

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

Number	Name	Policy /Procedure	State /TCTC	Person Responsible
<b>Roles and Relationships</b>				
<a href="#">0-1-100</a>	Adherence to Applicable Law	Policy	State	State Tech. Executive Director
<a href="#">0-1-100.1</a>	Adherence to Applicable Law	Procedure	State	State Tech. Executive Director
<a href="#">0-1-101</a>	Functions of the State Board for Technical and Comprehensive Education	Policy	State	State Tech. Executive Director
<a href="#">0-1-101.1</a>	Functions of the State Board for Technical and Comprehensive Education	Procedure	State	State Tech. Executive Director
<a href="#">0-1-102</a>	Policy Development	Policy	State	State Tech. Executive Director
<a href="#">0-1-102.1</a>	Policy Development	Procedure	State	State Tech. Executive Director
<a href="#">0-1-103</a>	Coordination with State Agencies	Policy	State	State Tech. Executive Director
<a href="#">0-1-103.1</a>	Coordination with State Agencies	Procedure	State	State Tech. Executive Director
<a href="#">0-1-104</a>	Functions of the Executive Director	Policy	State	State Tech. Executive Director
<a href="#">0-1-104.1</a>	Functions of the Executive Director	Procedure	State	State Tech. Executive Director
<a href="#">0-1-105</a>	Agency Head Evaluation Process	Policy	State	State Tech. Executive Director
<b>General Administration</b>				
<a href="#">1-1-100</a>	Functions of an Area Commission	Policy	State	State Tech. Executive Director

<a href="#">1-1-101</a>	Local Policy Development	Policy	State	State Tech. Executive Director
<a href="#">1-1-1000</a>	Functions of the Tri County Technical College Area Commission	Policy	TCTC	President
<a href="#">1-1-1010</a>	Policy and Procedure Development	Policy	TCTC	President
<a href="#">1-1-1010.1</a>	Policy and Procedure Development and Review	Procedure	TCTC	President
<a href="#">1-1-102</a>	Functions of a Technical College President	Policy	State	State Tech. Executive Director
<a href="#">1-1-103</a>	Presidential Search Committee Appointments	Policy	State	State Tech. Executive Director
<a href="#">1-2-100</a>	Criteria for the Naming of an Institution	Policy	State	State Tech. Executive Director
<a href="#">1-2-100.1</a>	Request to Change Name of an Institution	Procedure	State	State Tech. Executive Director
<a href="#">1-2-101</a>	Geographic Service Areas of Technical Colleges	Policy	State	State Tech. Executive Director
<a href="#">1-2-101.1</a>	Inter-Service Area Contractual Programs	Procedure	State	State Tech. Executive Director
<a href="#">1-2-101.2</a>	Inter-Service Area Curriculum Programs	Procedure	State	State Tech. Executive Director
<a href="#">1-2-102</a>	Dissemination of Information by Technical Colleges	Policy	State	State Tech. Executive Director
<a href="#">1-2-102.1</a>	Printed and Electronic Materials	Procedure	State	State Tech. Executive Director
<a href="#">1-2-1021</a>	Publishing Mission Statement in College Publications	Policy	TCTC	President
<a href="#">1-2-1022</a>	Discrimination Statement for Publication	Policy	TCTC	Assistant VP for Human Resources
<a href="#">1-2-1024</a>	Communications	Policy	TCTC	President
<a href="#">1-2-1024.3</a>	Communications Procedure	Procedure	TCTC	President
<a href="#">1-2-1025</a>	Social Media Policy	Policy	TCTC	Senior VP
<a href="#">1-2-1025.1</a>	Social Media Procedure	Procedure	TCTC	Senior VP
<a href="#">1-2-1030</a>	Administrative Systems and Data Security	Policy	TCTC	Vice President for Business Affairs

<a href="#">1-2-1030.1</a>	Administrative Systems and Data Security	Procedure	TCTC	Vice President for Business Affairs
<a href="#">1-2-1030.2</a>	Identity Theft Red Flag Identification and Prevention Procedure	Procedure	TCTC	Vice President for Business Affairs
<a href="#">1-2-1040</a>	Accreditation	Policy	TCTC	President
<a href="#">1-2-1040.1</a>	Accreditation	Procedure	TCTC	President
<a href="#">1-3-100</a>	Copyright	Policy	State	State Tech. Executive Director
<a href="#">1-6-1010</a>	Institutional Review Board	Policy	TCTC	President
<a href="#">1-6-1010.1</a>	IRB Review for Human Subjects Research	Procedure	TCTC	Senior VP
<a href="#">1-6-1011</a>	Institutional Effectiveness	Policy	TCTC	President
<a href="#">1-6-1011.1</a>	Institutional Effectiveness	Procedure	TCTC	Senior VP
<a href="#">1-6-1020</a>	External Gifts and Grants	Policy	TCTC	Executive Director Foundation
<a href="#">1-6-1020.1</a>	College Fund-raising Priorities	Procedure	TCTC	Executive Director Foundation
<a href="#">1-6-1020.2</a>	Solicitation, Acceptance and Acknowledgment of Gifts	Procedure	TCTC	Executive Director Foundation
<a href="#">1-6-1020.3</a>	Grants Development and Management	Procedure	TCTC	Executive Director Foundation
<a href="#">1-6-1030</a>	Alumni Development	Policy	TCTC	Executive Director Foundation
<a href="#">1-6-2010</a>	College and Employee Involvement with External Groups, Boards and Consortia	Policy	TCTC	President
<a href="#">1-6-2010.1</a>	College and Employee Involvement with External Groups, Boards and Consortia	Procedure	TCTC	President
<a href="#">1-6-3010</a>	Americans With Disabilities Act	Policy	TCTC	Assistant VP for Human Resources
<a href="#">1-6-3010.1</a>	Americans With Disabilities Act of 1990 (Students and Employees)	Procedure	TCTC	Assistant VP for Human Resources and Senior VP
<a href="#">1-7-1000</a>	College Decision-making Process	Policy	TCTC	President
<a href="#">1-7-1000.1</a>	Decision-making Systems	Procedure	TCTC	President

