

**Policy Cross Reference to New Numbering System  
(New to Old)**

<b>New Policy Number</b>		<b>Old Policy Number</b>
<b>Policy #6Hx28:</b>	<b>Policy Title</b>	<b>Policy #6Hx28:</b>
1-01	Organization, Authority and Location	01-01
1-02	General	01-02
1-03	Meetings of the District Board of Trustees	01-03
1-04	Rules of Procedure for Meetings of the DBOT	01-04
1-05	Officers and Their Duties	01-05
1-06	Powers and Duties of the President of the College	01-06
1-07	Faculty Association	04-14
1-08	College Accountability Process	01-07
1-09	Policy Development & Review	01-08
1-10	Ethics/Sunshine Laws	01-09
1-11	Indemnification	01-10
1-12	Discrimination & Sexual Harassment Prohibited	01-12
1-13	Review & Amendment of Governance Policies	01-13
2-01	Nondiscrimination and Equal Opportunity	02-01
2-02	Harassment/Sexual Harassment	02-02
2-03	Investigating and Resolving Discrimination, Harassment and Sexual Harassment Complaints	02-03
2-04	AIDS	02-04
2-05	Minority and Women's Business Enterprises Program	02-05
2-06	Developing Business Program	02-06
2-07	Substitute Admission and Graduation Requirements for Students with Disabilities	02-07
2-08	Accommodation of Religious Observances by Students	10-19
3A-01	Job Description for Personnel of the College	07-42
3A-02.1	Definition of Administrative, Instructional and Professional Employees	08-00
3A-02.2	Definition of Full-Time Employment for Instructional and Administrative Employees	08-03
3A-02.3	Definition of a Career Service Employee	09-00
3A-02.4	Definition of Full-Time Employment for Career Service Employees	09-05
3A-03	Classification of Career Service Positions	09-02
3A-04.1	Part-Time Personnel	07-34
3A-04.2	Part-Time Instructional Personnel	08-16
3A-05	Substitute Professors	08-17
3A-06	Employee and Student Exchanges	04-13
3A-07	Temporary Duty	07-10
3B-01	Human Resources Actions	07-03
3B-02	Inprocessing of New Employees	07-02
3B-03	Pre-Employment Drug Testing	07-37
3B-04.1	Recruitment of Administrative and Instructional Employees	08-01
3B-04.2	Recruitment of Career Service Employees	09-01
3C-01.1	Hours of Work for Instructional and Administrative	08-02

<b>New Policy Number</b>		<b>Old Policy Number</b>
<b>Policy #6Hx28:</b>	<b>Policy Title</b>	<b>Policy #6Hx28:</b>
	Employees	
3C-01.2	Assignment of Classroom and Lab Professors	08-04
3C-01.3	Councils and Committees	03-00
3C-01.4	Commencement	04-17
3C-01.5	Absence of a Professor from Class	05-05
3C-02.1	Hours of Work for Career Service Employees	09-03
3C-02.2	Recording of Hours Worked for Career Service Employees	09-04
3C-02.3	Overtime Compensation for Career Service Employees	09-06
3C-02.4	Night Shift Differential	09-07
3C-02.5	Payment to Career Service Employees for Holidays Worked	09-08
3C-03.1	Payroll Deduction Authorization	06-21
3C-03.2	Payroll Deductions for Dues for Certain Qualifying Employee	06-22
3C-04.1	Salary Schedule	07-05
3C-04.2	Credit for Prior Experience and Service at the College on the Instructional Salary Schedule	08-05
3C04.3.1	Pay of Instructional Personnel Receiving Advanced College Credit	08-06
3C-04.3.2	Pay of Professional and Administrative Personnel Receiving Advanced College Credit	08-23
3C-05	Transfer from Temporary Grant-Funded Position to a College-Funded Position	07-33
3C-06.1	Contracts for Administrative, Professional and Instructional Personnel	08-07
3C-06.2	Supplemental and Overload Contracts	08-08
3C-07	Staff Paid Through Staff and Program Development Funds	07-07
3C-08	Insurance: Comprehensive Medical and Life Program	06-24
3C-09	Waiver of Matriculation or Tuition Fees for Spouses and Dependents of Faculty and Staff	07-08
3C-10	Time of Service for Work Credit	07-09
3C-11	Retirement Contributions	07-06
3C-12	Retirement Incentive Program	07-35
3C-13	Optional Retirement Program	07-39
3C-14	401 (a) Qualified Retirement Plan	07-40
3C-15	403 (b) Qualified Retirement Plan	07-41
3D-01	Holidays and Other Paid Non-Duty Days	07-11
3D-02	Leave of Absence	07-17
3D-03	Vacation Leave	07-12
3D-04	Sick Leave	07-13
3D-05	Sick Leave Pool	07-15
3D-06.1	Family Medical Leave	07-38
3D-06.2	Medical Examination	07-14
3D-06.3	Illness-In-Line-Of-Duty Leave	07-21
3D-07.1	Leave for Personal Reasons	07-16

