

Policies and Procedures Manual

Introduction to Policies and Procedures Manual

Chapter 1: General Provisions

- 1.1 Policy Development
 - 1.1.1 Policy Development, Maintenance, and Access
- 1.2 Compliance
- 1.3 Effective Date
- 1.4 Mission Statement
- 1.5 Internal Organization
- 1.6 President - Hiring and Duties
- 1.7 State Board of Community Colleges
- 1.8 (Reserved)
- 1.9 Sound Fiscal and Management Practices
- 1.10 The Board of Trustees - Legal Basis
- 1.11 The Board of Trustees - Composition
- 1.12 The Board of Trustees - Powers and Duties
- 1.13 Instructional Service Agreements
 - 1.13.1 Instructional Service Agreements
- 1.14 Related Corporate Entities
 - 1.14.1 Related Corporate Entities
- 1.15 Accreditation
- 1.16 Substantive Change for Accreditation
 - 1.16.1 Substantive Change for Accreditation

Chapter 2: Administration

- 2.1 Signing Authority
- 2.2 (Reserved)
- 2.3 Professional Services
- 2.4 Transportation Allowance for the President
- 2.5 College Seal
- 2.6 Selling to Students, Parents, Employees, or the Board of Trustees
- 2.7 Conflict of Interest
 - 2.7.1 Conflict of Interest
- 2.8 Personal Mail for Employees
- 2.9 College Records
 - 2.9.1 Personnel Files
- 2.10 Institutional Effectiveness
 - 2.10.1 Institutional Effectiveness
- 2.11 Blue Ridge Community College Educational Foundation, Inc.
 - 2.11.1 Blue Ridge Community College Educational Foundation, Inc.
- 2.12 Naming of Buildings and Programs
- 2.13 Institutional Development
 - 2.13.1 Grants and External Funding
- 2.14 College Facilities
 - 2.14.1 Use and Rental of College Facilities
 - 2.14.2 Use of College Shops and Labs
 - 2.14.3 Use of College Facilities by Business and Industry
 - 2.14.4 Use of Alcohol at Special Events
 - 2.14.5 Display of Artwork on Campus
 - 2.14.6 Use of College Fitness Room
 - 2.14.7 Animals on Campus
- 2.15 Smoking and Use of Tobacco Products
 - 2.15.1 Smoking and Use of Tobacco Products
- 2.16 Building Maintenance
 - 2.16.1 Building Maintenance Requests
- 2.17 Sustainable Workplace
 - 2.17.1 Energy and Water Conservation
 - 2.17.2 Sustainable Campus Landscape Planting
 - 2.17.3 Purchase of Paper, Paper Products, and Other Paper Consumables
- 2.18 Citizen Volunteers
 - 2.18.1 Citizen Volunteers
- 2.19 (Reserved)
- 2.20 (Reserved)
- 2.21 Committees
 - 2.21.1 Standing Committees
- 2.22 Workforce Diversity
 - 2.22.1 Workforce Diversity
- 2.23 Equal Access and Equal Opportunity

- 2.23.1 Equal Access and Equal Opportunity
- 2.24 (Reserved)
- 2.25 (Reserved)
- 2.26 Public Information
 - 2.26.1 Release of Public Information
- 2.27 College Publications
 - 2.27.1 College Publications
 - 2.27.2 Bulletin Board/Posting Procedures
 - 2.27.3 College Logo Use
- 2.28 Campus Solicitation
 - 2.28.1 Campus Solicitation
- 2.29 Campus Free Speech, Public Assembly, and Distribution/Petitioning Regulations
 - 2.29.1 Campus Free Speech, Public Assembly, and Distribution/Petitioning Regulations
- 2.30 (Reserved)
- 2.31 College Calendar
 - 2.31.1 College Calendar
- 2.32 Americans with Disabilities Act
 - 2.32.1 Americans with Disabilities Act

