

State Board for Technical and Comprehensive Education and Tri-County Technical College Policies & Procedures

Number	Name	Policy /Procedure	State /TCTC	Person Responsible
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Roles and Relationships

0-1-100	Adherence to Applicable Law	Policy	State	State Tech. Executive Director
0-1-100.1	Adherence to Applicable Law	Procedure	State	State Tech. Executive Director
0-1-101	Functions of the State Board for Technical and Comprehensive Education	Policy	State	State Tech. Executive Director
0-1-101.1	Functions of the State Board for Technical and Comprehensive Education	Procedure	State	State Tech. Executive Director
0-1-102	Policy Development	Policy	State	State Tech. Executive Director
0-1-102.1	Policy Development	Procedure	State	State Tech. Executive Director
0-1-103	Coordination with State Agencies	Policy	State	State Tech. Executive Director
0-1-103.1	Coordination with State Agencies	Procedure	State	State Tech. Executive Director
0-1-104	Functions of the Executive Director	Policy	State	State Tech. Executive Director
0-1-104.1	Functions of the Executive Director	Procedure	State	State Tech. Executive Director
0-1-105	Agency Head Evaluation Process	Policy	State	State Tech. Executive Director

General Administration

1-1-100	Functions of an Area Commission	Policy	State	State Tech. Executive Director
1-1-101	Local Policy Development	Policy	State	State Tech. Executive Director
1-1-1000	Functions of the Tri County Technical College Area Commission	Policy	TCTC	President
1-1-1010	Policy and Procedure Development	Policy	TCTC	President
1-1-1010.1	Policy and Procedure Development and Review	Procedure	TCTC	President
1-1-102	Functions of a Technical College President	Policy	State	State Tech. Executive Director
1-1-103	Presidential Search Committee Appointments	Policy	State	State Tech. Executive Director
1-2-100	Criteria for the Naming of an Institution	Policy	State	State Tech. Executive Director
1-2-100.1	Request to Change Name of an Institution	Procedure	State	State Tech. Executive Director

<u>1-2-101</u>	Geographic Service Areas of Technical Colleges	Policy	State	State Tech. Executive Director
<u>1-2-101.1</u>	Inter-Service Area Contractual Programs	Procedure	State	State Tech. Executive Director
<u>1-2-101.2</u>	Inter-Service Area Curriculum Programs	Procedure	State	State Tech. Executive Director
<u>1-2-102</u>	Dissemination of Information by Technical Colleges	Policy	State	State Tech. Executive Director
<u>1-2-102.1</u>	Printed and Electronic Materials	Procedure	State	State Tech. Executive Director
<u>1-2-1021</u>	Publishing Mission Statement in College Publications	Policy	TCTC	President
<u>1-2-1022</u>	Non-Discrimination Statement for Publication	Policy	TCTC	Chief Human Resources Officer
<u>1-2-1023</u>	Institutional Neutrality Policy	Policy	TCTC	President
<u>1-2-1023.1</u>	Institutional Neutrality Procedure	Procedure	TCTC	President
<u>1-2-1024</u>	Communications	Policy	TCTC	President
<u>1-2-1024.3</u>	Communications Procedure	Procedure	TCTC	President
<u>1-2-1025</u>	Social Media Policy	Policy	TCTC	Senior Director of Strategic Communication and Engagement
<u>1-2-1025.1</u>	Social Media Procedure	Procedure	TCTC	Senior Director of Strategic Communication and Engagement
<u>1-2-1030</u>	Administrative Systems and Data Security	Policy	TCTC	Vice President for Business Affairs
<u>1-2-1030.1</u>	Administrative Systems and Data Security	Procedure	TCTC	Vice President for Business Affairs
<u>1-2-1030.2</u>	Identity Theft Red Flag Identification and Prevention Procedure	Procedure	TCTC	Vice President for Business Affairs
<u>1-2-1040</u>	Accreditation	Policy	TCTC	President
<u>1-2-1040.1</u>	Accreditation	Procedure	TCTC	President
<u>1-3-100</u>	Copyright	Policy	State	State Tech. Executive Director
<u>1-6-1010</u>	Institutional Review Board	Policy	TCTC	Director of Institutional Research and Evaluation
<u>1-6-1010.1</u>	IRB Review for Human Subjects Research	Procedure	TCTC	Director of Institutional Research and Evaluation
<u>1-6-1011</u>	Institutional Effectiveness	Policy	TCTC	President
<u>1-6-1011.1</u>	Institutional Effectiveness	Procedure	TCTC	President
<u>1-6-1020</u>	External Gifts and Grants	Policy	TCTC	Associate Vice President of Organizational Development and Planning
<u>1-6-1020.2</u>	Solicitation, Acceptance and Acknowledgment of Gifts	Procedure	TCTC	Executive Director, Foundation
<u>1-6-1020.3</u>	State and Federal Grants Development and Management	Procedure	TCTC	Associate Vice President of Organizational Development and Planning

