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

Revised June 25, 2019
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

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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

Revised June 25, 2019
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

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IX. INSTITUTIONAL ADVANCEMENT (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

Revised June 25, 2019
c. Specialized Training

d. Scheduling and Data Capture