Chapter 3: Personnel

- 3.1 Authority to Hire
 - 3.1.1 Recruitment and Hiring of Faculty and Staff Members
 - 3.1.2 Employee Classifications
- 3.2 Professional Ethics
- 3.3 Employment Contracts
 - 3.3.1 Employee Contracts - Full-time Employees
 - 3.3.2 Employee Agreements and Contracts - Part-time Non-instructional Employees and Part-time Instructional Employees
 - 3.3.3 Non-Renewal of Annual Contracts for Full-time Employees
 - 3.3.4 Employee Exit During Contract Year
- 3.4 Non-state or Non-locally Funded Positions
 - 3.4.1 Non-state or Non-locally Funded Positions
- 3.5 Nepotism
 - 3.5.1 Nepotism
 - 3.5.2 Interpersonal Relationships
- 3.6 Working Hours
 - 3.6.1 Working Hours
 - 3.6.2 Compensatory and Overtime Hours
 - 3.6.3 Holidays
- 3.7 Leave of Employment
 - 3.7.1 Vacation Leave
 - 3.7.2 Sick Leave
 - 3.7.3 Community Service Leave Purpose
 - 3.7.4 Military Leave
 - 3.7.5 Civil Leave
 - 3.7.6 Leave without Pay
 - 3.7.7 Family and Medical Leave
 - 3.7.8 Bereavement Leave
 - 3.7.9 Educational Leave
 - 3.7.10 Voluntary Shared Leave
 - 3.7.11 Disability Income Plan
 - 3.7.12 Report of Leave
 - 3.7.13 (Reserved)
 - 3.7.14 Affordable Care Act Measurement Periods
- 3.8 Salary and Wage Plan
 - 3.8.1 Salary Plan
 - 3.8.2 Part-time Wage Plan
 - 3.8.3 Longevity Pay Plan
- 3.9 Financial Affairs Affecting College Employees
 - 3.9.1 Pay Periods
 - 3.9.2 Retirement
 - 3.9.3 Social Security
 - 3.9.4 Income Tax
 - 3.9.5 Health Insurance
 - 3.9.6 Use of Leave Due to Workers' Compensation Injury
 - 3.9.7 State Employees Association
 - 3.9.8 State Employees' Credit Union
 - 3.9.9 Dental Insurance
 - 3.9.10 Supplemental Benefits Plan
 - 3.9.11 Pre-paid Legal Services Program
 - 3.9.12 Supplemental Retirement Savings Plan
- 3.10 Employee Evaluations
 - 3.10.1. Evaluation of the President
 - 3.10.2 Employee Evaluations

- 3.11 Authority to Dismiss, Suspend, or Take Disciplinary Action
 - 3.11.1 Employee Code of Conduct
 - 3.11.1.1 Arrests and Convictions
 - 3.11.2 Disciplinary Action, Suspension, or Dismissal
 - 3.11.3 Right of Appeal
- 3.12 Employee Grievance and Due Process
 - 3.12.1 Employee Grievance
- 3.13 Reduction in Force and Involuntary Leave (Furlough)
 - 3.13.1 Reduction in Force and Involuntary Leave (Furlough)
- 3.14 Drug-Free Workplace
 - 3.14.1 Drug-free Workplace
- 3.15 Workplace Harassment
 - 3.15.1 Unlawful Discrimination and Harassment
 - 3.15.2 Reserved
- 3.16 Employee Tuition Exemption
 - 3.16.1 Employee Tuition Exemption
- 3.17 Wellness Activities
 - 3.17.1 Wellness Activities
- 3.18 Secondary Employment
 - 3.18.1 Secondary Employment
- 3.19 Workplace Violence
 - 3.19.1 Sexual Harassment and Violence
- 3.20 Political Activities of Employees
- 3.21 Professional Development
 - 3.21.1 Professional Development
- 3.22 Employee Awards and Recognitions