<a href="#">1-7-1000.3</a>	Project Management	Procedure	TCTC	Vice President for Business Affairs
<a href="#">1-7-1012</a>	Committee Structure	Policy	TCTC	President
<a href="#">1-7-1012.1</a>	Committee Structure	Procedure	TCTC	President
<a href="#">1-8-1010</a>	Reproduction of Copyrighted Print and Non-print Materials	Policy	TCTC	Senior VP
<a href="#">1-8-1010.1</a>	Reproduction of Copyrighted Print Materials	Procedure	TCTC	Senior VP
<a href="#">1-9-1010.1</a>	Order of Merit	Procedure	TCTC	President
<a href="#">1-9-1011</a>	Employee Recognition	Policy	TCTC	Assistant VP for Human Resources
<a href="#">1-9-1011.1</a>	Presidential Medallion for Instructional Excellence	Procedure	TCTC	Senior VP
<a href="#">1-9-1011.2</a>	Presidential Award for Outstanding Adjunct Faculty Member	Procedure	TCTC	Senior VP
<a href="#">1-9-1011.3</a>	Presidential Medallion for Staff Excellence	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">1-9-1011.5</a>	Flowers for College Employees	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">1-9-1011.6</a>	Recognition Upon Retirement or Resignation	Procedure	TCTC	Assistant VP for Human Resources

## **Educational Programs and Related Activities**

<a href="#">3-0-100</a>	Intellectual Property Rights	Policy	State	State Tech. Executive Director
<a href="#">3-0-100.1</a>	Intellectual Property Rights	Procedure	State	State Tech. Executive Director
<a href="#">3-1-100</a>	Academic Freedom and Responsibility - Copyright	Policy	State	State Tech. Executive Director
<a href="#">3-1-101</a>	Structure of Associate Degree, Diploma, and Certificate Programs	Policy	State	State Tech. Executive Director
<a href="#">3-1-101.1</a>	Structure of Associate Degree, Diploma, and Certificate Programs	Procedure	State	State Tech. Executive Director
<a href="#">3-1-1010.2</a>	Curriculum Development and Revision	Procedure	TCTC	Senior VP
<a href="#">3-1-1015</a>	Distance Learning	Policy	TCTC	Senior VP

<a href="#">3-1-1015.1</a>	Distance Learning (Credit, Internet Courses)	Procedure	TCTC	Assistant VP for Curriculum and Instruction
<a href="#">3-1-102</a>	Non-Credit Continuing Education Programs	Policy	State	State Tech. Executive Director
<a href="#">3-1-102.1</a>	Non-credit Programs: Definition of Terms	Procedure	State	State Tech. Executive Director
<a href="#">3-1-1021.1</a>	Continuing Education Unit (CEU)	Procedure	TCTC	Government Relations and Economic Development Director
<a href="#">3-1-103</a>	Course Levels	Policy	State	State Tech. Executive Director
<a href="#">3-1-103.1</a>	Course Levels	Procedure	State	State Tech. Executive Director
<a href="#">3-1-301</a>	Instructional Program Evaluation	Policy	State	State Tech. Executive Director
<a href="#">3-1-301.1</a>	Instructional Program Evaluation Timetable and Procedures	Procedure	State	State Tech. Executive Director
<a href="#">3-1-401</a>	Instructional Program Advisory Committees	Policy	State	State Tech. Executive Director
<a href="#">3-1-4010.1</a>	Instructional Program Advisory Committees	Procedure	TCTC	Senior VP
<a href="#">3-1-4010.2</a>	Outstanding Advisory Committee Award	Procedure	TCTC	Senior VP
<a href="#">3-1-5000</a>	Circulation of Library Materials	Policy	TCTC	Senior VP
<a href="#">3-1-5000.1</a>	Circulation of Library Materials	Procedure	TCTC	Senior VP
<a href="#">3-1-5011</a>	Selection, Acquisition, and Weeding of Library Materials	Policy	TCTC	Senior VP
<a href="#">3-1-5011.1</a>	Selection, Acquisition, and Weeding of Library Materials	Procedure	TCTC	Senior VP
<a href="#">3-1-5012</a>	Challenged Library Materials	Policy	TCTC	Assistant VP for Student Support and Engagement
<a href="#">3-1-5012.1</a>	Challenged Library Materials	Procedure	TCTC	Senior VP
<a href="#">3-1-5013</a>	Sale of Textbooks and Educational Supplies	Policy	TCTC	Vice President for Business Affairs
<a href="#">3-1-5014</a>	Instructional Materials/Property	Policy	TCTC	Senior VP
<a href="#">3-1-5014.1</a>	Instructional Materials/Property	Procedure	TCTC	Senior VP

