



## SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

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### MANUALS, ANNOUNCEMENTS AND POLICES POLICIES (MAP) SYSTEM

#### CLASSIFICATION TABLE

#### 1000 GENERAL

Policies related to general administrative issues, such as: Manuals, Announcements, and Policies (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, Fundraising, 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, Institutional and Student Assessment, Accreditation, Academic Freedom, etc.

#### 4000 STUDENT SERVICES

Policies relating to services provided to or for students, such as: Student Conduct, Activities, Student Government Association (SGA), Grievances, Grade Appeals, Family Educational Rights and Privacy Act (FERPA), Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

#### 5000 FINANCE

Policies relating to financial issues and auxiliary enterprises, such as: Accounting, Budget Planning, Bookstores, Business Offices, Travel, Purchasing, Payables, 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 FACILITIES AND SAFETY**

Policies relating to physical plant and campus operations such as: Facilities/Physical Plant, Automotive Usage, Traffic Control/Parking, Accidents/Incidents, Food Services, etc.

**9000 BOARD OF GOVERNORS**

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

**Southern West Virginia Community and Technical College  
Southern College Policies Index**

Refer to MAP System Classification Table for description of types of documents contained in each of the SCP categories.

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
<b>1000</b>	<b>GENERAL</b>					
1000	Manuals, Announcements, and Polices (MAP) Development System	11/30/2017	10/30/2017	07/2017 09/2012 01/24/2008	Replaced SCP-1467 01/24/2008	04/06/1999
1000.A	Classification Table	11/30/2017	10/30/2017	09/19/2012 02/21/06		04/06/1999
1000.B	Format for Southern College Policy (SCP)	11/30/2017	10/30/2017	09/19/2012 01/24/08 02/21/06		04/06/1999
1000.C	Format for Southern Administrative Announcements (SAA)	11/30/2017	10/30/2017	09/19/2012 02/21/06		04/06/1999
1000.D	Format for Southern Administrative Manuals (SAM)	11/30/2017	10/30/2017	09/19/2012 02/21/06		04/06/1999
1001	Records Retention Policy	07/21/2016	06/21/2016	04/19/2016		04/19/2011
1001.A	General Records Retention Schedule	07/21/2016	06/21/2016			02/2016
1002	Official College Spokesperson and Media Releases	01/11/2019	12/11/2018	08/30/2018		04/22/2014
1003	Consumer Information	09/20/2019	08/20/2019			01/30/2019
1010	Use of Alcoholic Beverages on Campus	11/13/2016	10/13/2016	03/2016 08/17/2010 08/20/2000		01/21/2013
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	12/09/2008		07/272000	12/09/2008 Reconstruct as a procedure.	02/01/1985
1091	Classified Staff Council Constitution	11/01/2018	08/21/2018	03/2018 12/2011 03/04/2009 12/13/2006		11/18/2003 (Originated to supercede SCI 1672 and SCI 1672.01)
1153	Consumer Complaint Procedures	12/10/2013		08/2008 09/01/2000	12/10/2013 Reconstruct as a procedure.	04/03/1995