Chapter 4: Student Services

- 4.1 Admissions
 - 4.1.1 Admissions
 - 4.1.2 Credit by Examination
 - 4.1.3 College Level Examination Program
- 4.2 Enrollment of High School Students
 - 4.2.1 Enrollment of High School Students in Curriculum Classes
- 4.3 Acceptance of Transfer Students
 - 4.3.1 Acceptance of Transfer Students
 - 4.3.2 Reverse Transfer
- 4.4 Placement Testing
 - 4.4.1 Placement Testing
- 4.5 Third Party Recipients
- 4.6 Student Fees and Tuition
 - 4.6.1 Student Fees and Tuition
- 4.7 (Reserved)
- 4.8 (Reserved)
- 4.9 Registration
 - 4.9.1 Registration
- 4.10 Grading System
 - 4.10.1 Grading System
 - 4.10.2 Auditing Courses
 - 4.10.3 Final Examinations
 - 4.10.4 Withdrawals from Courses
 - 4.10.5 Academic Forgiveness
 - 4.10.6 Grade Appeal
- 4.11 Academic Probation
 - 4.11.1 Academic Probation
- 4.12 Student Class Attendance
 - 4.12.1 Student Class Attendance
- 4.13 Student Classification
 - 4.13.1 Curriculum Student Classification
- 4.14 Student Transfer Agreements
 - 4.14.1 Student Transfer Agreements
- 4.15 Student Conduct
 - 4.15.1 Code of Student Conduct
 - 4.15.1.1 Discipline and Appeal Procedures for Academic Violations
 - 4.15.1.2 Discipline and Appeal Procedures for Non-Academic Violations
 - 4.15.2 Reserved
 - 4.15.3 Reserved
 - 4.15.4 Student Loss of Operators License
- 4.16 Student Grievance and Due Process
 - 4.16.1 Student Grievance Procedure and Due Process
 - 4.16.2 Student Rights
 - 4.16.3 Sexual Assault Victims' Notice of Rights
- 4.17 Reserved
 - 4.17.1 Reserved

- 4.18 Student Financial Aid
 - 4.18.1 Student Financial Aid
- 4.19 Educational Assistance for Veterans
 - 4.19.1 Educational Assistance for Veterans
- 4.20 Student Activities
 - 4.20.1 Student Activities
- 4.21 Student Publications
 - 4.21.1 Student Publications
- 4.22 Drug Abuse Prevention Program
 - 4.22.1 Drug Abuse Prevention Program
- 4.23 Confidentiality of Student Records
 - 4.23.1 Confidentiality of Student Records
- 4.24 Student Transcripts
 - 4.24.1 Student Transcripts
- 4.25 Requirements for Graduation
 - 4.25.1 Requirements for Graduation
- 4.26 Student Course Overload
 - 4.26.1 Student Course Overload
- 4.27 Reserved
 - 4.27.1 Reserved
- 4.28 (Reserved)
- 4.29 Alcoholic Products Sampling
 - 4.29.1 Alcoholic Products Sampling
- 4.30 Student Absence for Military Service

Chapter 5: Fiscal Affairs

- 5.1 Financial Management
 - 5.1.1 Financial Management
- 5.2 Budgeting Process
- 5.3 Facsimile Signatures
 - 5.3.1 Facsimile Signatures
- 5.4 Bonding of College Employees
 - 5.4.1 Bonding of College Employees
- 5.5 Travel
- 5.6 Purchasing
 - 5.6.1 Requisitioning Expendable Supplies and Non-expendable Equipment
 - 5.6.2 Business Services Companies that Boycott Israel and Iran Divestment List
 - 5.6.3 Chart of Accounts
 - 5.6.4 Use of Design Professional Services
 - 5.6.5 Administrative Bidding for Construction Work
- 5.7 Surplus Property and Equipment
 - 5.7.1 Sale, Trade and Disposal of Inventoried Assets (including High Risk)
 - 5.7.2 Reporting Loss of Equipment
 - 5.7.3 Equipment Inventory
- 5.8 Foreign National Compliance
 - 5.8.1 Foreign National Compliance
- 5.9 Print Shop
 - 5.9.1 Print Shop
- 5.10 Internal Audit
- 5.11 (Reserved)
- 5.12 (Reserved)
- 5.13 Self-Supporting Course Sections
- 5.14 Live Client Projects
- 5.15 College-owned Vehicles
 - 5.15.1 College-owned Vehicles
- 5.16 Procurement Cards (P-Cards)
 - 5.16.1 Procurement Cards (P-Cards)
- 5.17 Bookstore
- 5.18 Vending & Concession Activities
- 5.19 College Investments
- 5.20 Personal Information Protection
 - 5.20.1 Identity Theft Red Flag
- 5.21 Credit Card Processing

Chapter 6: Instruction - Curriculum

- 6.1 Curriculum Programs
 - 6.1.1 Development and Revision of Curricula
 - 6.1.2 Development and Revision of Course Syllabi
 - 6.1.3 Classroom Testing and Examinations
 - 6.1.4 Quality and Effectiveness of Programs and Curricula
 - 6.1.5 Required Use of LMS for all Courses
- 6.2 Faculty Work Load
 - 6.2.1 Faculty Work Load