<a href="#">3-1-5015</a>	Student Access to Adjunct Instructors	Policy	TCTC	Senior VP
<a href="#">3-1-5015.1</a>	Student Access to Adjunct Instructors	Procedure	TCTC	Senior VP
<a href="#">3-1-502</a>	Approval For Cancelled Curriculum	Policy	State	State Tech. Executive Director
<a href="#">3-1-502.1</a>	Approval For Cancelled Curriculum	Procedure	State	State Tech. Executive Director
<a href="#">3-2-100</a>	Dual Enrollment	Policy	State	State Tech. Executive Director
<a href="#">3-2-100.1</a>	Dual Enrollment	Procedure	State	State Tech. Executive Director
<a href="#">3-2-101</a>	Open Admissions	Policy	State	State Tech. Executive Director
<a href="#">3-2-101.1</a>	Open Admissions	Procedure	State	State Tech. Executive Director
<a href="#">3-2-1010</a>	Open Admissions	Policy	TCTC	President
<a href="#">3-2-1010.2</a>	Open Admissions	Procedure	TCTC	Senior VP
<a href="#">3-2-1010.3</a>	Curriculum Program Admission with Advanced Standing	Procedure	TCTC	Assistant VP for Curriculum and Instruction
<a href="#">3-2-1010.4</a>	Placement Retesting	Procedure	TCTC	Senior VP
<a href="#">3-2-1010.5</a>	Course Waiver	Procedure	TCTC	Senior VP
<a href="#">3-2-1010.6</a>	Credit Program Registration	Procedure	TCTC	Senior VP
<a href="#">3-2-1010.7</a>	Assessment Center Fee Structure	Procedure	TCTC	Senior VP
<a href="#">3-2-1011</a>	Student Classification	Policy	TCTC	Senior VP
<a href="#">3-2-1012</a>	Catalog Rights	Policy	TCTC	Assistant VP Instruction and Institutional Effectiveness
<a href="#">3-2-1013</a>	Requirements for Graduation	Policy	TCTC	Senior VP
<a href="#">3-2-1013.1</a>	Graduation Application	Procedure	TCTC	Senior VP
<a href="#">3-2-1014</a>	Student Financial Aid	Policy	TCTC	Vice President for Business Affairs
<a href="#">3-2-1014.1</a>	Student Financial Aid	Procedure	TCTC	Vice President for Business Affairs

<a href="#">3-2-1015</a>	Placement Testing	Policy	TCTC	Senior VP
<a href="#">3-2-1015.1</a>	Changing Recommended Placement Scores	Procedure	TCTC	Senior VP
<a href="#">3-2-102</a>	Status of International Students	Policy	State	State Tech. Executive Director
<a href="#">3-2-102.1</a>	Admission of International Students	Procedure	State	State Tech. Executive Director
<a href="#">3-2-103</a>	Minimum Age for Admission	Policy	State	State Tech. Executive Director
<a href="#">3-2-1035</a>	SC Illegal Immigration Reform Act	Policy	TCTC	Senior VP
<a href="#">3-2-1035.1</a>	SC Illegal Immigration Reform Act	Procedure	TCTC	Assistant VP Student Support and Engagement
<a href="#">3-2-104</a>	Retention of Student Records	Policy	State	State Tech. Executive Director
<a href="#">3-2-1040.1</a>	Retention of Student Records	Procedure	TCTC	Senior VP
<a href="#">3-2-1041</a>	Confidentiality of Student Records	Policy	TCTC	Senior VP
<a href="#">3-2-1041.1</a>	Confidentiality of Student Records	Procedure	TCTC	Senior VP
<a href="#">3-2-1042</a>	Credit Students' Educational Goals	Policy	TCTC	Senior VP
<a href="#">3-2-1042.1</a>	Credit Students' Educational Goals	Procedure	TCTC	Senior VP
<a href="#">3-2-105</a>	Grading System and Standards of Student Progress	Policy	State	State Tech. Executive Director
<a href="#">3-2-105.1</a>	Grading System and Standards of Student Progress	Procedure	State	State Tech. Executive Director
<a href="#">3-2-1050.1</a>	Grading System Credit and Non-credit Courses	Procedure	TCTC	Senior VP
<a href="#">3-2-1050.3</a>	Credit Course Grade Timetable and Grade Change	Procedure	TCTC	Senior VP
<a href="#">3-2-1050.4</a>	Auditing of Credit Courses	Procedure	TCTC	Senior VP
<a href="#">3-2-1050.5</a>	Standards of Academic Progress	Procedure	TCTC	Senior VP
<a href="#">3-2-1051</a>	Repeat Grade	Policy	TCTC	Senior VP
<a href="#">3-2-1053</a>	Attendance for Credit Students	Policy	TCTC	Senior VP
<a href="#">3-2-1053.1</a>	Attendance for Credit Students	Procedure	TCTC	Senior VP
<a href="#">3-2-1054</a>	Recognition of Academic Achievement	Policy	TCTC	Senior VP
<a href="#">3-2-1054.1</a>	Recognition of Academic Achievement	Procedure	TCTC	Senior VP