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
1153.A	Consumer Complaint Form	12/10/2013		08/2008 09/01/2000	12/10/2013	04/03/1995
1160	Diversity Philosophy	01/15/2021	12/15/2020	07/14/2020 08/18/2015 08/17/2010 09/01/2000		08/20/1998
1167	Emergency Procedures	02/17/2009		08/20/2000	02/17/2009 Reconstruct as a procedure.	01/01/1985
1180	Equipment Loans	12/09/2008		09/01/2000	12/09/08 Reconstruct as a procedure.	07/01/1984
1180.A	Contract of Equipment Loan	12/09/2008		09/01/2000	12/09/2008	07/01/1984
1215	Use of Institutional Facilities	11/15/2019	10/15/2019	06/06/2019 05/07/2014 03/02/2010 09/01/2000		01/01/1985
1215.A	College Facility Use Agreement	11/15/2019	10/15/2019 10/09/2014			05/07/2014
1230	Firearms, Weapons, and Explosives Policy	09/16/2016	08/16/2016			05/24/2016
1233	First Aid	02/17/2009		08/20/2000	02/17/2009 Reconstruct as a procedure.	03/01/1985
1375	Reports of Accidents/Incidents	11/20/2020	10/20/2020	07/2020 11/04/2015 12/09/2008 09/01/2000		01/28/1991
1375.A	Clery/Safety Report Form (New)	11/20/2020	10/20/2020			06/2020
1375.B	Accident / Incident Report Form	11/20/2020	10/20/2020	06/2020 11/04/2015 02/17/2009 12/09/2008 09/01/2000		01/28/1991
1375.C	Monthly Report of Accidents /Incidents	11/20/2020	10/20/2020	11/04/2015		12/2013
1400	Guest Speakers, Lecturers, Performers, and Organized Groups	01/15/2021	12/15/2020	07/21/2020		05/28/2014

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
1400.A	Request for Approval of External Guest Speakers, Lecturers, Performers, and Organized Groups	01/15/2021	12/15/2020	07/21/2020		06/17/2014
1435	Inclement Weather and Emergency Situations	05/16/2019	04/16/2019	11/2018 02/2018 08/2017 08/2012 02/2008 11/2002		10/1994
1435.A	Media Notification List	05/16/2019	04/16/2019	11/2018 08/2017 02/2008 11/2002		10/1994
1435.B	Essential Employee Guidelines	05/16/2019	04/16/2019	11/2018 08/2017		12/2013
1467	MAP Development System	02/21/2006	02/21/2006	10/20/2005 04/05/2002 08/21/2000 10/1998	Assigned new classification number, SCP-1000 02/21/2006	10/1994
1481	Naming of Facilities or Organizational Units	04/05/2018	03/05/2018	10/25/2017 09/19/2012 09/04/2007	Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/2001	12/2004
1500	Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College	01/15/2021	12/15/2020	08/26/2020 07/2015 09/2010 07/27/2000		07/01/1984
1625	Publications and Productions	12/09/2008		09/01/2000	12/09/2008 Reconstruct as a procedure.	07/01/1984
1725	Private Scholarships 06/26/2019 BOG tabled action on recommendation to rescind policy pending development of a new policy.	12/11/2012	10/11/2012	04/17/2019 09/25/2012 03/20/2008 09/01/2000		07/01/1984

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1735	Solicitation Policy	03/21/2017	02/21/2017	09/28/2016 07/2011 01/2007		05/20/2004
1735.A	On Campus Solicitation Request Form	03/21/2017	09/2016	07/2011		01/02/2007
1750	Tobacco and Smoke-free Campus Policy	01/15/2021	12/15/2020	08/26/2020 04/12/2016 11/2015 11/2010 09/01/2000	Repealed SCI-1375 09/01/2000	01/01/1988
<b>2000</b>	<b>HUMAN RESOURCES</b>					
2000	Elimination of Faculty Positions Due to Program Reduction or Elimination	01/13/2017	12/13/2016	07/2011 01/2011 09/01/2000	Replaced SCP-3650, Program Reduction or Elimination 10/13/2011 Repealed SCI-1542 09/01/2000	09/01/1985
2005	Catastrophic Leave	03/02/2010	03/02/2010	01/2008	03/02/2010 Reconstruct as a procedure.	02/15/2005
2005.A	Catastrophic Leave Request Form	03/02/2010	03/02/2010	03/2008	03/02/2010	02/15/2005
2005.B	Catastrophic Leave Donation Form	03/02/2010	03/02/2010	03/2008	03/02/2010	02/15/2005
2006	Employee Leave	07/24/2015	06/24/2015	11/05/2014		11/16/2009
2125	College-wide Employee / Personnel Policy	08/20/2013		09/01/2000	08/20/2013 Repealed and Replaced with SAM-2000.1 Employee Handbook	07/01/1984
2156	Drug and Alcohol Policy	11/30/2017	10/30/2017	06/07/2017 07/2012 07/2007 01/2007 09/01/2000		03/31/1989

