 5, 2003
Board of Governors Meetings A-37	Effective June 2, 2006
Equal Opportunity, Affirmative Action and Nondiscrimination A-34	Effective February 19, 2013
Naming Opportunities A-6	Effective December 20, 2010
Rule on Credit Card Solicitation A-19	Effective November 14, 2003
Sexual Misconduct and Other Forms of Discrimination and Harassment A-44	Effective June 5, 2014
Social Justice Policy A-61	Effective January 6, 2014
WV Freedom of Information Act A-56	Effective May 25, 2011

B – Human Resources

Adjunct Faculty B-12	Effective September 5, 2003
Annual Increment Payments B-32	Effective June 1, 2007
Changes in Organization B-05	Effective September 6, 2002
Emergency Call-In B-54	Effective August 20, 2009
Emeritus Status B-38	Effective June 2, 2006
Employee and Family Tuition Waiver Program B-55	Effective February 18, 2010
Employee Development B-26	Effective April 8, 2005
Employee Leave B-24	Effective June 17, 2005
Employment of Minors B-49	Effective April 4, 2008
Ethics B-17	Effective September 5, 2003
Faculty and Administrative Productivity B-22	Effective June 2, 2006
Holidays B-08	Effective September 6, 2002
Meal Breaks B-50	Effective April 4, 2008
Part Time Classified Employees B-13	Effective October 3, 2003
Sabbatical Leave B-03	Effective April 16, 2012
Salary Policy B-29	Effective February 16, 2012
Work Scheduling B-27	Effective April 8, 2005
Academic Freedom, Professional Responsibility, Promotion and Tenure B-02	Effective February 15, 2008
Mandatory Reporters B-62	Effective June 5, 2014

C – Instruction

Academic Credit C-09	Effective April 17, 2009
Accreditation and Degree Standards C-35	Effective June 2, 2006
Credit for Public School Service C-23	Effective February 11, 2005
Grade Point Averages C-07	Effective September 6, 2002
Program Review C-01	Effective December 5, 2012
Program Approval and Termination C-41	Effective September 8, 2006

D – Students

Admission to West Virginia University at Parkersburg D-51	Effective May 7, 2013
Campus Participation of Students with Felony and Sexual Offense Records D-53	Effective June 2, 2006
Code of Student Conduct D-46	Effective February 11, 2005
Student Academic Rights and Responsibilities D-47	Effective September 8, 2006
Student Academic Rights D-15	Effective September 6, 2002
Student Rights and Responsibilities D-10	Effective September 7, 2001

E – Business and Finance

Affordable Tuition Program E-58	Effective Sept 19, 2011
Appropriate Use of Computer Resources E-57	Effective July 5, 2011
Assessment, Payment & Refund of Fees E-39	Effective July 1, 2006
Bookstores & Textbooks E-48	Effective October 22, 2006
Capital Spending E-52	Effective April 17, 2009
Reduced Tuition & Fees for Residents at Least 65 Years of Age E-14	Effective September 5, 2003
Student Tuition and Fee Waivers, Awarding of E-20	Effective June 2, 2006
Surplus/Excess Property, Disposition and Sale of E-25	Effective April 8, 2005
Travel E-04	Effective July 1, 2003
Procurement and Purchasing (WVU) E-42	Effective June 2, 2006

F – Facilities and Grounds

Animals on Campus F-59	Effective April 16, 2012
Freedom of Expression and Use of Facilities F-11	Effective November 8, 2002
Regulation of Parking & Traffic F-28	Effective August 31, 2007
Use of Institutional Facilities F-16	Effective September 5, 2003
Tobacco and Smoke-Free Campus F-60	Effective July 1, 2014