

	DATE TO	PRESIDENT'S CABINET						BOARD OF GOVERNORS					
2023-2024	POLICIES AND	DATE TO	ACTION BY	DATE RELEASED	CLOSING DATE	DATE RETURN	FINAL ACTION	DATE TO	ACTION BY	DATE RELEASED	CLOSING DATE	DATE RETURN	FINAL ACTION
	PROCEDURES	PRESIDENT'S	PRESIDENT'S	FOR 30-DAY	FOR 30-DAY	PRESIDENT'S	PRESIDENT'S	BOARD OF	BOARD OF	FOR 30-DAY	FOR 30-DAY	BOARD OF	BOARD OF
POLICIES DUE FOR REVIEW	COMMITTEE	CABINET	CABINET	COMMENT PERIOD	COMMENT PERIOD	CABINET	CABINET	GOVERNORS	GOVERNORS	COMMENT PERIOD	COMMENT PERIOD	GOVERNORS	GOVERNORS
SCP-1230 Firearms Weapons and Explosives*	2/11/2022	3/3/2022	To BOG	N/A	N/A	N/A	N/A	8/23/2022	30-day	8/25/2022	9/24/2022	10/18/2022	
SCP-1230 Firearms Weapons and Explosives*								10/18/2022	30-day	10/19/2022	11/17/2022	12/13/2022	Final Approval
SCP-1435 Inclement Weather and Emergency Situations	2/11/2022	5/3/2022	30-day	5/4/2022	6/2/2022	10/4/2022	Final Approval						
SCP-1435.A Media Notification List	2/11/2022	5/3/2022	Rescind	5/4/2022	6/2/2022	10/4/2022	Final Approval						
SCP-1435.B Essential Employee Guidelines	2/11/2022	5/3/2022	30-day	5/4/2022	6/2/2022	10/4/2022	Final Approval						
SCP-1735 Solicitation Policy	2/11/2022	5/3/2022	30-day	5/4/2022	6/2/2022	10/4/2022	Final Approval						
SCP-1735.A On Campus Solicitation Request Form	2/11/2022	5/3/2022	30-day	5/4/2022	6/2/2022	10/4/2022	Final Approval						
SCP-2171 Est Min Standards/Qualifications for Instr Fac and Staff	2/11/2022	5/3/2022	30-day	5/4/2022	6/2/2022	10/4/2022	Final Approval						
SCP-2171.A Faculty Credentials Certification Form	2/11/2022	5/3/2022	30-day	5/4/2022	6/2/2022	10/4/2022	Final Approval						
SCP-2250 Hiring Adjunct Faculty	4/15/2022	8/8/2022	30-day	8/25/2022	9/24/2022	10/4/2022	Final Approval						
SCP-2748 Request for Release Time for Full-time Faculty	4/15/2022	8/8/2022	30-day	8/25/2022	9/24/2022	10/4/2022	Final Approval						
SCP-2748.A Request for Release Time Form for Full-time Faculty	4/15/2022	8/8/2022	30-day	8/25/2022	9/24/2022	10/4/2022	Final Approval						
SCP-4000 Basic Guidelines and Standards for Admission	8/25/2022	9/6/2022	30-day	9/7/2022	10/6/2022	11/1/2022	Final Approval						
SCP-4274 Satisfactory Academic Progress for FA Recipients	8/25/2022	9/6/2022	30-day	9/7/2022	10/6/2022	11/1/2022	Final Approval						
SCP-4356 Change in Enrollment	8/25/2022	9/6/2022	30-day	9/7/2022	10/6/2022	11/1/2022	Final Approval						
SCP-4810 Return of Title IV Funds*	8/25/2022	9/6/2022	To BOG	N/A	N/A	N/A	N/A	10/18/2022	30-day	10/19/2022	11/17/2022	12/13/2022	Add. 30-Day
SCP-4810 Return of Title IV Funds*								12/13/2022	Add. 30-day	1/6/2023	2/4/2023	2/21/2023	Final Approval
SCP-1002 Official College Spokesperson and Media Releases	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Approved as SIP						
SCP-2156 Drug and Alcohol	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Final Approval						
SCP-2156.A Employee Drug Awareness Certification	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Final Approval						
SCP-2165 Educational Release Time for Classified Employees	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Approved as SIP						
SCP-2165.A Educational Release Time Request Form	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Approved as SIP						
SCP-5074 Selection Adoption Use and Sale of Textbooks	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Final Approval						
SCP-5100 Disposition and Sale of Surplus/Excess Property	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Final Approval						
SCP-5842 Reportable Assets and Inventory Tracking*	10/14/2022	11/1/2022	To BOG	NA	NA	NA	NA	12/13/2022	30-day	1/6/2023	2/4/2023	2/21/2023	Final Approval
SCP-2400 Employee Conflict Resolution Policy*	12/7/2022	12/8/2022	To BOG	NA	NA	NA	NA	12/13/2022	30-day	1/6/2023	2/4/2023	2/21/2023	Add. 30-day
								2/21/2023	Add. 30-day	2/23/2023	3/24/2023	4/18/2023	Final Approval
SCP-1000 Manuals Announcements and Policies (MAP)	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Final Approval						
SCP-1000.A MAP Classification Table	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Final Approval						
