Policy and Procedure Definitions

Approved by College Council May 5, 2006

Policy and Procedure Definitions

Policies are formal statements of principles or rules that members of Lane Community College are expected to follow.

Procedures tell members how to carry out or implement a policy. They are the normal methods for following policies

Comparison of Policies and Procedures

- Policies indicate the general course of action that should be taken in response to a particular event or situation. Procedures indicate the specific steps that should be taken in response to a particular event
- Policy is the "what" and the procedure is the "how to."

Council Relations to Policies and Procedures

- "Policy decisions that are the responsibility of governance councils are indicated by the scope section of the councils' charters and their decision matrices." (Governance Charter)
- College procedures may be reviewed by councils on a consultative basis, which may result in their modification.

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1	Academic Council Authority										
2	Academic Probation and Dismissal										
3	Accident Reporting						1				
4	Accounts Receivable Billing										
5	Administrative Withdrawals										
6	Admissions *										7
7	Admissions: Selective Programs and Waiting Lists										
8	Advertising										
9	Affirmative Action Guidelines and Complaint Procedure										
10	Alcoholic Beverages on Campus						1			A	
11	Animals						1				
12	Archives	20110									
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)				le succ		1				
19	Bloodborne Pathogens: Exposure						1				
20	Board of Education Policies										
21	Bookstore Discounts										
22	Brochures										
23	Budget Change Process										
25	Budget Control Building Access										
26	Candles and Open Flame Devices: Use						1				
27	Capital Assets Inventory *						1				
28	Catering							-	- 1		
29	Center for Meeting and Learning: Scheduling an Event					-		_	_		
30	Chemical Hygiene Plan					-	1	-			
31	Classroom Visitors						1	-			
32	Classrooms: Food and Drink *					-		-	-		
	College Address and Letterhead for Personal					-					
33	Correspondence, Use of *										
34	Communicable Diseases in the Workplace						1				
35	Complaint Procedures					-					
36	Affirmative Action Guidelines and Complaint Procedure			-							
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37	Procedure										1
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38	Formal Complaint Process										
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39	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		u .					- 5			
46	Computer Services: see Information Technology										
	Computer Use Guidelines (See Information Technology:							-			
47	Appropriate Use Policy)				Vilve.						
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49	Construction-Related Disruptions						1				
50	Consultants, Use of *										
51 52	Contract Approvals Cooperative Education					_					
53	Copier Management *					-					
54	Copyrighted Materials: Off-Air Recording of Broadcasts					-					
55	Copyrighted Materials: Reproduction				# f	-		-	-		
56	Course Catalog				100	-					
57	Course Inactivation and Reactivation					-		-			
58	Course Information Sheets					-					
59	Course Outline Files				100			-	- 8	_	1
60	Course Outlines and Statements of Course Objectives							-			
61	Course Substitution					_					
62	Credit For Prior Learning *							-			
63	Credit by Assessment				Bajai						
64	Credit by Examination										
65	Crime Reporting										
66	Criminal Background Checks						Not su	re			
67	Curriculum Approval Guidelines										
68	Curriculum Committee										
69	Curriculum Development: Hourly Rate										
70	Curriculum Equity				11/20						
71	Curriculum Review										
72	The Daily										
73	Damage or Loss of Materials Deceased Student					_					
74 75	Degree Requirements Changes										
76	Degrees and Certificates *		_	-		-		-			
77	Department Hours of Operation and Department Closures		-	-		-	4	-			
78	Deputy Clerks					-	1				
79	Disabilities: Academic Accommodations for Students					-		-	_		
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80	Disabilities: Accessibility Notification for Students/Community										
81	Disabilities: Accommodating Employees										
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82	Disabilities: Americans With Disabilities Act Complaint Procedure										
	Disabilities: Determining Program Modifications for Students with					\neg					
83	Disabilities										
84	Distribution of Literature										
85	Distribution of Newspaper Publications										
86	Dual Credit										
87	Editorial Communications *				STATE OF						
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				A 155						
94	Employee Demotions										
95	Employee Disciplinary Actions										
96	Employee Grievances				1100	_					
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100	Employee Layoffs: Grant-Funded										
101	Employee Promotions Employee Resignations	-	-								
103	Employee Step Increases										
104	Employee Terminations							-			
105	Employee Voluntary Transfers										
106	Employee Work Schedules										
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	Employment Category Changes										
	Employment of Family Members *										
	Employment References Equipment: Disposal							-	- 11		
	Equipment: Loans to Students						1				
	Equipment: Personal Use *						1	-			
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	Facilities Management Team						1				
116	Facilities: Community Use *						1				
117	Facilities: Fees						1	_			
	Facilities: Maintenance and Operations						1	_			
119	Facilities: Scheduling						1	-			
120	Facilities: Use in General Fees: Special						1		-		
121	Final Exam Schedule		-	-							
123	Financial Records and Account Numbering		-								
	Flag Display							-		-	
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126	Freedom of Inquiry and Expression *										
127	Gift and Donation Acceptance										
128	Gift Purchases				極機						
129	Grades and Attendance: Summer Term Grades: Academic and Degree Appeals							-	_		
130	Grades: Changing		-	-		-		-	-		
132	Grades: Definitions			-				+	-		
133	Grades: Pass/No Pass Option							_			
134	Grades: Posting Publicly										
135	Grades: Records *										
12/35/58/5	Graduation Criteria										
137	Grant Development and Administration							-	-		
120	Harassment Based on Race/Ethnicity or National Origin: Formal Complaint Process										
138	Harassment Based on Race/Ethnicity or National Origin:			-	le is			+	-		
139	General *										
- 30	Harassment Based on Race/Ethnicity or National Origin: Informal										
140	Report and Resolution Process										
141	Harassment, Sexual: Formal Complaint Process										
142	Harassment, Sexual: General *										
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143	Harassment, Sexual: Informal Report and Resolution Process						172	-	-		
144	Hazard Communication	7 7 7 7					1		-		
145	Hiring: Internal Advertisement Hiring: Without Advertisement							-	-		
147	Hiring Process			-	7			-	-		
148	Hiring Rates: Classified Positions			+				-	+		
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151	Hiring Rates: Management Positions										
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154	Incomplete Grade			-					-		
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156	Independent Contractors: Definitions	-				\rightarrow					
157	Independent Study		1								
	Information Technology: Administrative Computer System										
158	Baseline Modification *										
159	Information Technology: Appropriate Use Policy *										
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 Information Technology: Virtual Private Network *							-			
166	Information Technology: Wireless Communication *	-						-	_		
167	Instructor Certification							-			_
168	Instructor Hours on Campus	-					1				
169	Instructor Qualifications: Credit										
170	Instructor Qualifications: Noncredit	-									
171	Instructor Selection and Development *										
172	Insurance Benefits										
173	Insurance: Non-Employee Claim										
174	Insurance: Property and Liability						1				
175	Insurance: Stolen Property				N.		1	-			
176	Insurance: Vehicles International Students				+		1	-	-		
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	Moving Expense Reimbursements	1			7						
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198	Occupational Injuries and Illnesses						1				
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256	Sales and Advertising on Campus	_						-			
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259	Screening Tests to Determine Prerequisite Skills					_					
260	Sexual Assault										
261	Sexual Harassment: see Harassment, Sexual: General										
262	Shared Governance Appeal Procedure										
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264	Smoking *						1			A	İ
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	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.														