<a href="#">3-2-1055</a>	Joint Participation of Credit and Continuing Education Departments in Delivering Credit Courses	Policy	TCTC	Senior VP
<a href="#">3-2-106</a>	The Student Code and Grievance Procedure for the South Carolina Technical College System	Policy	State	State Tech. Executive Director
<a href="#">3-2-106.1</a>	The Student Code for the South Carolina Technical College System	Procedure	State	State Tech. Executive Director
<a href="#">3-2-106.2</a>	Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment	Procedure	State	State Tech. Executive Director
<a href="#">3-2-106.3</a>	The Student Grievance Procedure for the South Carolina Technical College System	Procedure	State	State Tech. Executive Director
<a href="#">3-2-1061</a>	Substance Abuse	Policy	TCTC	Assistant VP for Human Resources
<a href="#">3-2-1061.1</a>	Student Alcohol and Other Drugs	Procedure	TCTC	Senior VP
<a href="#">3-2-1062</a>	Firearms on Campus	Policy	TCTC	Vice President for Business Affairs
<a href="#">3-2-201</a>	Length of Academic Semesters	Policy	State	State Tech. Executive Director
<a href="#">3-2-2011</a>	Student Activity Period	Policy	TCTC	Senior VP
<a href="#">3-2-202</a>	Maximum Student Load	Policy	State	State Tech. Executive Director
<a href="#">3-2-2020</a>	Maximum Student Load	Policy	TCTC	Senior VP
<a href="#">3-2-2020.1</a>	Maximum Student Load	Procedure	TCTC	Senior VP
<a href="#">3-2-203</a>	Dropping and Adding Courses	Policy	State	State Tech. Executive Director
<a href="#">3-2-2030</a>	Credit Course Add and Drop Periods	Policy	TCTC	Senior VP
<a href="#">3-2-204</a>	Length of Time in Developmental Education	Policy	State	State Tech. Executive Director
<a href="#">3-2-2040</a>	Length of Time in Comprehensive Studies	Policy	TCTC	Senior VP
<a href="#">3-2-2040.1</a>	Length of Time in Comprehensive Studies	Procedure	TCTC	Senior VP
<a href="#">3-2-205</a>	Four Percent Fee Waiver	Policy	State	State Tech. Executive Director
<a href="#">3-2-205.1</a>	Procedure for Awarding the Four Percent Fee Waiver	Procedure	State	State Tech. Executive Director



<a href="#">3-2-2050</a>	Four Percent (4%) Tuition Fee Waiver	Policy	TCTC	Vice President for Business Affairs
<a href="#">3-2-2050.1</a>	Four Percent (4%) Tuition Fee Waiver	Procedure	TCTC	Vice President for Business Affairs
<a href="#">3-2-206</a>	Abatement of Out-of-State Tuition for Workforce Development	Policy	State	State Tech. Executive Director
<a href="#">3-2-301</a>	Athletic Programs	Policy	State	State Tech. Executive Director
<a href="#">3-2-301.1</a>	Athletic Programs	Procedure	State	State Tech. Executive Director
<a href="#">3-2-3020.2</a>	Student Activities and Organizations	Procedure	TCTC	Assistant VP for Student Support and Engagement
<a href="#">3-2-3020.4</a>	Student Fund-raising Activity	Procedure	TCTC	Senior VP
<a href="#">3-2-307</a>	Lottery Tuition Assistance Administration	Policy	State	State Tech. Executive Director
<a href="#">3-2-307.1</a>	Lottery Tuition Assistance Administration	Procedure	State	State Tech. Executive Director
<a href="#">3-2-5010</a>	Death of Student	Policy	TCTC	Senior VP
<a href="#">3-2-5010.1</a>	Death of Student	Procedure	TCTC	Senior VP
<a href="#">3-3-101</a>	Data Base Reporting Requirements	Policy	State	State Tech. Executive Director
<a href="#">3-3-101.1</a>	Required Data Base Reporting Elements	Procedure	State	State Tech. Executive Director
<a href="#">3-4-101</a>	Innovative Technical Training	Policy	State	State Tech. Executive Director
<a href="#">3-5-101</a>	Transfer of Student Credits Among Technical Colleges	Policy	State	State Tech. Executive Director
<a href="#">3-5-101.1</a>	Transfer of Student Credits Among Technical Colleges	Procedure	State	State Tech. Executive Director
<a href="#">3-6-101</a>	Articulation Requirements of South Carolina School-To-Work Act	Policy	State	State Tech. Executive Director
<a href="#">3-6-101.1</a>	Procedures for Developing Course and Program Articulation Between Secondary Schools and Technical Colleges	Procedure	State	State Tech. Executive Director

## Physical Facilities and Equipment

<a href="#">4-1-101</a>	Dormitories	Policy	State	State Tech. Executive Director
<a href="#">4-2-1000</a>	Historical Data for Tri-County Technical College Buildings	Policy	TCTC	Vice President for Business Affairs
<a href="#">4-2-101</a>	Permanent Improvements	Policy	State	State Tech. Executive Director
<a href="#">4-2-101.1</a>	Permanent Improvements	Procedure	State	State Tech. Executive Director
<a href="#">4-2-1011</a>	Facility and Program Names and Plaques	Policy	TCTC	President
<a href="#">4-2-1011.1</a>	Naming of Tri-County Technical College Facilities	Procedure	TCTC	President
<a href="#">4-2-1011.2</a>	Plaques	Procedure	TCTC	Vice President for Business Affairs
<a href="#">4-2-1012</a>	College Facility Utilization	Policy	TCTC	Vice President for Business Affairs
<a href="#">4-2-1012.1</a>	College Facility Utilization	Procedure	TCTC	Vice President for Business Affairs
<a href="#">4-2-1013</a>	Maintenance Plan for Equipment, Buildings, and Grounds	Policy	TCTC	Vice President for Business Affairs
<a href="#">4-2-1013.1</a>	Facility Maintenance and Work Request	Procedure	TCTC	Vice President for Business Affairs
<a href="#">4-2-1013.2</a>	Eating and Drinking in Tri-County Technical College Facilities	Procedure	TCTC	Vice President for Business Affairs
<a href="#">4-2-1014</a>	Tobacco Products	Policy	TCTC	Vice President for Business Affairs
<a href="#">4-2-1014.1</a>	Tobacco and Vaporizing Products	Procedure	TCTC	Vice President for Business Affairs
<a href="#">4-2-1016</a>	College Vehicle Utilization	Policy	TCTC	Vice President for Business Affairs
<a href="#">4-2-1016.1</a>	College Vehicle Utilization	Procedure	TCTC	Vice President for Business Affairs
<a href="#">4-2-102</a>	Criteria for Ranking State Capital Improvement Funding Requests	Policy	State	State Tech. Executive Director