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2156.A	Employee Drug Awareness Clarification Form	11/30/2017	10/30/2017	06/07/2017 07/2012 09/01/2000		03/31/1989
2165	Educational Release Time Policy	11/30/2017	6/7/2017	12/2012 12/2011 08/31/2006		02/17/2004
2165.A	Educational Release Time Request	11/30/2017	10/30/2017	06/2017 12/2011		02/17/2004
2171	Professional and Educational Requirements for Faculty	01/17/2020	12/17/2019	08/29/2019 03/02/2016 12/11/2012 09/28/2007 05/2004	Repealed SCI-2122 05/2004	09/01/2000
2171.A	Faculty Credentials Certification Form	01/17/2020	12/17/2019	08/2019 03/2016 11/2012		09/01/2000
2202	Personnel Assessment, Philosophy, and Practice Statement	05/19/2016	04/19/2016	01/06/2016 07/2010 08/21/2000		07/08/1987
2218	Evaluation Process for Full-time Faculty	01/17/2020	12/17/2019	02/22/2019 11/2011 04/2006 09/01/2000		08/17/1984
2218.A	Supervisor's Evaluation of Faculty Member	01/17/2020	12/17/2019	02/22/2019 11/2011 04/2006 09/01/2000		08/17/1984
2220	Course Feedback Policy	12/09/2008		04/2003	12/09/2008 Reconstruct as a procedure.	09/2000
2220.A	Course Feedback Form	12/09/2008		04/2003	12/09/2008	09/2000
2226	Faculty Incentive Pay Plan	07/21/2016	06/21/2016	05/03/2016 04/19/2011 11/11/2008 09/16/2008 09/06/2005		04/01/2001
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	07/21/2016	06/21/2016			08/01/2001

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2226.B	Faculty Incentive Pay Program Agreement Form	07/21/2016	06/21/2016			03/2011
2234	Work Schedules	05/21/2015	04/21/2015	12/2014 09/2009 09/01/2000		06/01/1987
2250	Hiring Adjunct Faculty	05/18/2017	04/18/2017	12/07/2016 01/05/2007 09/01/2000		11/01/1984
2254	Hiring Process	04/24/2007		09/01/2000	04/24/2007	09/2000
2360	Holidays	01/12/2018	12/12/2017	09/2017 07/2012 03/2008		11/19/2002
2375	Home Campus Assignment and Campus Requirements for Faculty	03/21/2017	02/21/2017	11/2016 11/2011 12/08/2005 09/01/2000		07/01/1985
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	03/02/2010		09/01/2000	03/02/2010 Reconstruct as a unit procedure.	01/01/1985
2406.A	Faculty Absence Request / Report	03/02/2010		09/01/2000	03/02/2010	01/01/1985
2484	Medical Leave of Absence	03/02/2010		09/01/2000	03/02/2010	01/01/1985
2484.A	Request for Medical Leave of Absence	03/02/2010		01/03/2006	03/02/2010	01/01/1985
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	03/02/2010			03/02/2010	01/01/1985
2484.C	Return to Work Authorization Medical Release Form	03/02/2010			03/02/2010	01/01/1985
2562	External Professional Activities of Faculty and Other Professional Staff	03/19/2019	02/19/2019	11/01/2018 11/06/2013 09/2008 03/2008 09/01/2000		11/01/1984
2562.A	External Professional Activities for Pay Report Form	03/19/2019	02/19/2019	10/2018 09/2008		11/01/1984