1-6-1021	Individual Conflict of Interest in Sponsored Projects	Policy	TCTC	Associate Vice President of Organizational Development and Planning
1-6-1022	Subaward/Subrecipient Management and Monitoring	Policy	TCTC	Associate Vice President of Organizational Development and Planning
1-6-1030	Board of Visitors	Policy	TCTC	Senior Director of Strategic Communication and Engagement
1-6-2010	College and Employee Involvement with External Groups, Boards and Consortia	Policy	TCTC	President
1-6-2010.1	College and Employee Involvement with External Groups, Boards and Consortia	Procedure	TCTC	President
1-6-3010	Americans With Disabilities Act	Policy	TCTC	Chief Human Resource Office and Chief Student Services Officer
1-6-3010.1	Reasonable Accommodations for Students with Disabilities	Procedure	TCTC	Chief Student Services Officer
1-7-1000	College Decision-making Process	Policy	TCTC	President
1-7-1000.3	Project Management	Procedure	TCTC	Vice President for Business Affairs
1-7-1010	Project Management	Policy	TCTC	President
1-7-1010.1	Project Management	Procedure	TCTC	President
1-7-1012	Shared Governance	Policy	TCTC	President
1-7-1012.1	Shared Governance	Procedure	TCTC	President
1-8-1010	Reproduction of Copyrighted Print and Non-print Materials	Policy	TCTC	Chief Academic Officer
1-8-1010.1	Reproduction of Copyrighted Print Materials	Procedure	TCTC	Chief Academic Officer
1-9-1010	Order of Merit	Procedure	TCTC	President
1-9-1011	Employee Recognition	Policy	TCTC	Chief Human Resources Officer
1-9-1011.1	Presidential Medallion for Instructional Excellence	Procedure	TCTC	Chief Academic Officer
1-9-1011.2	Presidential Award for Outstanding Adjunct Faculty Member	Procedure	TCTC	Chief Academic Officer
1-9-1011.3	Presidential Medallion for Staff Excellence	Procedure	TCTC	Chief Human Resources Officer
1-9-1011.4	Mini-Grants	Procedure	TCTC	Chief Human Resources Officer
1-9-1011.5	Flowers for College Employees	Procedure	TCTC	Chief Human Resources Officer
1-9-1011.6	Recognition Upon Retirement or Resignation	Procedure	TCTC	Chief Human Resources Officer

Educational Programs and Related Activities

3-0-100	Intellectual Property Rights	Policy	State	State Tech. Executive Director
3-0-100.1	Intellectual Property Rights	Procedure	State	State Tech. Executive Director

<u>3-1-100</u>	Academic Freedom and Responsibility - Copyright	Policy	State	State Tech. Executive Director
<u>3-1-101</u>	Structure of Associate Degree, Diploma, and Certificate Programs	Policy	State	State Tech. Executive Director
<u>3-1-101.1</u>	Structure of Associate Degree, Diploma, and Certificate Programs	Procedure	State	State Tech. Executive Director
<u>3-1-1010.2</u>	Curriculum Development and Revision	Procedure	TCTC	Chief Academic Officer
<u>3-1-1015</u>	Distance Learning	Policy	TCTC	Chief Academic Officer
<u>3-1-1015.1</u>	Distance Learning	Procedure	TCTC	Chief Academic Officer
<u>3-1-102</u>	Non-Credit Continuing Education Programs	Policy	State	State Tech. Executive Director
<u>3-1-102.1</u>	Non-credit Programs: Definition of Terms	Procedure	State	State Tech. Executive Director
<u>3-1-1021.1</u>	Continuing Education Unit (CEU)	Procedure	TCTC	Chief of Staff
<u>3-1-103</u>	Course Levels	Policy	State	State Tech. Executive Director
<u>3-1-103.1</u>	Course Levels	Procedure	State	State Tech. Executive Director
<u>3-1-301</u>	Instructional Program Evaluation	Policy	State	State Tech. Executive Director
<u>3-1-301.1</u>	Instructional Program Evaluation Timetable and Procedures	Procedure	State	State Tech. Executive Director
<u>3-1-401</u>	Instructional Program Advisory Committees	Policy	State	State Tech. Executive Director
<u>3-1-4010.1</u>	Instructional Program Advisory Committees	Procedure	TCTC	Chief Academic Officer
<u>3-1-4010.2</u>	Outstanding Advisory Committee Award	Procedure	TCTC	Chief Academic Officer
<u>3-1-5000</u>	Circulation of Library Materials	Policy	TCTC	Chief Student Services Officer
<u>3-1-5000.1</u>	Circulation of Library Materials	Procedure	TCTC	Chief Student Services Officer
<u>3-1-5011</u>	Selection, Acquisition, and Weeding of Library Materials	Policy	TCTC	Chief Student Services Officer
<u>3-1-5011.1</u>	Selection, Acquisition, and Weeding of Library Materials	Procedure	TCTC	Chief Student Services Officer
<u>3-1-5012</u>	Challenged Library Materials	Policy	TCTC	Chief Student Services Officer
<u>3-1-5012.1</u>	Challenged Library Materials	Procedure	TCTC	Chief Student Services Officer
<u>3-1-5013</u>	Sale of Textbooks and Educational Supplies	Policy	TCTC	Vice President for Business Affairs
<u>3-1-5014</u>	Instructional Materials/Property	Policy	TCTC	Assistant VP for Curriculum and Instruction
<u>3-1-5014.1</u>	Instructional Materials/Property	Procedure	TCTC	Chief Academic Officer
<u>3-1-5015</u>	Student Access to Adjunct Instructors	Policy	TCTC	Chief Academic Officer
<u>3-1-5015.1</u>	Student Access to Adjunct Instructors	Procedure	TCTC	Chief Academic Officer
<u>3-1-502</u>	Approval For Cancelled Curriculum	Policy	State	State Tech. Executive Director