<a href="#">4-2-102.1</a>	Criteria for Ranking State Capital Improvement Funding Requests	Procedure	State	State Tech. Executive Director
<a href="#">4-2-1020</a>	Minors On Campus	Policy	TCTC	Vice President for Business Affairs
<a href="#">4-2-1020.1</a>	Children Unattended On Campus	Procedure	TCTC	Vice President for Business Affairs
<a href="#">4-3-101</a>	Federal Excess Property	Policy	State	State Tech. Executive Director
<a href="#">4-4-101</a>	Acquisition of Information Technology Systems	Policy	State	State Tech. Executive Director
<a href="#">4-4-101.1</a>	Procurement of Information Technology Equipment, Software, and Services	Procedure	State	State Tech. Executive Director
<a href="#">4-4-1010.2</a>	Copyrighted Computer Software and Electronic Materials	Procedure	TCTC	Vice President for Business Affairs
<a href="#">4-4-1011</a>	Computer Standards	Policy	TCTC	Vice President for Business Affairs
<a href="#">4-4-1011.1</a>	Computer Hardware and Software Standards	Procedure	TCTC	Vice President for Business Affairs
<a href="#">4-4-102</a>	Wide Area Network (TECHNET): Purpose and Functions	Policy	State	State Tech. Executive Director
<a href="#">4-4-103</a>	Network Acceptable Use	Policy	State	State Tech. Executive Director
<a href="#">4-4-1031</a>	Acceptable Use of Information Technology Resources	Policy	TCTC	Vice President for Business Affairs
<a href="#">4-4-1031.1</a>	Acceptable Use of Information Technology Resources	Procedure	TCTC	Vice President for Business Affairs
<a href="#">4-4-104</a>	Web Accessibility	Policy	State	State Tech. Executive Director
<a href="#">4-4-105</a>	Information Security	Policy	State	State Tech. Executive Director
<a href="#">4-6-101</a>	Security	Policy	State	State Tech. Executive Director
<a href="#">4-5-101</a>	Capital Assets	Policy	State	State Tech. Executive Director

<a href="#">4-5-101.1</a>	Capital Assets	Procedure	State	State Tech. Executive Director
<a href="#">4-8-1010</a>	Campus Police	Policy	TCTC	Vice President for Business Affairs
<a href="#">4-8-1010.1</a>	Campus Police	Procedure	TCTC	Vice President for Business Affairs
<a href="#">4-8-1011</a>	Gangs and Gang-like Activities	Policy	TCTC	Vice President for Business Affairs
<a href="#">4-8-1011.1</a>	Gangs and Gang-like Activities	Procedure	TCTC	Vice President for Business Affairs

## Economic Development

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

## Fiscal

<a href="#">7-0-100</a>	Salaries Paid to Classified and Unclassified Employees	Policy	State	State Tech. Executive Director
<a href="#">7-0-2000</a>	Tri-County Technical College/Tri-County Technical College Foundation Relationship	Policy	TCTC	President
<a href="#">7-1-101</a>	Efficiency and Administrative Policies Act of 2011	Policy	State	State Tech. Executive Director
<a href="#">7-1-101.1</a>	Higher Ed Efficiency and Administrative Policies Act of 2011	Procedure	State	State Tech. Executive Director
<a href="#">7-1-201</a>	Instructional Program Funding	Policy	State	State Tech. Executive Director
<a href="#">7-1-201.1</a>	Fundable Programs Description and Classification	Procedure	State	State Tech. Executive Director

<a href="#">7-1-201.2</a>	State Funds Allocation Formula For Program Operations	Procedure	State	State Tech. Executive Director
<a href="#">7-1-202</a>	Tort Liability Coverage	Policy	State	State Tech. Executive Director
<a href="#">7-2-101</a>	Student Fee Structure	Policy	State	State Tech. Executive Director
<a href="#">7-2-101.1</a>	Approval of Student Fees	Procedure	State	State Tech. Executive Director
<a href="#">7-2-1010.1</a>	Student Fee Structure	Procedure	TCTC	Vice President for Business Affairs
<a href="#">7-2-1012</a>	Tuition and Fee Refund for Credit Programs	Policy	TCTC	Vice President for Business Affairs
<a href="#">7-2-1012.1</a>	Tuition and Fee Refund for Credit Programs	Procedure	TCTC	Vice President for Business Affairs
<a href="#">7-2-1012.2</a>	Tuition and Fee Refund for Credit Programs for Unusual, Unforeseeable and Extenuating Circumstances	Procedure	TCTC	Vice President for Business Affairs
<a href="#">7-2-1013</a>	Refunds of Tuition and Fees for Non-credit Courses	Policy	TCTC	Vice President for Business Affairs
<a href="#">7-2-1013.1</a>	Refunds for Non-credit Courses	Procedure	TCTC	Vice President for Business Affairs
<a href="#">7-2-102</a>	Transfer of Tuition Fees for Capital Expenditures	Policy	State	State Tech. Executive Director
<a href="#">7-3-101</a>	Investments	Policy	State	State Tech. Executive Director
<a href="#">7-3-1010</a>	Travel and Subsistence Expenses	Policy	TCTC	Vice President for Business Affairs
<a href="#">7-3-1010.1</a>	Reimbursement for Travel and Subsistence Expenses	Procedure	TCTC	Vice President for Business Affairs
<a href="#">7-3-1010.2</a>	Reimbursement for Meals Associated with Official College Business	Procedure	TCTC	Vice President for Business Affairs
<a href="#">7-5-101</a>	Uniform Accounting System	Policy	State	State Tech. Executive Director
<a href="#">7-5-1011</a>	Writing Off Bad Debts	Policy	TCTC	Vice President for Business Affairs

