#	College Online Policy and Procedure System	Policy Only	Policy & Procedures	Procedures Only	College	Diversity	Facilities	Finance	Learning	Students	SA Staffs	Technology
1	Academic Council Authority											
2	Academic Probation and Dismissal											
3	Accident Reporting						1					
4	Accounts Receivable Billing											
5	Administrative Withdrawals											
6	**Admissions ***										SA Council	
7	Admissions: Selective Programs and Waiting Lists											
8	Advertising											
9	Affirmative Action Guidelines and Complaint Procedure											
10	Alcoholic Beverages on Campus						1					
11	Animals						1					
12	Archives											
13	Audiovisual Equipment Checkout											
14	Audiovisual Equipment Reservation											
15	Audit a Class											
16	Banking and Cash Receipts/Disbursements											
17	Banner Access Requests: see Information Technology											
18	Banning from Campus (Trespass Warning)						1					
19	Bloodborne Pathogens: Exposure						1					
20	Board of Education Policies											
21	Bookstore Discounts											
22	Brochures											
23	Budget Change Process											
24	Budget Control											
25	Building Access						1					
26	Candles and Open Flame Devices: Use						1					
27	**Capital Assets Inventory ***											
28	Catering											
29	Center for Meeting and Learning: Scheduling an Event						1					
30	Chemical Hygiene Plan						1					
31	Classroom Visitors											
32	**Classrooms: Food and Drink ***										CONSULT	
33	**College Address and Letterhead for Personal Correspondence, Use of ***											
34	Communicable Diseases in the Workplace						1					
35	Complaint Procedures											
36	Affirmative Action Guidelines and Complaint Procedure											
37	Disabilities: Americans With Disabilities Act Complaint Procedure											
38	Harassment Based on Race/Ethnicity or National Origin: Formal Complaint Process											
39	Harassment Based on Race/Ethnicity or National Origin: Informal Report and Resolution Process											
40	Harassment, Sexual: Formal Complaint Process											
41	Harassment, Sexual: Informal Report and Resolution Process											
42	Shared Governance Appeal Procedure											
43	Student Complaint Procedure: Formal											
44	Student Informal Report and Resolution Process											
45	Title IX Coordinator and Section 504 Officers											
46	Computer Services: see Information Technology											
47	Computer Use Guidelines (See Information Technology: Appropriate Use Policy)											

#	College Online Policy and Procedure System	Policy Only	Policy & Procedures	Procedures Only	College	Diversity	Facilities	Finance	Learning	Student Affairs	Technology
48	Construction Administration						1				
49	Construction-Related Disruptions						1				
50	**Consultants, Use of ***										
51	Contract Approvals										
52	Cooperative Education										
53	**Copier Management ***										
54	Copyrighted Materials: Off-Air Recording of Broadcasts										
55	Copyrighted Materials: Reproduction										
56	Course Catalog										
57	Course Inactivation and Reactivation										
58	Course Information Sheets										
59	Course Outline Files										
60	Course Outlines and Statements of Course Objectives										
61	Course Substitution										
62	**Credit For Prior Learning ***									CONSULT	
63	Credit by Assessment										
64	Credit by Examination										
65	Crime Reporting										
66	Criminal Background Checks						Not sure				
67	Curriculum Approval Guidelines										
68	Curriculum Committee										
69	Curriculum Development: Hourly Rate										
70	Curriculum Equity										
71	Curriculum Review										
72	The Daily										
73	Damage or Loss of Materials										
74	Deceased Student										
75	Degree Requirements Changes										
76	**Degrees and Certificates ***									CONSULT	
77	Department Hours of Operation and Department Closures						1				
78	Deputy Clerks										
79	Disabilities: Academic Accommodations for Students										
80	Disabilities: Accessibility Notification for Students/Community										
81	Disabilities: Accommodating Employees										
82	Disabilities: Americans With Disabilities Act Complaint Procedure										
83	Disabilities: Determining Program Modifications for Students with Disabilities										
84	Distribution of Literature										
85	Distribution of Newspaper Publications										
86	Dual Credit										
87	**Editorial Communications ***									CONSULT	
88	Emergency Contact of Students										
89	Emergency Messages to Students										
90	Emergency Plan						1				
91	Emergency: Medical						1				
92	Employee Benefits: Use of Personal Credit Cards										
93	Employee Class Descriptions										
94	Employee Demotions										
95	Employee Disciplinary Actions										
96	Employee Grievances										
97	Employee Job Descriptions										
98	Employee Lateral Transfers										