<u>3-1-502.1</u>	Approval For Cancelled Curriculum	Procedure	State	State Tech. Executive Director
<u>3-2-100</u>	Dual Enrollment	Policy	State	State Tech. Executive Director
<u>3-2-100.1</u>	Dual Enrollment	Procedure	State	State Tech. Executive Director
<u>3-2-101</u>	Open Admissions	Policy	State	State Tech. Executive Director
<u>3-2-101.1</u>	Open Admissions	Procedure	State	State Tech. Executive Director
<u>3-2-1010.2</u>	Open Admissions and Admissions Requirements	Procedure	TCTC	Assistant VP for Curriculum and Instruction
<u>3-2-1010.3</u>	Curriculum Program Admission with Advanced Standing	Procedure	TCTC	Chief Academic Officer
<u>3-2-1010.4</u>	Placement Testing	Procedure	TCTC	Chief Academic Officer
<u>3-2-1010.6</u>	Credit Program Registration	Procedure	TCTC	Chief Academic Officer
<u>3-2-1010.7</u>	Testing Center Fee Structure	Procedure	TCTC	Chief Student Services Officer
<u>3-2-1011</u>	Student Classification	Policy	TCTC	Chief Academic Officer
<u>3-2-1012</u>	Catalog Rights	Policy	TCTC	Chief Academic Officer
<u>3-2-1013</u>	Requirements for Graduation	Policy	TCTC	Chief Academic Officer
<u>3-2-1013.1</u>	Graduation Application	Procedure	TCTC	Chief Academic Officer
<u>3-2-1014</u>	Student Financial Aid	Policy	TCTC	Chief Student Services Officer
<u>3-2-1014.1</u>	Student Financial Aid	Procedure	TCTC	Chief Student Services Officer
<u>3-2-1015</u>	Placement Testing	Policy	TCTC	Chief Academic Officer
<u>3-2-1015.1</u>	Changing Recommended Placement Criteria	Procedure	TCTC	Chief Academic Officer
<u>3-2-102</u>	Status of International Students	Policy	State	State Tech. Executive Director
<u>3-2-102.1</u>	Admission of International Students	Procedure	State	State Tech. Executive Director
<u>3-2-103</u>	Minimum Age for Admission	Policy	State	State Tech. Executive Director
<u>3-2-1035</u>	SC Illegal Immigration Reform Act	Policy	TCTC	Chief Student Services Officer
<u>3-2-1035.1</u>	SC Illegal Immigration Reform Act	Procedure	TCTC	Chief Student Services Officer
<u>3-2-104</u>	Retention of Student Records	Policy	State	State Tech. Executive Director
<u>3-2-1040.1</u>	Retention of Student Records	Procedure	TCTC	Chief Student Services Officer
<u>3-2-1041</u>	Confidentiality of Student Records	Policy	TCTC	Chief Student Services Officer
<u>3-2-1041.1</u>	Confidentiality of Student Records	Procedure	TCTC	Chief Student Services Officer
<u>3-2-105</u>	Grading System and Standards of Student Progress	Policy	State	State Tech. Executive Director
<u>3-2-105.1</u>	Grading System and Standards of Student Progress	Procedure	State	State Tech. Executive Director