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2575	Overtime and Compensatory Time	03/19/2019	02/19/2019	11/1/2018 08/2012 10/2007 10/21/2003		02/17/2004
2575.A	Request to Work Additional Hours	03/19/2019	02/19/2019	11/01/2018 10/04/2012		02/17/2004
2580	Part-time Employees: Classified Staff and Adjunct Faculty	02/19/2013	02/19/2013	11/06/2012 10/2007		06/15/2004
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	05/19/2016	04/19/2016	01/26/2016 09/2010 09/01/2000		04/22/1998
2593.A	Payment to Individuals for Services Form	04/19/2016	04/19/2016	01/06/2016 09/2010		04/22/1998
2624	Employee Development	01/28/1991	04/22/2014	12/04/2013 08/2008 09/01/2000	Repealed SCI-1623 09/01/2000	07/01/1986
2624.A	Funding Request Form (Staff)	01/28/1991			12/09/2008	07/01/1986
2624.B	Presentation Request Form	01/28/1991			12/09/2008	07/01/1986
2624.C	Funding Request Form (Faculty)	01/28/1991			12/09/2008	07/01/1986
2686	Promotion-in-Rank and Tenure Policy	09/20/2019	08/20/2019	02/22/2019 11/06/2013 07/31/2007 10/01/2001	Repealed SCI-2321 10/01/2001	08/17/1984
2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	09/20/2019	08/20/2019	02/22/2019 11/06/2013 02/06/2009 07/31/2007 10/01/2001		08/17/1984
2700	Reduction in Workforce – Classified Personnel	12/11/2012	12/11/2012	10/2012 10/2007 02/17/2004		10/21/2003
2701	Reduction in Workforce – Faculty Personnel	03/17/2015	02/17/2015	09/24/2014 12/2012 10/2007		10/21/2003

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2748	Request for Release Time for Full-time Faculty	07/20/2017	06/20/2017	03/01/2017 12/2011 08/2006 09/01/2000	Repealed SCI-2420 09/01/2000	01/28/1991
2748.A	Release Time Request Form for Full-time Faculty	07/20/2017	06/20/2017	04/2017 06/2006 04/2004		01/28/1991
2810	Sabbatical Leave for Full-Time Faculty	03/16/2021	02/16/2021	11/04/2015 11/02/2010 02/2006 09/2002 11/05/2020	Repealed SCI-2411 09/2002	08/1992
2810.A	Sabbatical Leave Request Form	03/16/2021	02/16/2021	11/04/2015 02/2006 11/05/2020		08/1992
2810.B	Sabbatical Leave Promissory Note	03/16/2021	02/16/2021	02/2006 11/05/2020		10/2002
2825	Salary Administration	05/19/2016	04/19/2016	01/06/2016 03/2015 10/2007		12/2004
2843	Discrimination, Harassment, Sexual Harassment, Sexual and Domestic Misconduct, Stalking, and Retaliation Policy	07/20/2017	06/202015	03/10/2014 12/04/2013 01/2011		06/01/1984
2875	Workload Requirements for Full-time Faculty	03/21/2017	02/21/2017	11/2016 12/2014 11/2009 09/01/2000		04/15/1985
2875.A	Class Load Formula Matrix (Summer)	03/02/2010	03/02/2010	09/01/2000	11/2009	04/15/1985
2875.B	Class Load Formula Matrix (Fall and Spring)	03/02/2010	03/02/2010	09/01/2000	11/2009	04/15/1985
<b>3000</b>	<b>ACADEMIC AFFAIRS</b>					
3000	Distance Learning	03/19/2019	02/19/2019	09/28/2018 08/2016		02/07/2012
3100	Faculty Responsibilities for Academic Advising of Students	01/12/2018	12/12/2017	08/2017 09/2011 01/05/2007 10/21/2004		04/15/1985