#	College Online Policy and Procedure System	Policy Only	Policy & Procedures	Procedures Only	College	Diversity	Facilities	Finance	Learning	Staff	Students	Technology
99	Employee Layoffs and Recall											
100	Employee Layoffs: Grant-Funded											
101	Employee Promotions											
102	Employee Resignations											
103	Employee Step Increases											
104	Employee Terminations											
105	Employee Voluntary Transfers											
106	Employee Work Schedules											
107	Employment Categories											
108	Employment Category Changes											
109	**Employment of Family Members ***											
110	Employment References											
111	Equipment: Disposal						1					
112	Equipment: Loans to Students						1					
113	**Equipment: Personal Use ***						1					
114	Exchange of Staff With Other Institutions											
115	Facilities Management Team						1					
116	**Facilities: Community Use ***										CONSULT	
117	Facilities: Fees						1					
118	Facilities: Maintenance and Operations						1					
119	Facilities: Scheduling						1					
120	Facilities: Use in General						1					
121	Fees: Special											
122	Final Exam Schedule											
123	Financial Records and Account Numbering											
124	Flag Display											
125	Forms Listing											
126	**Freedom of Inquiry and Expression ***										SA Council	
127	Gift and Donation Acceptance											
128	Gift Purchases											
129	Grades and Attendance: Summer Term											
130	Grades: Academic and Degree Appeals											
131	Grades: Changing											
132	Grades: Definitions											
133	Grades: Pass/No Pass Option											
134	Grades: Posting Publicly											
135	**Grades: Records ***										SA Council	
136	Graduation Criteria											
137	Grant Development and Administration											
138	Harassment Based on Race/Ethnicity or National Origin: Formal Complaint Process											
139	**Harassment Based on Race/Ethnicity or National Origin: General ***										SA Council	
140	Harassment Based on Race/Ethnicity or National Origin: Informal Report and Resolution Process											
141	Harassment, Sexual: Formal Complaint Process											
142	**Harassment, Sexual: General ***										SA Council	
143	Harassment, Sexual: Informal Report and Resolution Process											
144	Hazard Communication						1					
145	Hiring: Internal Advertisement											
146	Hiring: Without Advertisement											
147	Hiring Process											
148	Hiring Rates: Classified Positions											

#	College Online Policy and Procedure System	Policy Only	Policy & Procedures	Procedures Only	College	Diversity	Facilities	Finance	Learning	Staff Students	Technology
149	Hiring Rates: Definitions										
150	Hiring Rates: Faculty Positions										
151	Hiring Rates: Management Positions										
152	**Hours: 30th Ave Campus ***									CONSULT	
153	Income Credit Program										
154	Incomplete Grade										
155	Independent Contractors										
156	Independent Contractors: Definitions										
157	Independent Study										
158	**Information Technology: Administrative Computer System Baseline Modification ***										
159	**Information Technology: Appropriate Use Policy ***									SA Council	
160	Information Technology: Banner Access Requests										
161	Information Technology: Computer Support Standards										
162	Information Technology: E-Mail Distribution Guideline										
163	**Information Technology: Remote Access ***										
164	Information Technology: Use of Services										
165	**Information Technology: Virtual Private Network ***										
166	**Information Technology: Wireless Communication ***									SA Council	
167	Instructor Certification										
168	Instructor Hours on Campus						1				
169	Instructor Qualifications: Credit										
170	Instructor Qualifications: Noncredit										
171	**Instructor Selection and Development ***									CONSULT	
172	Insurance Benefits										
173	Insurance: Non-Employee Claim										
174	Insurance: Property and Liability						1				
175	Insurance: Stolen Property						1				
176	Insurance: Vehicles						1				
177	International Students										
178	Invoice Payment										
179	Keys						1				
180	Laundry Services						1				
181	Leaves With and Without Pay										
182	Legal Counsel Referrals and Communications										
183	Library: Overdue and Unreturned Materials										
184	Library: Use and Borrowing Privileges										
185	Lock-Out/Tag-Out						1				
186	Logo										
187	Lost and Found						1				
188	Mailing Procedures										
189	Marketing and Public Relations										
190	Mechanical Breakdowns						1				
191	Medical Record Confidentiality										
192	Medical Treatment of Minors										
193	Medical Treatment of Staff										
194	Moving Expense Reimbursements										
195	Name Change: Department/Service										
196	**Naming Buildings and Facilities ***									CONSULT	
197	**News Media Relations and College Spokespersons ***										
198	Occupational Injuries and Illnesses						1				
199	**Organizations ***									SA Council	
200	Outreach Credit Classes										
201	Overtime										

