

SUSLA POLICY OUTLINE

I. ACADEMIC AFFAIRS (1-000)

a. CREDIT PROGRAMS (1-100)

- i. Wording Utilized on Degrees, Diplomas and Other Awards
- ii. Curriculum Process/Approval, Revision, Termination
- iii. Program Review
- iv. Faculty Credentials
- v. Academic Calendar
- vi. Academic Load
- vii. Academic Amnesty
- viii. Programmatic Accreditation
- ix. General Education Core Requirements
- x. Grading Policies/GPA
- xi. Honor Designations
- xii. Credit Hour Definition
- xiii. Clock Credit Hour Conversion
- xiv. Academic Appeals
- xv. Academic Honors
- xvi. Academic Freedom
- xvii. Occupational Advisory Committees
- xviii. Structure of Associate Degree, Diploma, and Certificate Programs
- xix. Day One Guarantee
- xx. Delivery of Programs and Services to Correctional Facilities
- xxi. Articulation & Transfer
- xxii. Non-Traditional Credit / Credit for Prior Learning
- xxiii. Satisfactory Academic Progress

- xxiv. Live-Work Policy
- xxv. Honorary Degree
- b. ADULT BASIC EDUCATION (1-200)
 - i. Standardized and Approved Assessments
 - ii. Placement in Educational Functioning Level
 - iii. Reporting Core Measures
 - iv. Data Accuracy & Entry
 - v. Program Administration
 - vi. Equivalency Testing
 - vii. Issuance of Equivalency Diplomas
- II. ENROLLMENT MANAGEMENT (2-000)
 - a. Recruitment
 - b. Admission
 - c. Residency
 - d. Registration
 - e. Records Management/Student Data
 - f. Change of Major
 - g. Transfer
 - h. Graduation
 - i. Drops/Withdrawals
 - j. FERPA
- III. EXTERNAL AFFAIRS & PUBLIC RELATIONS POLICIES (3-000)
 - a. Use of College Logo
 - b. Process for Information Release
- IV. FACILITIES (4-000)
 - a. Physical Plant Upkeep
 - b. Use of Facilities
 - c. Space Utilization

- d. Property Management
- e. Fleet Management
- f. Traffic and Parking
- g. Alcohol on Campus
- V. **FINANCE, AUDIT & BUDGET (5-000)**
 - a. Budget Process
 - b. Purchasing Process
 - c. Invoicing/Accounts Receivable
 - d. Tuition/Fees
 - e. Contract Submission and Approval
 - f. Employee Tuition Exemption
 - g. Travel Regulations
 - h. Refund Policy
 - i. Cash Management Procedures
 - j. Auxiliary and Enterprise Funds
 - k. Indirect Cost Rate
 - l. Petty Cash Funds
- VI. **GOVERNANCE (6-000)**
 - a. Policy Development, Approval, Review Process
 - b. Authority of the Chancellor
 - c. Mission Statement/Strategic Plan
 - d. Institutional Organization
 - e. Institutional Accreditation
 - f. Substantive Change
- VII. **HUMAN RESOURCES (7-000)**
 - a. Recruiting & Hiring Process
 - b. Equal Opportunity Statement
 - c. Job Descriptions/Qualifications

- d. Compensation & Benefits**
- e. Extra Compensation and Overloads**
- f. Performance Management**
- g. Personnel Records**
- h. Verification of Employment**
- i. Rank & Promotion**
- j. Employment Contracts**
- k. Leave Policies and Time Sheet Process**
- l. Official Hours and Work Schedule**
- m. Work from Home Policy**
- n. Staff Calendar/Holidays**
- o. Staff Development**
- p. Worker's Compensation**
- q. Workplace Violence**
- r. Sexual Harassment**
- s. Employee Ethics**
- t. Nepotism**
- u. Employee Grievance**
- v. Non-Discrimination Policy**
- w. Disciplinary Actions**
- x. Dress Code Policy**

VIII. INFORMATION TECHNOLOGY (8-000)

- a. Student Technology Fee**
- b. Standards for Technology Purchases**
- c. Remote Access Policy**
- d. Acceptable Computer and Internet Use**
- e. Cell Phone Policy**
- f. Email Usage Policy**

- IX. INSTITUTIONAL ADVANCMENT (9-000)**
 - a. Student Fundraising Policy**
 - b. Naming Rights Policy**
- X. LEGISLATIVE AFFAIRS AND LEGAL (10-000)**
 - a. Intellectual Property**
- XI. RESEARCH AND EXTENSION (11-000)**
 - a. Data Collection Processes**
 - b. Reporting Requirements**
- XII. SAFETY & SECURITY (12-000)**
 - a. Child Protection Policy**
 - b. Campus Safety and Security**
 - c. Drug-Free Campus**
 - d. Emergency Preparedness and Operations**
 - e. Firearms, Weapons and Explosives**
- XIII. STUDENT AFFAIRS (13-000)**
 - a. Financial Aid Policies**
 - b. Student Government**
 - c. Student Organizations & Activities**
 - d. Disability Services**
 - e. Library**
 - f. Student Grievance Procedure**
 - g. Student Conduct Code**
 - h. Student Disciplinary Actions**
 - i. Placement/Follow-up**
 - j. Student Handbook**
- XIV. WORKFORCE DEVELOPMENT (14-000)**
 - a. Continuing Education/non-Credit Policies**
 - b. Grant-Funded Training**

- c. Specialized Training
- d. Scheduling and Data Capture

DRAFT POLICY OUTLINE