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
3160	Course Syllabus	12/09/2008	12/09/2008	09/20/2005 07/1993	12/09/2008 Reconstruct as a procedure.	06/01/1984
3160.A	Course Syllabus Format	12/09/2008	12/09/2008	09/20/2005		06/01/1984
3165	Adding Courses to the Curriculum and Revising Existing Courses	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3170	Deleting Courses from the Curriculum	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3188	College Level Exam Program (CLEP)	10/14/2010	10/14/2010	09/20/2005	10/14/2010 Reconstruct as a procedure.	10/01/1985
3200	Awarding College Credit for Prior Learning	11/13/2016	10/13/2016			01/08/2016
3201	Challenging a Course/Credit by Examination	01/12/2018	12/12/2017	08/2017 10/2012 08/2007 10/27/2004 02/15/2002 09/01/2000		07/01/1986
3201.A	Challenge Examination Request Form	01/12/2018	12/12/2017	08/2017 10/2012 08/2007 09/01/2000		07/01/1986
3201.B	Challenge Examination Results Form	01/12/2018	12/12/2017	08/2017		10/2012
3214	College Board Advanced Placement Credit	11/15/2018	10/15/2018	03/2018 10/2013 07/2009 09/01/2000		09/13/1993
3227	Credit Based on Experience	10/14/2010	10/14/2010	09/20/2005	10/14/2010 Reconstruct as a procedure.	12/19/1984
3227.A	Portfolio Evaluation Form	10/14/2010	10/14/2010	09/20/2005	10/14/2010	12/19/1984
3240	Assignment of Credit/Non Credit Courses	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1986

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
3245	Faculty and Administrative Productivity	12/08/2015	12/08/2015	11/2010	12/08/2015	10/20/2005
3250	Final Examinations	12/19/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	06/01/1984
3401	Independent Study	12/09/2008	12/09/2008	08/2007 09/01/2000	12/09/2008 Reconstruct as a procedure.	07/01/1984
3401.A	Independent Study Request Form	12/09/2008	12/09/2008		12/09/2008	08/2007
3401.B	Independent Study Contract	12/09/2008	12/09/2008		12/09/2008	08/2007
3479	Mid-Term Grade Reports	03/02/2010	03/02	09/01/2000	03/02/2010	09/1991
3479.A	Mid-Term Grade Report Form	03/02/2010	03/02/2010	09/01/2000	03/02/2010	09/1991
3551	Meeting Scheduled Classes	02/21/2012	02/21/2012	01/05/2007 04/28/2005	02/21/2012 Reconstruct as a procedure.	01/01/1985
3600	Faculty Office and Class Schedule	02/15/2011	02/15/2011	09/01/2000	02/15/2011 Reconstruct as a procedure.	07/01/1984
3600.A	Faculty Office and Class Schedule Form	02/15/2011	02/15/2011	09/01/2000	02/15/2011	07/01/1984
3620	Policy Regarding Program Review	05/16/2019	04/16/2019	11/2018 02/28/2014 09/2008		10/08/2001
3625	General Studies (University Parallel) Program Evaluation Model Policy	02/17/2020	02/17/2020	09/12/2019 08/27/2014 01/2010 09/01/2000	02/17/2020	09/01/1985
3625.A	General Studies (University Parallel) Program Evaluation Model	02/09/2015	12/09/2014		12/09/2014 Reconstruct as a procedure.	
3637	General Education Philosophy and Goals	05/16/2019	04/16/2019	11/2018 11/2012 08/30/2007 01/2005		12/19/1997