SCP-1000.B Format for SCP	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Final Approval						
SCP-1000.C Format for SAA	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Final Approval						
SCP-1000.D Format for SAM	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Final Approval						
SCP-1481 Naming of Facilities or Organizational Units*	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Final Approval						
SCP-3100 Full-Time Faculty Responsibilities for Acad Advising	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Final Approval						
SCP-3201 Challenging a Course-Credit by Examination	12/9/2022	1/24/2023	Ret to P&P										
SCP-3201.A Challenge Examination Request Form	12/9/2022	1/24/2023	Ret to P&P										
SCP-3201.B Challenge Examination Results Form	12/9/2022	1/24/2023	Ret to P&P										
SCP-3201 Challenging a Course/Credit by Examination w/attach	2/10/2023	Ret to Acad to incorporate into SIP-3227											
SCP-4192 Administrative Withdrawal and Drop of Students	2/10/2023	3/7/2023	30-day	3/29/2023	4/27/2023	6/6/2023	Final Approval						
SCP-5260 Meeting Financial Exigencies*	2/10/2023	3/7/2023	To BOG	NA	NA	NA	NA	4/18/2023	30-day	4/25/2023	5/24/2023	6/20/2023	Final Approval
SCP-8600 Board of Governor's Operational Guidelines*	2/10/2023	3/7/2023	To BOA	NA	NA	NA	NA	4/18/2023	30-day	4/25/2023	5/24/2023	6/20/2023	Add. 30-day
SCP-8600 Board of Governor's Operational Guidelines*								6/20/2023	30-day	6/22/2023	7/21/2023	8/15/2023	Final Approval
SCP-3620 Policy Regarding Program Review	4/14/2023	6/6/2023	30-day	6/8/2023	7/7/2023	8/7/2023	Final Approval						
SCP-2825 Salary Administration*	7/13/2023	8/7/2023	To BOG	NA	NA	NA	NA	8/15/2023	30-day	8/22/2023	9/20/2023	12/12/2023	Final Approval
SCP-1003 Consumer Information	9/8/2023	11/7/2023	30-day	11/13/2023	12/12/2023	2/14/2024	Final Approval						
SCP-1375 Reports of Accidents/Incidents	9/8/2023	Ret for Review											
SCP-1375.A Clery/Safety Report Form	9/8/2023	Ret for Review											
SCP-1365.B Accident/Incident Report Form	9/8/2023	Ret for Review											
SCP-1375.C Monthly Report of Accidents/Incidents	9/8/2023	Ret for Review											

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SIP-2171 Min Qualifications for Instructional Faculty and Staff	2/11/2022	3/3/2022	Tabled	N/A	N/A	N/A	N/A	Reassigned as SIP-3672					
SIP-2171 Min Qualifications for Instructional Faculty and Staff	2/11/2022	10/4/2022	30-day	10/5/2022	11/3/2022	12/6/2022	HOLD						
SIP-1233 First Aid	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1//24	Add 30-day						
SIP-1233 First Aid		1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Rescind						
SIP-1625 Publications and Productions	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Tabled						
SIP-2484 Medical and Military Leave Procedure	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Final Approval						
SIP-3227 Credit Based Experience	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Ret to P&P						
SIP-3227.A Portfolio Evaluation Form	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Ret to P&P						
SIP-3240 Credit Hours and Substantive Interaction	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Tabled						
		4/13/2023	30-day	4/24/2023	5/23/2023	6/6/2023	Final Approval						
SIP-4634 Student Activities	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Final Approval						
SIP-5074 Selection Adoption Use and Resale of Textbooks	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Final Approval						
SIP-5074.A Textbook Consideration Form	10/14/2022	11/1/2022	30-day	11/15/2022	12/17/2022	1/24/2023	Final Approval						
SIP-1040 Use of College Bulletin Boards, etc.	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Final Approval						
SIP-1180 Equipment Loans	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Rescind						
SIP-1180.A Contract of Equipment Loans	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Rescind						
SIP-2220 Course Feedback	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Ret to CAO						
SIP-2220.A Course Feedback Survey	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Ret to CAO						