<u>3-2-1050.1</u>	Grading System Credit and Non-credit Courses	Procedure	TCTC	Chief Academic Officer
<u>3-2-1050.3</u>	Credit Course Grade Timetable and Grade Change	Procedure	TCTC	Chief Academic Officer
<u>3-2-1050.4</u>	Auditing of Credit Courses	Procedure	TCTC	Chief Academic Officer
<u>3-2-1050.5</u>	Academic Standing	Procedure	TCTC	Chief Academic Officer
<u>3-2-1051</u>	Repeat Grade	Policy	TCTC	Chief Academic Officer
<u>3-2-1053</u>	Attendance for Credit Students	Policy	TCTC	Chief Academic Officer
<u>3-2-1053.1</u>	Attendance for Credit Students	Procedure	TCTC	Chief Academic Officer
<u>3-2-1054</u>	Recognition of Academic Achievement	Policy	TCTC	Chief Academic Officer
<u>3-2-1054.1</u>	Recognition of Academic Achievement	Procedure	TCTC	Assistant VP for Curriculum and Instruction
<u>3-2-1055</u>	Joint Participation of Credit and Continuing Education Departments in Delivering Credit Courses	Policy	TCTC	Assistant VP for Curriculum and Instruction
<u>3-2-106</u>	The Student Code and Grievance Procedure for the South Carolina Technical College System	Policy	State	State Tech. Executive Director
<u>3-2-106.1</u>	The Student Code for the South Carolina Technical College System	Procedure	State	State Tech. Executive Director
<u>3-2-106.2</u>	Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment	Procedure	State	State Tech. Executive Director
<u>3-2-106.3</u>	The Student Grievance Procedure for the South Carolina Technical College System	Procedure	State	State Tech. Executive Director
<u>3-2-1060.1</u>	Academic Concern and Complaint Procedure	Procedure	TCTC	Chief Academic Officer
<u>3-2-1060.2</u>	Hazing and Hazing Prevention Procedure	Procedure	TCTC	Chief Student Services Officer
<u>3-2-1061</u>	Substance Abuse	Policy	TCTC	Chief Student Services Officer
<u>3-2-1061.1</u>	Student Alcohol and Other Drugs	Procedure	TCTC	Chief Student Services Officer
<u>3-2-1062</u>	Weapons on Campus	Policy	TCTC	Vice President for Business Affairs
<u>3-2-107</u>	Service Animals	Policy	State	State Tech. Executive Director
<u>3-2-107.1</u>	Service Animals	Procedure	State	State Tech. Executive Director
<u>3-2-201</u>	Length of Academic Semesters	Policy	State	State Tech. Executive Director
<u>3-2-2011</u>	Student Activity Period	Policy	TCTC	Chief Student Services Officer
<u>3-2-202</u>	Maximum Student Load	Policy	State	State Tech. Executive Director
<u>3-2-2020</u>	Maximum Student Load	Policy	TCTC	Chief Academic Officer
<u>3-2-2020.1</u>	Maximum Student Load	Procedure	TCTC	Chief Academic Officer
<u>3-2-203</u>	Dropping and Adding Courses	Policy	State	State Tech. Executive Director

3-2-2030	Credit Course Add and Drop Periods	Policy	TCTC	Chief Academic Officer
3-2-204	Length of Time in Developmental Education	Policy	State	State Tech. Executive Director
3-2-2040.1	Length of Time in Developmental Courses	Procedure	TCTC	Chief Academic Officer
3-2-205	Four Percent Fee Waiver	Policy	State	State Tech. Executive Director
3-2-205.1	Procedure for Awarding the Four Percent Fee Waiver	Procedure	State	State Tech. Executive Director
3-2-2050	Four Percent (4%) Tuition Fee Waiver	Policy	TCTC	Vice President for Business Affairs
3-2-2050.1	Four Percent (4%) Tuition Fee Waiver	Procedure	TCTC	Vice President for Business Affairs
3-2-206	Abatement of Out-of-State Tuition for Workforce Development	Policy	State	State Tech. Executive Director
3-2-301	Athletic Programs	Policy	State	State Tech. Executive Director
3-2-301.1	Athletic Programs	Procedure	State	State Tech. Executive Director
3-2-3020.2	Student Activities and Organizations	Procedure	TCTC	Chief Student Services Officer
3-2-3020.4	Student Fund-raising Activity	Procedure	TCTC	Chief Student Services Officer
3-2-306	South Carolina Workforce Industry Needs Scholarship (SCWINS)	Policy	State	State Tech. Executive Director
3-2-306.1	South Carolina Workforce Industry Needs Scholarship (SCWINS)	Procedure	State	State Tech. Executive Director
3-2-307	Lottery Tuition Assistance Administration	Policy	State	State Tech. Executive Director
3-2-307.1	Lottery Tuition Assistance Administration	Procedure	State	State Tech. Executive Director
3-2-5010	Death of Student	Policy	TCTC	Chief Student Services Officer
3-2-5010.1	Death of Student	Procedure	TCTC	Chief Student Services Officer
3-3-101	Data Base Reporting Requirements	Policy	State	State Tech. Executive Director
3-3-101.1	Required Data Base Reporting Elements	Procedure	State	State Tech. Executive Director
3-4-101	Innovative Technical Training	Policy	State	State Tech. Executive Director
3-5-101	Transfer of Student Credits Among Technical Colleges	Policy	State	State Tech. Executive Director
3-5-101.1	Transfer of Student Credits Among Technical Colleges	Procedure	State	State Tech. Executive Director
3-6-101	Articulation Requirements of South Carolina School-To-Work Act	Policy	State	State Tech. Executive Director
3-6-101.1	Procedures for Developing Course and Program Articulation Between Secondary Schools and Technical Colleges	Procedure	State	State Tech. Executive Director

Physical Facilities and Equipment

4-1-101	Dormitories	Policy	State	State Tech. Executive Director
4-2-101	Permanent Improvements	Policy	State	State Tech. Executive Director