#	College Online Policy and Procedure System	Policy Only	Policy & Procedures	Procedures Only	College	Diversity	Facilities	Finance	Learning	Staff	Students	Technology
202	Overtime for Classified and Management Support Employees Who Teach											
203	Pay: School Closure											
204	Paychecks: Early											
205	Paychecks: Emergency											
206	Paychecks: Lane Automatic Direct Deposit (LADD)											
207	Paychecks: Mid-Month Draw Checks											
208	Paydays											
209	Payroll Deductions											
210	Payroll Procedures in General											
211	Performance Evaluations											
212	Performance Hall Scheduling											
213	Personal Items in Instruction: Use											
214	Personal Services Screening and Selection											
215	Personnel Database											
216	Personnel Files											
217	Personnel/Payroll Actions											
218	Petty Cash Funds											
219	Photo Identification Card											
220	Placement Testing: Reading											
221	Policies and Procedures: Adding, Revising or Deleting											
222	Position Budget Transfer											
223	Printing and Graphics Services						1					
224	Printing: Stationery, Business Cards and Note Pads						1					
225	**Privacy ***										SA Council	
226	Purchase Order Requirements						1					
227	Purchase Orders						1					
228	Purchase Orders: Terms and Conditions						1					
229	Purchases: Capital Equipment						1					
230	Purchases: Conflict of Interest						1					
231	**Purchases: Recycled Paper ***						1					
232	Purchasing Policies: Model						1					
233	Purchasing Solicitations: Requirements						1					
234	Racial Harassment: see Harassment Based on Race/Ethnicity or National Origin: General											
235	Reassignment to Higher Classification: Temporary											
236	Reassignments											
237	Reclassification of Classified Positions											
238	Reclassification of Management Positions											
239	Records Management											
240	**Recycling ***						1					
241	Refunds: Continuing Education											
242	Refunds: General											
243	Registration Packets											
244	Release of Student Records											
245	Remodeling (Facilities Management Team)						1					
246	Research: Authorization to Conduct											
247	Reserve Duty Release Time for Students											
248	Residency Requirements											
249	Retirement											
250	Retirement Celebrations											
251	Room Scheduling											
252	Room Scheduling: Renaissance											
253	Salary Schedules											

#	College Online Policy and Procedure System	Policy Only	Policy & Procedures	Procedures Only	College	District	Facilities	Finance	Learning	Staff	Staff Technology
254	Salary Schedules: Adult Education										
255	Sale to Students of Staff Prepared Instructional Materials										
256	Sales and Advertising on Campus										
257	Schedule Changes										
258	Scholarships and Tuition Waivers										
259	Screening Tests to Determine Prerequisite Skills										
260	Sexual Assault										
261	Sexual Harassment: see Harassment, Sexual: General										
262	Shared Governance Appeal Procedure										
263	Siltcoos Station Retreat and Learning Center										
264	**Smoking ***										CONSULT
265	**Solicitation of Funds ***										
266	Space Assignment						1				
267	Student Complaint Procedure: Formal										
268	Proceso de Queja Estudiantil: Formal										
269	Student Evaluation of Instruction										
270	**Student Government ***										SA Council
271	Student Immunizations						1				
272	Student Informal Report and Resolution Process										
273	Reporte Estudiantil Informal y Proceso de Resolución										
274	Student Loan Program: Short Term										
275	Student Materials: Returning to Student										
276	Student Organizations Guidelines										
277	**Student Records ***										SA Council
278	Student Rights and Conduct										
279	Subpoena										
280	Substance Abuse Prevention Statements										
281	Substitute Instructors										
282	Telephone Service						1				
283	Temporary Services										
284	Testing and Assessment										
285	Textbook Order Schedule										
286	Textbook Pricing										
287	Textbook Selection										
288	Transcript Requests										
289	Transcripting										
290	**Travel Advisories ***										
291	**Travel Authorization ***										
292	Travel/Expense Reimbursement										
293	Tuition and Fee Waivers										
294	**Tuition: Senior Citizens ***										SA Council
295	Underage Students										
296	Unemployment Claims										
297	Union Information Requests										
298	Vehicle Identification						1				
299	Vehicle Purchase						1				
300	Vehicle Regulations						1				
301	Vehicle Regulations: Downtown Center						1				
302	Vehicle Scheduling and Use						1				
303	Vehicles: Donated						1				
304	**Vehicles: Licensing and Insurance ***										CONSULT
305	Vehicles: Non-Motorized						1				
306	Veterans Educational Benefits										
307	VISA Procurement Card (P-Card)										

#	College Online Policy and Procedure System	Policy Only	Policy & Procedures	Procedures Only	College	Diversity	Facilities	Finance	Learning	Students	Staffs	Technology
308	Volunteers											
309	Waste: Hazardous						1					
310	Waste: Infectious						1					
311	Web Guidelines and Requirements											
312	Workload Limits for Hourly Classified Employees											
313	Workload: Faculty											
	Sum	**0**	**0**	**0**	**0**	**0**	**63**	**0**	**0**	**0**	**0**	**0**
	Key											
	Titles marked with an asterisk (*) are currently listed as 'college administrative policies.' See Lane Board of Education policies at http://www.lanecc.edu/presoffc/board/policies.htm.											