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
3650	Program Reduction or Elimination	10/13/2011	10/13/2011	01/2011 09/01/2000 2/1993	10/13/2011 Policy re-titled and assigned new class number, SCP-2000. Repealed SCI-1542	09/01/1985
3670	Public School Service Program	01/15/2021	12/15/2020	08/2020 10/2015 01/2011		09/20/2005
3670.A	Public School Service Form	01/15/2021	12/15/2020	08/2020 10/2015		09/20/2005
3693	Instructional Schedule Development	04/17/2012	04/17/2012	09/23/2005 09/01/2000	04/17/2012 Reconstruct as a procedure. 09/01/2000 Repealed SCI-1271	07/01/1984
3705	Student Academic Rights	04/18/2006	04/18/2006	03/06/2003	04/18/2006	02/15/2002
3736	Student Standards of Academic Progress	11/15/2018	10/15/2018	03/2018 02/28/2014 09/01/2000		11/01/1984
3780	Textbook Selection Policy	03/02/2010	03/02/2010	11/16/2001 09/01/2000	03/02/2010	07/01/1986
<b>4000</b>	<b>STUDENT SERVICES</b>					
4000	Basic Admissions Guidelines	11/30/2017	10/30/2017	06/28/2017 08/22/2016 03/07/2012		08/16/2011
4001	Student Consumer Protection	09/20/2019	08/20/2019			01/30/2019
4110	Institutional Policy Regarding ACT Requirements	12/08/2009	12/08/2009	09/01/2000	12/08/2009 Reconstruct as a procedure.	12/01/1984
4151	Regarding the College Catalog as Academic Standards and Expectation from Students	01/08/2016	12/08/2015	08/26/2015 09/23/2010 02/21/2006		06/09/1987

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
4192	Administrative Withdrawal and Administrative Drop of Students	01/12/2018	12/12/2017	08/02/2017 07/2011 10/2006 05/19/2004		09/01/2000
4233	Deans's List of Students; Graduation with Honors Status	11/20/2020	10/20/2020	05/2020 09/2015 12/2010 09/01/2000		07/01/1985
4274	Standards of Progress for Federal Financial Assistance Recipients	09/20/2019	08/20/2019	02/2019 12/2015 04/2011 10/2006 09/01/2000		01/01/1984
4274.A	Financial Assistance Appeal	09/20/2019	08/20/2019	02/2019 12/2015 04/2011 10/2006 09/01/2000		01/01/1984
4274.B	Letter of Warning	09/20/2019	08/20/2019			02/2019
4356	Financial Aid Recipient - Change in Enrollment Status	09/16/2016	08/16/2016	12/2015 04/2011 10/2006 09/01/2000		01/01/1985
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/21/2006	02/21/2006		02/21/2006 Assigned new classification number, SCP-5051.	12/02/2004
4397	Student Grades and Related Concerns	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/15/1985
4398	Student Grades and Grade Point Average Requirements for Graduation	11/20/2020	10/20/2020	04/2020 05/02/2018 10/7/2013 09/2008 09/20/2005		11/20/2002
4520	Submitting Student Grades by the Faculty to the College's Student Records Office Authority for Changing Grades	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/01/1985

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4520.A	Grade Sheet	09/20/2005	09/20/2005	09/01/2000	09/20/2005	01/01/1985
4558	Administration of Credit Course Registration Procedures	11/28/2006	11/28/2006	09/01/2000	11/28/2006	11/01/1984
4634	Student Activities	10/15/2009	10/15/2009	09/01/2000	10/15/2009 Reconstruct as a procedure.	07/01/1984
4672	Student Class Attendance	12/08/2009	12/08/2009	09/01/2000	12/08/2009 Reconstruct as a procedure.	07/01/1984
4710	Academic Dishonesty	05/18/2017	04/18/2017	10/2016 11/2011 05/2006		07/01/1984
4748	Southern West Virginia Community and Technical College Student Government Constitution	12/08/2009	12/08/2009		12/08/2009 Reconstruct as a procedure	07/01/1985
4770	Student Rights and Responsibilities	05/19/2016	04/19/2016	09/20/2005 02/2011 12/2015		09/01/2000
4786	Transfer Student Requirements and Credit Evaluation	01/17/2020	12/17/2019	08/21/2019 10/2014 09/01/2009 09/01/2000		07/01/1984
4800	Service Animals on Campus	01/15/2021	12/15/2020			12/2019
4825	Transfer of Student Credit Hours from Another Institution	12/08/2009	12/08/2009	09/20/2005	12/08/2009 Reconstruct as a procedure.	03/01/1985
<b>5000</b>	<b>FINANCE</b>					
5050	Assessment, Payment, and Refund of Tuition and Fees	11/20/2020	10/20/2020	08/2020 01/2016 11/2015 06/2011 01/11/2011		01/15/2002
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	09/20/2019	08/20/2019	05/02/2019 09/04/2013 08/05/2008 12/09/2005		12/02/2004

SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
5065	Awarding of Undergraduate Tuition and Fee Waivers	09/20/2019	08/20/2019	05/02/2019 02/24/2014 12/04/2013 08/2008 08/2006 02/21/06		01/15/2002
5065.A	Employee Tuition Waiver Application	09/10/2019	08/20/2019	05/02/2019 02/24/2014		12/2012
5066	Third-party Tuition and Fee Waivers	11/20/2020	10/20/2020	08/2020 09/03/2014 06/2010		03/2010
5066.A	Third-party Tuition and/or Fee Waiver Agreement	11/20/2020	10/20/2020	05/2020		
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	01/15/2020	12/15/2020	05/07/2020 12/03/2014		06/2010
5075	Bookstore Textbook Procedures	03/02/2010	03/02/2010	09/01/2000	03/02/2010	07/01/1984
5100	Disposition of Sale of Surplus/ Excess Property	11/30/2017	10/30/2017	06/2017		02/2005
5260	Meeting Financial Exigencies	04/05/2018	03/05/2018	11/02/2017 04/2013 07/2011 10/2003		05/27/1988
5525	Maintenance Work Order Request System	04/19/2011	04/19/2011	09/01/2000	04/19/2011 Reconstruct to a procedure.	07/01/1984
5620	Traffic and Vehicle Speed, Flow, and Parking Regulations Policy	03/16/2021	02/16/2021	09/2010 09/01/2000 11/05/2020		02/01/1989
5620.A	Decal Log	02/15/2011	02/15/2011	09/01/2000	02/15/2011	02/01/1989
5780	Travel Regulations	05/29/2020	04/29/2020	11/07/2019 11/2013 12/2011 02/25/2004		09/2002
5830	Use of Southern West Virginia Community and Technical College Vehicles	05/19/2016	04/19/2016	01/2016 01/2010 09/01/2000		01/28/1991



SCP Number	Policy Title	Effective Date	Adopted Date	Amended Date	Repealed Date	Origination Date
<b>6000</b>	<b>ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT</b>					
6125	Contractual Training for Workforce Development	12/09/2008	12/09/2008	07/2001	12/09/2008 Reconstruct as a procedure.	07/01/1999
<b>7000</b>	<b>TECHNOLOGY</b>					
7000	Email Established as an Official Form of Communication	09/21/2018	08/21/2018	04/27/2018		02/03/2012
7125	Information Technology Acceptable Usage	01/17/2020	12/17/2019	09/05/2019 09/2014 02/2009 09/01/2000		07/07/1997
7680	Reports for External Use	10/15/2009	10/15/2009	07/27/2000	10/15/2009 Reconstruct as a procedure.	05/01/1985
7688	Reports for Internal Use	10/15/2009	10/15/2009	07/27/2000	10/15/2009 Reconstruct as a procedure.	05/01/1985
7712	Requests for Media Service and Television Agreements	12/09/2008	12/09/2008	09/01/2000	12/09/2008 Reconstruct as a procedure.	05/01/1985
7720	Security of Management Information Technology	01/17/2020	12/17/2019	09/05/2019 09/2014 02/2009 09/01/2000		05/01/1988
<b>8000</b>	<b>BOARD OF GOVERNORS</b>					
8600	Board of Governors Operational Guidelines Policy	07/19/2018	06/19/2018	03/01/2018 09/28/2012 10/18/2007		08/2001
8600.A	Board of Governors Operational Guidelines	07/19/2018	06/19/2018	03/01/2018 10/20/2013 09/28/2012 02/19/2008 09/2007 06/10/2002		08/2001
8601	Emergency Presidential Succession Plan	01/15/2021	12/15/2020	08/26/2020		06/17/2014