<u>4-2-101.1</u>	Permanent Improvements	Procedure	State	State Tech. Executive Director
<u>4-2-1011</u>	Facility and Program Names and Plaques	Policy	TCTC	President
<u>4-2-1011.1</u>	Naming of Tri-County Technical College Facilities	Procedure	TCTC	President
<u>4-2-1011.2</u>	Plaques	Procedure	TCTC	Vice President for Business Affairs
<u>4-2-1012</u>	College Facility Utilization	Policy	TCTC	Vice President for Business Affairs
<u>4-2-1012.1</u>	College Facility Utilization	Procedure	TCTC	Vice President for Business Affairs
<u>4-2-1013</u>	Maintenance Plan for Equipment, Buildings, and Grounds	Policy	TCTC	Vice President for Business Affairs
<u>4-2-1013.1</u>	Facility Maintenance and Work Request	Procedure	TCTC	Vice President for Business Affairs
<u>4-2-1014</u>	Tobacco Products	Policy	TCTC	Assistant Vice President for Human Resources
<u>4-2-1014.1</u>	Tobacco and Vaporizing Products	Procedure	TCTC	Assistant Vice President for Human Resources
<u>4-2-1016</u>	College Vehicle Utilization	Policy	TCTC	Vice President for Business Affairs
<u>4-2-1016.1</u>	College Vehicle Utilization	Procedure	TCTC	Vice President for Business Affairs
<u>4-2-102</u>	Criteria for Ranking State Capital Improvement Funding Requests	Policy	State	State Tech. Executive Director
<u>4-2-102.1</u>	Criteria for Ranking State Capital Improvement Funding Requests	Procedure	State	State Tech. Executive Director
<u>4-2-1020</u>	Minors On Campus	Policy	TCTC	Vice President for Business Affairs
<u>4-2-1020.1</u>	Children Unattended On Campus	Procedure	TCTC	Vice President for Business Affairs
<u>4-3-101</u>	Federal Excess Property	Policy	State	State Tech. Executive Director
<u>4-4-101</u>	Acquisition of Information Technology Systems	Policy	State	State Tech. Executive Director
<u>4-4-101.1</u>	Procurement of Information Technology Equipment, Software, and Services	Procedure	State	State Tech. Executive Director
<u>4-4-1010.2</u>	Copyrighted Computer Software and Electronic Materials	Procedure	TCTC	Vice President for Business Affairs
<u>4-4-1011</u>	Technology Hardware, Software and Systems Standards	Policy	TCTC	Vice President for Business Affairs
<u>4-4-1011.1</u>	Technology Hardware, Software and Systems Standards	Procedure	TCTC	Vice President for Business Affairs
<u>4-4-102</u>	Wide Area Network (TECHNET): Purpose and Functions	Policy	State	State Tech. Executive Director
<u>4-4-103</u>	Network Acceptable Use	Policy	State	State Tech. Executive Director
<u>4-4-1031</u>	Acceptable Use of Information Technology Resources	Policy	TCTC	Vice President for Business Affairs
<u>4-4-1031.1</u>	Acceptable Use of Information Technology Resources	Procedure	TCTC	Vice President for Business Affairs
<u>4-4-104</u>	Web Accessibility	Policy	State	State Tech. Executive Director
<u>4-4-105</u>	Information Security	Policy	State	State Tech. Executive Director

4-6-101	Security	Policy	State	State Tech. Executive Director
4-5-101	Capital Assets	Policy	State	State Tech. Executive Director
4-5-101.1	Capital Assets	Procedure	State	State Tech. Executive Director
4-6-1010.1	Security Procedure	Procedure	TCTC	Vice President for Business Affairs
4-8-1010	Campus Police	Policy	TCTC	Vice President for Business Affairs
4-8-1010.1	Campus Police	Procedure	TCTC	Vice President for Business Affairs
4-8-1011.1	Gangs and Gang-like Activities	Procedure	TCTC	Vice President for Business Affairs

Economic Development

6-1-100	Customized Training	Policy	State	State Tech. Executive Director
6-1-100.1	Customized Training	Procedure	State	State Tech. Executive Director
6-1-101	The Center for Accelerated Technology Training in a Temporary Facility	Policy	State	State Tech. Executive Director
6-1-102	Enterprise Zone Job Retraining Program	Policy	State	State Tech. Executive Director

Fiscal

7-0-100	Salaries Paid to Classified and Unclassified Employees	Policy	State	State Tech. Executive Director
7-0-2000	Tri-County Technical College/Tri-County Technical College Foundation Relationship	Policy	TCTC	President
7-1-101	Efficiency and Administrative Policies Act of 2011	Policy	State	State Tech. Executive Director
7-1-101.1	Higher Ed Efficiency and Administrative Policies Act of 2011	Procedure	State	State Tech. Executive Director
7-1-201	Instructional Program Funding	Policy	State	State Tech. Executive Director
7-1-201.1	Fundable Programs Description and Classification	Procedure	State	State Tech. Executive Director
7-1-201.2	State Funds Allocation Formula For Program Operations	Procedure	State	State Tech. Executive Director
7-1-202	Tort Liability Coverage	Policy	State	State Tech. Executive Director
7-2-101	Student Fee Structure	Policy	State	State Tech. Executive Director
7-2-101.1	Approval of Student Fees	Procedure	State	State Tech. Executive Director
7-2-1010.1	Student Fee Structure	Procedure	TCTC	Vice President for Business Affairs
7-2-1012	Tuition and Fee Refund for Credit Programs	Policy	TCTC	Vice President for Business Affairs
7-2-1012.1	Tuition and Fee Refund for Credit Programs	Procedure	TCTC	Vice President for Business Affairs
7-2-1012.2	Tuition and Fee Refund for Credit Programs for Unusual, Unforeseeable and Extenuating Circumstances	Procedure	TCTC	Vice President for Business Affairs