- 6.3 Certification of Faculty
 - 6.3.1 Certification of Faculty
- 6.4 Use of Lecturers and Speakers
 - 6.4.1 Use of Lecturers and Speakers
- 6.5 Academic Advising
 - 6.5.1 Academic Advising
- 6.6 Classroom Management
 - 6.6.1 Classroom Management
- 6.7 Class Reports
 - 6.7.1 Class Reports
- 6.8 Institutional Services and Live Projects
 - 6.8.1 Institutional Services and Live Projects
- 6.9 Acquisition of Educational Materials
 - 6.9.1 Acquisition of Educational Materials
- 6.10 Field Trips and Travel
 - 6.10.1 Field Trips and Travel
- 6.11 Educational Support Services
 - 6.11.1 College Library and Audio Visual Services
 - 6.11.2 Student Success Center
 - 6.11.3 Reserved
 - 6.11.4 College and Career Readiness Center
- 6.12 Academic Freedom and Responsibility
 - 6.12.1 Academic Freedom and Responsibility
- 6.13 Academic Governance
 - 6.13.1 Faculty Senate
 - 6.13.2 Academic Program Governance

Chapter 7: Instruction - Non-Curriculum

- 7.1 Instruction - Non-Curriculum - General
- 7.2 Non-curriculum Programs
 - 7.2.1 Non-Curriculum Course Approval
 - 7.2.2 Continuing Education Units
 - 7.2.3 Non-Curriculum Certificates and Diplomas
 - 7.2.4 Quality and Effectiveness of Non-Curriculum Programs
- 7.3 Certification of Non-Curriculum Faculty
 - 7.3.1 Certification of Non-Curriculum Faculty
- 7.4 (Reserved)
- 7.5 Non-Curriculum Class Locations
 - 7.5.1 Non-Curriculum Class Locations
- 7.6 Internal Audit Plan
- 7.7 NCWorks
 - 7.7.1 NCWorks

Chapter 8: Information Technology

- 8.1 Information Technology
 - 8.1.1 Information Technology - General
 - 8.1.2 Assigned User Accounts
 - 8.1.3 Computer Use
 - 8.1.4 Electronic Mail
 - 8.1.5 Web Sites
 - 8.1.6 Internet Use
 - 8.1.7 Voice Communications
 - 8.1.8 Distance Learning Technology
 - 8.1.9 Copyright Issues
 - 8.1.10 Electronic Signature
 - 8.1.11 Social Media Sites
 - 8.1.12 Glossary of Technology Terms
- 8.2 Reserved
- 8.3 Media Services
- 8.4 Electronic Information Management and Storage
- 8.5 Allocation of Information Technology Equipment
- 8.6 Information Technology Digital Technology Accessibility

Chapter 9: Health, Safety, and Law Enforcement

- 9.1 Emergency Response
 - 9.1.1 Emergency Response Procedures
- 9.2 Health
 - 9.2.1 Campus Health
- 9.3 Safety
 - 9.3.1 Campus Safety
- 9.4 Campus Law Enforcement

- 9.4.1 Campus Law Enforcement
- 9.5 Weapons on Campus
 - 9.5.1 Weapons on Campus
- 9.6 Visitors on Campus
 - 9.6.1 Visitors on Campus
- 9.7 Emergency Closings and Disruptive Activities
 - 9.7.1 Closings Resulting from Inclement Weather or Emergencies
- 9.8 AIDS and Other Communicable Diseases
 - 9.8.1 AIDS and Other Communicable Diseases
- 9.9 Clery Act Requirements
 - 9.9.1 Clery Act Requirements
 - 9.9.2 Clery Act Requirements - Timely Warning Notices
- 9.10 Reporting Crimes on Campus
- 9.11 Emergency Medical Assistance
 - 9.11.1 Emergency Medical Assistance
- 9.12 Access Control and Identification
 - 9.12.1 Access Control and Identification
- 9.13 Traffic Control
 - 9.13.1 Campus Parking and Traffic Regulations
- 9.14 Trespass
 - 9.14.1 Trespass