SIP-3160 Course Syllabus	12/9/2022	Ret to Acad											
SIP-3160.A Course Syllabus Format	12/9/2022	Ret to Acad											
SIP-3165 Adding or Deleting Courses	12/9/2022	1/24/2023	Ret to Acad										
		4/13/2023	30-day	4/24/2023	5/23/2023	6/6/2023	Final Approval						
SIP-3188 College-Level Examination Program	12/9/2022	1/24/2023	Ret to P&P										
SIP-3401 Independent Study	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Final Approval						
SIP-3401.A Independent Study Request Form	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Final Approval						
SIP-3401.B Independent Study Contract	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Final Approval						
SIP-4110 Institutional Policy Regarding ACT Requirements	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Rescind						
SIP-4672 Student Class Attendance	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Rescind						
SIP-4825 Transfer of Student Credit Hrs from Another Institution	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Rescind						
SIP-7712 Requests for Media Service and Television Agreements	12/9/2022	1/24/2023	30-day	1/31/2023	3/1/2023	3/7/2023	Ret to CIO						
SIP-1167 Emergency Procedures	2/10/2023	Ret to Compliance,Safety & Risk Mgt											
SIP-3170 Deleting Courses from the Curriculum	2/10/2023	3/7/2023	30-day	3/29/2023	4/27/2023	6/6/2023	Final Approval						
SIP-3188 College-Level Examination Program	2/10/2023	Ret to Acad to incorporate into SIP-3227											
SIP-3227 Credit Based Experience w/attach	2/10/2023	Ret to Acad & SS											
SIP-4558 Administration of Credit Course Registration Procedures	2/10/2023	3/7/2023	30-day	3/29/2023	4/27/2023	6/6/2023	Final Approval						
SIP-7680 Reports for External Use	2/10/2023	3/7/2023	30-day	3/29/2023	4/27/2023	6/6/2023	Final Approval						
SIP-7688 Reports for Internal Use	2/10/2023	3/7/2023	30-day	3/29/2023	4/27/2023	6/6/2023	Final Approval						
SIP-1167 Emergency Procedures	4/14/2023	6/6/2023	30-day	6/8/2023	7/7/2023	8/7/2023	Final Approval						
SIP-3160 Course Syllabus	4/14/2023	6/6/2023	30-day	6/8/2023	7/7/2023	8/7/2023	SAA						
SIP-3160.A Course Syllabus Format	4/14/2023	6/6/2023	30-day	6/8/2023	7/7/2023	8/7/2023	SAA						
SIP-3160 Course Syllabus		9/5/2023	Approval				Final Approval						
SIP-3160.A Course Syllabus Format		9/5/2023	Approval				Final Approval						
SIP-7000.A Email Procedures and Guidelines Distribution Lists	9/8/2023	11/7/2023	30-day	11/13/2023	12/12/2023	2/14/2024	Final Approval						
SIP-3479 Mid-term Grade Reports	9/8/2023	11/7/2023	30-day	11/13/2023	12/12/2023	2/14/2024	Final Approval						
SIP-2171 Faculty Credentialing		12/4/2023	30-day	12/12/2023	1/8/2024	2/14/2024	Final Approval						
SCP-2171.A Faculty Credentials Certification Form		12/4/2023	30-day	12/12/2023	1/8/2024	2/14/2024	Final Approval						

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SIP-2272 Creation or Expiration of Grand Funded Positions	4/12/2024	5/7/2024	30-day	5/9/2024	6/7/2024	6/20/2024	Final Approval						
SIP-3693 Institutional Schedule Development	4/12/2024	5/7/2024	30-day	5/9/2024	6/7/2024	6/20/2024	Final Approval						
SIP-5525 Maintenance Work Order Request System	4/12/2024	5/7/2024	Recission										
SIP-5525.A Maintenance Schedule	4/12/2024	5/7/2024	Recission										
SIP-6125 Contractual Training for Workforce Development	4/12/2024	5/7/2024	Recission										
SIP-6125.A Processing the WV-48 Other Than Employees	4/12/2024	5/7/2024	Recission										
SIP-6125.B WV-48 Blank Form	4/12/2024	5/7/2024	Recission										
SIP-6125.C WV-48 Sample Form - Not a State Employee	4/12/2024	5/7/2024	Recission										
SIP-6125.D WV-48 Sample Form - State Employee Not Southern	4/12/2024	5/7/2024	Recission										
SIP-6125.E Contractual Agreement for Southern Employees	4/12/2024	5/7/2024	Recission										
SIP-6125.F Processing the WV-48 (Vendor Copy)	4/12/2024	5/7/2024	Recission										
SIP-6125.G Sample Invoice	4/12/2024	5/7/2024	Recission										
SIP-6125.H Company eVendor Agreement Setup Form	4/12/2024	5/7/2024	Recission										