7-2-1013	Refunds of Tuition and Fees for Non-credit Courses	Policy	TCTC	Vice President for Business Affairs
7-2-1013.1	Refunds for Non-credit Courses	Procedure	TCTC	Vice President for Business Affairs
7-2-102	Transfer of Tuition Fees for Capital Expenditures	Policy	State	State Tech. Executive Director
7-3-101	Investments	Policy	State	State Tech. Executive Director
7-3-1010	Travel and Subsistence Expenses	Policy	TCTC	Vice President for Business Affairs
7-3-1010.1	Reimbursement for Travel and Subsistence Expenses	Procedure	TCTC	Vice President for Business Affairs
7-3-1010.2	Reimbursement for Meals Associated with Official College Business	Procedure	TCTC	Vice President for Business Affairs
7-5-101	Uniform Accounting System	Policy	State	State Tech. Executive Director
7-5-1011	Writing Off Bad Debts	Policy	TCTC	Vice President for Business Affairs
7-5-1011.1	Writing Off Bad Debts	Procedure	TCTC	Vice President for Business Affairs
7-5-102	Uniform Audit Guide	Policy	State	State Tech. Executive Director
7-6-101	Expenditures for Promotional Activities	Policy	State	State Tech. Executive Director
7-6-101.1	Eligible Expenditures for Promotional Purposes	Procedure	State	State Tech. Executive Director
7-7-101	Expenditure of Auxiliary Income	Policy	State	State Tech. Executive Director
7-7-1010	Expenditure of Auxiliary Income	Policy	TCTC	Vice President for Business Affairs
7-7-1010.1	Expenditure of Auxiliary Income	Procedure	TCTC	Vice President for Business Affairs
7-8-101	Budget and Plan of Operation	Policy	State	State Tech. Executive Director
7-8-1010.1	Preparation of College Budgets	Procedure	TCTC	Vice President for Business Affairs
7-8-1011	Investment of Fund Balances	Policy	TCTC	Vice President for Business Affairs
7-8-102	Installment Purchase Plan Funding	Policy	State	State Tech. Executive Director
7-9-101	Minority Business Enterprise	Policy	State	State Tech. Executive Director

Human Resource Management

8-0-100	Labor Relations	Policy	State	State Tech. Executive Director
8-0-100.1	Labor Relations	Procedure	State	State Tech. Executive Director
8-0-1010	Academic Freedom	Policy	TCTC	Chief Academic Officer
8-0-1010.1	Academic Freedom	Procedure	TCTC	Chief Academic Officer
8-0-102	Personal Benefits from Projects	Policy	State	State Tech. Executive Director
8-0-103	Political Activity	Policy	State	State Tech. Executive Director

<u>8-0-105</u>	Ethics Requirements For Employees and Public Officials	Policy	State	State Tech. Executive Director
<u>8-0-105.1</u>	Ethics Requirements For Employees and Public Officials	Procedure	State	State Tech. Executive Director
<u>8-0-106</u>	Personnel Files	Policy	State	State Tech. Executive Director
<u>8-0-107</u>	Freedom of Information	Policy	State	State Tech. Executive Director
<u>8-0-107.1</u>	Freedom of Information	Procedure	State	State Tech. Executive Director
<u>8-1-100</u>	Separation Incentive Programs	Policy	State	State Tech. Executive Director
<u>8-1-100.1</u>	Retirement Incentive Program	Procedure	State	State Tech. Executive Director
<u>8-1-100.2</u>	Voluntary Separation Program	Procedure	State	State Tech. Executive Director
<u>8-1-101</u>	Voluntary Furlough Program	Policy	State	State Tech. Executive Director
<u>8-1-101.1</u>	Voluntary Furlough Program	Procedure	State	State Tech. Executive Director
<u>8-1-102</u>	Mandatory Furlough Programs	Policy	State	State Tech. Executive Director
<u>8-1-102.1</u>	Mandatory Furlough Programs	Procedure	State	State Tech. Executive Director
<u>8-2-100</u>	Secondary State Employment/Dual Employment	Policy	State	State Tech. Executive Director
<u>8-2-100.1</u>	Secondary State/Dual Employment	Procedure	State	State Tech. Executive Director
<u>8-2-101</u>	Notification of Employment Status	Policy	State	State Tech. Executive Director
<u>8-2-101.1</u>	Notification of Employment Status	Procedure	State	State Tech. Executive Director
<u>8-2-102</u>	Classified and Unclassified Employment Compensation	Policy	State	State Tech. Executive Director
<u>8-2-102.1</u>	Compensation Plan for Unclassified Faculty Personnel	Procedure	State	State Tech. Executive Director
<u>8-2-102.2</u>	Compensation Plan for Unclassified Non-Teaching Personnel (UNTP)	Procedure	State	State Tech. Executive Director
<u>8-2-102.3</u>	Compensation Plan for Unclassified Senior Vice Presidents, Vice Presidents, Associate Vice Presidents and Assistant Vice Presidents	Procedure	State	State Tech. Executive Director
<u>8-2-1022</u>	Standards for Hiring Faculty	Policy	TCTC	Chief Human Resources Officer
<u>8-2-103</u>	Faculty Teaching/Work Load and Overload Compensation	Policy	State	State Tech. Executive Director
<u>8-2-103.1</u>	Faculty Teaching/Work Load and Overload Compensation	Procedure	State	State Tech. Executive Director
<u>8-2-1030</u>	Faculty Teaching Load and Overload Compensation	Policy	TCTC	Chief Human Resources Officer
<u>8-2-1030.1</u>	Teaching Load for Full-time Faculty	Procedure	TCTC	Chief Academic Officer
<u>8-2-1030.2</u>	Terms of Employment and Overload Compensation for Full-time Faculty	Procedure	TCTC	Chief Human Resources Officer
<u>8-2-1030.3</u>	Sponsoring College Activities	Procedure	TCTC	Chief Human Resources Officer
<u>8-2-1031</u>	Academic Advising	Policy	TCTC	Chief Academic Officer