<a href="#">7-5-1011.1</a>	Writing Off Bad Debts	Procedure	TCTC	Vice President for Business Affairs
<a href="#">7-5-102</a>	Uniform Audit Guide	Policy	State	State Tech. Executive Director
<a href="#">7-6-101</a>	Expenditures for Promotional Activities	Policy	State	State Tech. Executive Director
<a href="#">7-6-101.1</a>	Eligible Expenditures for Promotional Purposes	Procedure	State	State Tech. Executive Director
<a href="#">7-7-101</a>	Expenditure of Auxiliary Income	Policy	State	State Tech. Executive Director
<a href="#">7-7-1010</a>	Expenditure of Auxiliary Income	Policy	TCTC	Vice President for Business Affairs
<a href="#">7-7-1010.1</a>	Expenditure of Auxiliary Income	Procedure	TCTC	Vice President for Business Affairs
<a href="#">7-8-101</a>	Budget and Plan of Operation	Policy	State	State Tech. Executive Director
<a href="#">7-8-1010.1</a>	Preparation of College Budgets	Procedure	TCTC	Vice President for Business Affairs
<a href="#">7-8-1011</a>	Investment of Fund Balances	Policy	TCTC	Vice President for Business Affairs
<a href="#">7-8-102</a>	Installment Purchase Plan Funding	Policy	State	State Tech. Executive Director
<a href="#">7-9-101</a>	Minority Business Enterprise	Policy	State	State Tech. Executive Director

## Human Resource Management

<a href="#">8-0-100</a>	Labor Relations	Policy	State	State Tech. Executive Director
<a href="#">8-0-100.1</a>	Labor Relations	Procedure	State	State Tech. Executive Director
<a href="#">8-0-1010</a>	Academic Freedom	Policy	TCTC	Assistant VP for Human Resources
<a href="#">8-0-1010.1</a>	Academic Freedom	Procedure	TCTC	Assistant VP for Human Resources

<a href="#">8-0-102</a>	Personal Benefits from Projects	Policy	State	State Tech. Executive Director
<a href="#">8-0-1020</a>	Personal Benefit from Projects or Written Materials	Policy	TCTC	Assistant VP for Human Resources
<a href="#">8-0-1021</a>	Intellectual Property Rights	Policy	TCTC	Assistant VP for Human Resources
<a href="#">8-0-103</a>	Political Activity	Policy	State	State Tech. Executive Director
<a href="#">8-0-105</a>	Ethics Requirements For Employees and Public Officials	Policy	State	State Tech. Executive Director
<a href="#">8-0-105.1</a>	Ethics Requirements For Employees and Public Officials	Procedure	State	State Tech. Executive Director
<a href="#">8-0-106</a>	Personnel Files	Policy	State	State Tech. Executive Director
<a href="#">8-0-1060</a>	Personnel Files	Policy	TCTC	Assistant VP for Human Resources
<a href="#">8-0-1060.1</a>	Personnel Files	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-0-107</a>	Freedom of Information	Policy	State	State Tech. Executive Director
<a href="#">8-0-107.1</a>	Freedom of Information	Procedure	State	State Tech. Executive Director
<a href="#">8-1-100</a>	Separation Incentive Programs	Policy	State	State Tech. Executive Director
<a href="#">8-1-100.1</a>	Retirement Incentive Program	Procedure	State	State Tech. Executive Director
<a href="#">8-1-100.2</a>	Voluntary Separation Program	Procedure	State	State Tech. Executive Director
<a href="#">8-1-101</a>	Voluntary Furlough Program	Policy	State	State Tech. Executive Director
<a href="#">8-1-101.1</a>	Voluntary Furlough Program	Procedure	State	State Tech. Executive Director
<a href="#">8-1-102</a>	Mandatory Furlough Programs	Policy	State	State Tech. Executive Director

<a href="#">8-1-102.1</a>	Mandatory Furlough Programs	Procedure	State	State Tech. Executive Director
<a href="#">8-2-100</a>	Secondary State Employment/Dual Employment	Policy	State	State Tech. Executive Director
<a href="#">8-2-100.1</a>	Secondary State/Dual Employment	Procedure	State	State Tech. Executive Director
<a href="#">8-2-1000.1</a>	Secondary State Employment	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-2-101</a>	Notification of Employment Status	Policy	State	State Tech. Executive Director
<a href="#">8-2-101.1</a>	Notification of Employment Status	Procedure	State	State Tech. Executive Director
<a href="#">8-2-102</a>	Classified and Unclassified Employment Compensation	Policy	State	State Tech. Executive Director
<a href="#">8-2-102.1</a>	Compensation Plan for Unclassified Faculty Personnel	Procedure	State	State Tech. Executive Director
<a href="#">8-2-102.2</a>	Compensation Plan for Unclassified Non-Teaching Personnel (UNTP)	Procedure	State	State Tech. Executive Director
<a href="#">8-2-102.3</a>	Compensation Plan for Unclassified Senior Vice Presidents, Vice Presidents, Associate Vice Presidents and Assistant Vice Presidents	Procedure	State	State Tech. Executive Director
<a href="#">8-2-1022</a>	Standards for Hiring Adjunct Faculty	Policy	TCTC	Assistant VP for Human Resources
<a href="#">8-2-103</a>	Faculty Teaching/Work Load and Overload Compensation	Policy	State	State Tech. Executive Director
<a href="#">8-2-103.1</a>	Faculty Teaching/Work Load and Overload Compensation	Procedure	State	State Tech. Executive Director
<a href="#">8-2-1030</a>	Faculty Teaching Load and Overload Compensation	Policy	TCTC	Assistant VP for Human Resources
<a href="#">8-2-1030.1</a>	Teaching Load for Full-time Faculty	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-2-1030.2</a>	Terms of Employment and Overload Compensation for Full-time Faculty	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-2-1030.3</a>	Sponsoring College Activities	Procedure	TCTC	Assistant VP for Human Resources