<u>8-2-1031.1</u>	Academic Advising	Procedure	TCTC	Chief Academic Officer
<u>8-2-104</u>	Overtime Compensation	Policy	State	State Tech. Executive Director
<u>8-2-104.1</u>	Overtime Compensation	Procedure	State	State Tech. Executive Director
<u>8-2-105</u>	Compensation for Temporary (Adjunct) Faculty	Policy	State	State Tech. Executive Director
<u>8-2-105.1</u>	Compensation for Temporary (Adjunct) Faculty	Procedure	State	State Tech. Executive Director
<u>8-2-106</u>	Salary Supplements: Technical College Employees	Policy	State	State Tech. Executive Director
<u>8-2-106.1</u>	Salary Supplements: Technical College Employees	Procedure	State	State Tech. Executive Director
<u>8-2-107</u>	Salary Supplements: Technical College Presidents	Policy	State	State Tech. Executive Director
<u>8-2-107.1</u>	Salary Supplements: Technical College Presidents	Procedure	State	State Tech. Executive Director
<u>8-2-108</u>	Temporary Grant Positions/Employment	Policy	State	State Tech. Executive Director
<u>8-2-108.1</u>	Temporary Grant Positions/Employment	Procedure	State	State Tech. Executive Director
<u>8-2-109</u>	English Fluency Requirements for Faculty Employment	Policy	State	State Tech. Executive Director
<u>8-2-109.1</u>	English Fluency Requirements for Faculty Employment	Procedure	State	State Tech. Executive Director
<u>8-2-110</u>	Classification and Compensation Plan for Classified Positions/Personnel	Policy	State	State Tech. Executive Director
<u>8-2-110.1</u>	Classification Plan for Classified Positions	Procedure	State	State Tech. Executive Director
<u>8-2-110.2</u>	Compensation Plan for Classified Personnel	Procedure	State	State Tech. Executive Director
<u>8-2-111</u>	Employment/Compensation Plan for Technical College Presidents	Policy	State	State Tech. Executive Director
<u>8-3-100</u>	Annual Leave	Policy	State	State Tech. Executive Director
<u>8-3-100.1</u>	Annual Leave	Procedure	State	State Tech. Executive Director
<u>8-3-101</u>	Faculty Nonwork Days	Policy	State	State Tech. Executive Director
<u>8-3-101.1</u>	Faculty Nonwork Days	Procedure	State	State Tech. Executive Director
<u>8-3-1010.1</u>	Faculty Nonwork Days	Procedure	TCTC	Chief Human Resources Officer
<u>8-3-102</u>	Sick Leave	Policy	State	State Tech. Executive Director
<u>8-3-102.1</u>	Sick Leave	Procedure	State	State Tech. Executive Director
<u>8-3-103</u>	Other Leave Types	Policy	State	State Tech. Executive Director
<u>8-3-103.1</u>	Court Leave	Procedure	State	State Tech. Executive Director
<u>8-3-103.2</u>	Voting Leave	Procedure	State	State Tech. Executive Director
<u>8-3-103.3</u>	Military Leave	Procedure	State	State Tech. Executive Director

<u>8-3-103.4</u>	Funeral Leave for Death in the Immediate Family	Procedure	State	State Tech. Executive Director
<u>8-3-103.5</u>	American Red Cross Certified Disaster Service Leave, Blood Drive and Donation Leave, Bone Marrow Donor Leave, Organ Donor Leave, and Administrative Leave	Procedure	State	State Tech. Executive Director
<u>8-3-103.6</u>	Worker's Compensation Leave	Procedure	State	State Tech. Executive Director
<u>8-3-103.7</u>	Extended Disability Leave	Procedure	State	State Tech. Executive Director
<u>8-3-103.8</u>	Family and Medical Leave Act	Procedure	State	State Tech. Executive Director
<u>8-3-104</u>	Break In Service	Policy	State	State Tech. Executive Director
<u>8-3-104.1</u>	Break In Service	Procedure	State	State Tech. Executive Director
<u>8-3-105</u>	Hazardous Weather and Emergency Leave	Policy	State	State Tech. Executive Director
<u>8-3-105.1</u>	Hazardous Weather and Emergency Leave	Procedure	State	State Tech. Executive Director
<u>8-3-106</u>	Employee Leave Transfer Program	Policy	State	State Tech. Executive Director
<u>8-3-106.1</u>	Employee Leave Transfer Program	Procedure	State	State Tech. Executive Director
<u>8-3-108</u>	Holidays	Policy	State	State Tech. Executive Director
<u>8-3-108.1</u>	Holidays	Procedure	State	State Tech. Executive Director
<u>8-4-100</u>	Employee Performance Management System (EPMS)	Policy	State	State Tech. Executive Director
<u>8-4-100.1</u>	Employee Performance Management System (EPMS)(Review Date Option)	Procedure	State	State Tech. Executive Director
<u>8-4-101</u>	Faculty Performance Management System (FPMS)	Policy	State	State Tech. Executive Director
<u>8-4-101.1</u>	Faculty Performance Management System (FPMS)	Procedure	State	State Tech. Executive Director
<u>8-4-1010.1</u>	Student Evaluation of Credit Courses and Faculty	Procedure	TCTC	Chief Academic Officer
<u>8-4-1010.2</u>	Adjunct Faculty Orientation, Supervision, and Evaluation	Procedure	TCTC	Chief Academic Officer
<u>8-5-100</u>	Disciplinary Action	Policy	State	State Tech. Executive Director
<u>8-5-100.1</u>	Disciplinary Action	Procedure	State	State Tech. Executive Director
<u>8-5-101</u>	Anti-Harassment	Policy	State	State Tech. Executive Director
<u>8-5-101.1</u>	Anti-Harassment	Procedure	State	State Tech. Executive Director
<u>8-5-102</u>	Workplace Violence	Policy	State	State Tech. Executive Director
<u>8-5-103</u>	Non-Fraternization	Policy	State	State Tech. Executive Director
<u>8-6-100</u>	Grievances and Appeals	Policy	State	State Tech. Executive Director
<u>8-6-100.1</u>	Grievances and Appeals	Procedure	State	State Tech. Executive Director

<u>8-7-100</u>	Employment Practices	Policy	State	State Tech. Executive Director
<u>8-7-100.1</u>	Employment Practices	Procedure	State	State Tech. Executive Director
<u>8-7-100.2</u>	Temporary Employment	Procedure	State	State Tech. Executive Director
<u>8-7-101</u>	Secondary Employment Outside the Technical Education System	Policy	State	State Tech. Executive Director
<u>8-7-101.1</u>	Secondary Employment Outside State Government	Procedure	State	State Tech. Executive Director
<u>8-7-1010.1</u>	Secondary Non-State Employment	Procedure	TCTC	Chief Human Resources Officer
<u>8-7-102</u>	Employment of Relatives (Nepotism)	Policy	State	State Tech. Executive Director
<u>8-7-103</u>	Reduction in Force	Policy	State	State Tech. Executive Director
<u>8-7-103.1</u>	Reduction in Force	Procedure	State	State Tech. Executive Director
<u>8-7-104</u>	Communicable Diseases and Infections	Policy	State	State Tech. Executive Director
<u>8-7-105</u>	Employee Alcohol/Drug Use	Policy	State	State Tech. Executive Director
<u>8-7-106</u>	Telecommuting	Policy	State	State Tech. Executive Director
<u>8-7-106.1</u>	Telecommuting	Procedure	State	State Tech. Executive Director
<u>8-7-107</u>	Retiree Re-Employment	Policy	State	State Tech. Executive Director
<u>8-7-107.1</u>	Retiree Re-Employment	Procedure	State	State Tech. Executive Director
<u>8-7-109</u>	Criminal Background Checks	Policy	State	State Tech. Executive Director
<u>8-7-109.1</u>	Criminal Background Checks	Procedure	State	State Tech. Executive Director
<u>8-7-1060.1</u>				
<u>8-8-100</u>	Exit Interview	Policy	State	State Tech. Executive Director
<u>8-8-100.1</u>	Termination	Procedure	State	State Tech. Executive Director
<u>8-9-100</u>	Solicitation and Distribution	Policy	State	State Tech. Executive Director
<u>8-9-100.1</u>	Solicitation and Distribution	Procedure	State	State Tech. Executive Director
<u>8-9-1000.1</u>	Solicitation and Distribution of Materials, Goods and Services within College Facilities	Procedure	TCTC	Chief Human Resources Officer
<u>8-10-100</u>	Employee Development	Policy	State	State Tech. Executive Director
<u>8-10-100.1</u>	Employee Development	Procedure	State	State Tech. Executive Director
<u>8-10-1000</u>	Employee Development	Policy	TCTC	Chief Human Resources Officer
<u>8-10-1000.1</u>	Employee Development	Procedure	TCTC	Chief Human Resources Officer
<u>8-10-1010</u>	Use and Dissemination of Personal Information	Policy	TCTC	Chief Human Resources Officer

<u>8-10-1010.1</u>	Use and Dissemination of Personal Information	Procedure	TCTC	Chief Human Resources Officer
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