<a href="#">8-2-1031</a>	Academic Advising	Policy	TCTC	Senior VP
<a href="#">8-2-1031.1</a>	Academic Advising	Procedure	TCTC	Senior VP
<a href="#">8-2-104</a>	Overtime Compensation	Policy	State	State Tech. Executive Director
<a href="#">8-2-104.1</a>	Overtime Compensation	Procedure	State	State Tech. Executive Director
<a href="#">8-2-1040.1</a>	Overtime Compensation	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-2-105</a>	Compensation for Temporary (Adjunct) Faculty	Policy	State	State Tech. Executive Director
<a href="#">8-2-105.1</a>	Compensation for Temporary (Adjunct) Faculty	Procedure	State	State Tech. Executive Director
<a href="#">8-2-1051</a>	Temporary Employee Pay	Policy	TCTC	Assistant VP for Human Resources
<a href="#">8-2-1051.1</a>	Temporary Employee Pay	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-2-106</a>	Salary Supplements: Technical College Employees	Policy	State	State Tech. Executive Director
<a href="#">8-2-106.1</a>	Salary Supplements: Technical College Employees	Procedure	State	State Tech. Executive Director
<a href="#">8-2-107</a>	Salary Supplements: Technical College Presidents	Policy	State	State Tech. Executive Director
<a href="#">8-2-107.1</a>	Salary Supplements: Technical College Presidents	Procedure	State	State Tech. Executive Director
<a href="#">8-2-108</a>	Temporary Grant Positions/Employment	Policy	State	State Tech. Executive Director
<a href="#">8-2-108.1</a>	Temporary Grant Positions/Employment	Procedure	State	State Tech. Executive Director
<a href="#">8-2-109</a>	English Fluency Requirements for Faculty Employment	Policy	State	State Tech. Executive Director
<a href="#">8-2-109.1</a>	English Fluency Requirements for Faculty Employment	Procedure	State	State Tech. Executive Director
<a href="#">8-2-1090.1</a>	English Fluency Requirements for Faculty Employment	Procedure	TCTC	Assistant VP for Human Resources

<a href="#">8-2-110</a>	Classification and Compensation Plan for Classified Positions/Personnel	Policy	State	State Tech. Executive Director
<a href="#">8-2-110.1</a>	Classification Plan for Classified Positions	Procedure	State	State Tech. Executive Director
<a href="#">8-2-110.2</a>	Compensation Plan for Classified Personnel	Procedure	State	State Tech. Executive Director
<a href="#">8-2-111</a>	Employment/Compensation Plan for Technical College Presidents	Policy	State	State Tech. Executive Director
<a href="#">8-3-100</a>	Annual Leave	Policy	State	State Tech. Executive Director
<a href="#">8-3-100.1</a>	Annual Leave	Procedure	State	State Tech. Executive Director
<a href="#">8-3-101</a>	Faculty Nonwork Days	Policy	State	State Tech. Executive Director
<a href="#">8-3-101.1</a>	Faculty Nonwork Days	Procedure	State	State Tech. Executive Director
<a href="#">8-3-1010.1</a>	Faculty Nonwork Days	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-3-102</a>	Sick Leave	Policy	State	State Tech. Executive Director
<a href="#">8-3-102.1</a>	Sick Leave	Procedure	State	State Tech. Executive Director
<a href="#">8-3-102.2</a>	Family and Medical Leave Act	Procedure	State	State Tech. Executive Director
<a href="#">8-3-103</a>	Other Leave Types	Policy	State	State Tech. Executive Director
<a href="#">8-3-103.1</a>	Court Leave	Procedure	State	State Tech. Executive Director
<a href="#">8-3-103.2</a>	Voting Leave	Procedure	State	State Tech. Executive Director
<a href="#">8-3-103.3</a>	Military Leave	Procedure	State	State Tech. Executive Director
<a href="#">8-3-103.4</a>	Funeral Leave for Death in the Immediate Family	Procedure	State	State Tech. Executive Director

<a href="#">8-3-103.5</a>	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
<a href="#">8-3-103.6</a>	Worker's Compensation Leave	Procedure	State	State Tech. Executive Director
<a href="#">8-3-103.7</a>	Extended Disability Leave	Procedure	State	State Tech. Executive Director
<a href="#">8-3-103.8</a>	Family and Medical Leave Act	Procedure	State	State Tech. Executive Director
<a href="#">8-3-104</a>	Break In Service	Policy	State	State Tech. Executive Director
<a href="#">8-3-104.1</a>	Break In Service	Procedure	State	State Tech. Executive Director
<a href="#">8-3-105</a>	Hazardous Weather and Emergency Leave	Policy	State	State Tech. Executive Director
<a href="#">8-3-105.1</a>	Hazardous Weather and Emergency Leave	Procedure	State	State Tech. Executive Director
<a href="#">8-3-1050.1</a>	Hazardous Weather	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-3-106</a>	Employee Leave Transfer Program	Policy	State	State Tech. Executive Director
<a href="#">8-3-106.1</a>	Employee Leave Transfer Program	Procedure	State	State Tech. Executive Director
<a href="#">8-3-108</a>	Holidays	Policy	State	State Tech. Executive Director
<a href="#">8-3-108.1</a>	Holidays	Procedure	State	State Tech. Executive Director
<a href="#">8-4-100</a>	Employee Performance Management System (EPMS)	Policy	State	State Tech. Executive Director
<a href="#">8-4-100.1</a>	Employee Performance Management System (EPMS)(Review Date Option)	Procedure	State	State Tech. Executive Director
<a href="#">8-4-101</a>	Faculty Performance Management System (FPMS)	Policy	State	State Tech. Executive Director
<a href="#">8-4-101.1</a>	Faculty Performance Management System (FPMS)	Procedure	State	State Tech. Executive Director

<a href="#">8-4-1010.1</a>	Student Evaluation of Credit Courses and Faculty	Procedure	TCTC	Senior VP
<a href="#">8-4-1010.2</a>	Adjunct Faculty Orientation, Supervision, and Evaluation	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-5-100</a>	Disciplinary Action	Policy	State	State Tech. Executive Director
<a href="#">8-5-100.1</a>	Disciplinary Action	Procedure	State	State Tech. Executive Director
<a href="#">8-5-101</a>	Anti-Harassment	Policy	State	State Tech. Executive Director
<a href="#">8-5-101.1</a>	Anti-Harassment	Procedure	State	State Tech. Executive Director
<a href="#">8-5-102</a>	Workplace Violence	Policy	State	State Tech. Executive Director
<a href="#">8-5-103</a>	Non-Fraternization	Policy	State	State Tech. Executive Director
<a href="#">8-6-100</a>	Grievances and Appeals	Policy	State	State Tech. Executive Director
<a href="#">8-6-100.1</a>	Grievances and Appeals	Procedure	State	State Tech. Executive Director
<a href="#">8-7-100</a>	Employment Practices	Policy	State	State Tech. Executive Director
<a href="#">8-7-100.1</a>	Employment Practices	Procedure	State	State Tech. Executive Director
<a href="#">8-7-100.2</a>	Temporary Employment	Procedure	State	State Tech. Executive Director
<a href="#">8-7-1000</a>	Employment Practice	Policy	TCTC	Assistant VP for Human Resources
<a href="#">8-7-1000.1</a>	Employment Practice	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-7-101</a>	Secondary Employment Outside the Technical Education System	Policy	State	State Tech. Executive Director
<a href="#">8-7-101.1</a>	Secondary Employment Outside State Government	Procedure	State	State Tech. Executive Director

<a href="#">8-7-1010.1</a>	Secondary Non-State Employment	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-7-102</a>	Employment of Relatives (Nepotism)	Policy	State	State Tech. Executive Director
<a href="#">8-7-103</a>	Reduction in Force	Policy	State	State Tech. Executive Director
<a href="#">8-7-103.1</a>	Reduction in Force	Procedure	State	State Tech. Executive Director
<a href="#">8-7-104</a>	Communicable Diseases and Infections	Policy	State	State Tech. Executive Director
<a href="#">8-7-1040.2</a>	Student HIV/AIDS	Procedure	TCTC	Assistant VP for Student Support and Engagement
<a href="#">8-7-105</a>	Employee Alcohol/Drug Use	Policy	State	State Tech. Executive Director
<a href="#">8-7-1050</a>	Employee Alcohol and Drug Use	Policy	TCTC	Assistant VP for Human Resources
<a href="#">8-7-106</a>	Telecommuting	Policy	State	State Tech. Executive Director
<a href="#">8-7-106.1</a>	Telecommuting	Procedure	State	State Tech. Executive Director
<a href="#">8-7-1060.1</a>	Telecommuting	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-7-107</a>	Teacher and Employee Retention Incentive Program (TERI)	Policy	State	State Tech. Executive Director
<a href="#">8-7-107.1</a>	Teacher and Employee Retention Incentive Program (TERI)	Procedure	State	State Tech. Executive Director
<a href="#">8-7-109</a>	Criminal Background Checks	Policy	State	State Tech. Executive Director
<a href="#">8-7-109.1</a>	Criminal Background Checks	Procedure	State	State Tech. Executive Director
<a href="#">8-8-100</a>	Exit Interview	Policy	State	State Tech. Executive Director
<a href="#">8-8-100.1</a>	Termination	Procedure	State	State Tech. Executive Director

<a href="#">8-9-100</a>	Solicitation and Distribution	Policy	State	State Tech. Executive Director
<a href="#">8-9-100.1</a>	Solicitation and Distribution	Procedure	State	State Tech. Executive Director
<a href="#">8-9-1000.1</a>	Solicitation and Distribution of Materials, Goods and Services within College Facilities	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-10-100</a>	Employee Development	Policy	State	State Tech. Executive Director
<a href="#">8-10-100.1</a>	Employee Development	Procedure	State	State Tech. Executive Director
<a href="#">8-10-1000</a>	Employee Development	Policy	TCTC	Assistant VP for Human Resources
<a href="#">8-10-1000.1</a>	Employee Development	Procedure	TCTC	Assistant VP for Human Resources
<a href="#">8-10-1010</a>	Use and Dissemination of Personal Information	Policy	TCTC	Assistant VP for Human Resources
<a href="#">8-10-1010.1</a>	Use and Dissemination of Personal Information	Procedure	TCTC	Assistant VP for Human Resources