<b>New Policy Number</b>		<b>Old Policy Number</b>
<b>Policy #6Hx28:</b>	<b>Policy Title</b>	<b>Policy #6Hx28:</b>
3D-07.2	Personal Leave Without Pay	07-24
3D-08	Partial Leave	07-18
3D-09	Court Related Leave	07-19
3D-10	Military Leave	07-20
3D-11	Professional Leave and Extended Professional Leave	07-22
3D-12	Sabbatical Leave	07-23
3D-13	Domestic Violence Leave	07-43
3E-01	Career Service Employee Performance Evaluations	09-09
3E-02	Award of Tenure and Evaluation of Tenured and Tenure Track Faculty	08-10
3E-03	Issuance of Annual Contracts to Instructional Personnel Otherwise Entitled to a Continuing Contract	08-13
3E-04	Acceptance by All Employees of the Policies of the College	07-00
3E-05.1	Reasons for Dismissal	09-11
3E-05.2	Code of Ethics for Public Employees	07-26
3E-05.3	Extra College Employment and Activities	07-28
3E-05.4	Acceptance of Gifts Resulting From Purchase or Adoption of Books, Equipment, or Materials by the College	04-06
3E-05.5	Tutoring	08-09
3E-06	Student Loan Practices Code of Conduct	04-45
3E-07	Personal Financial Obligations	07-27
3E-08	Disciplinary Action	07-30
3E-09.1	Faculty Grievances and Appeals	08-14
3E-09.2	Career Services Personnel Grievances	09-12
3F-01	Outprocessing of Employees	07-31
3F-02	Terminal Pay	07-32
3F-03	Suspension, Dismissal, or Non-Renewal of Administrative, Professional, or Instructional Employees Under Continuing Contracts or on Annual Contracts	08-11
3F-04	Reductions in Force or Consolidation or Reduction in Program – Continuing Contract Instructional Personnel	08-12
3F-05.1	Resignations of Administrative or Instructional Employees	08-15
3F-05.2	Abandonment of Position	07-29
4-01	Accreditation	04-00
4-02	Academic Freedom	05-00
4-03	Research by Faculty	08-22
4-04	Course Competencies & Student Outcomes	05-04
4-05	Collegewide Course Outline & Syllabus	08-21
4-06	Award of Credit	05-16
4-07	Grades (Progress and Final)	05-13
4-08	Final Examinations	05-12
4-09	Textbook Selection	05-06
4-10	Materials Required of Students	05-07

<b>New Policy Number</b>		<b>Old Policy Number</b>
<b>Policy #6Hx28:</b>	<b>Policy Title</b>	<b>Policy #6Hx28:</b>
4-11	Class Attendance and Grade Records	05-08
4-12	Speakers or Guests	05-09
4-13	Field Trips	05-10
4-14	Deletion of Courses not taught for 5 years	05-15
4-15	Offering Continued Professional Education courses on a one time Basis	05-02
5-01.1	Calendar	04-03
5-01.2	Schedule of Classes	05-01
5-02	Regulation of Promotion and Public Speaking	11-07
5-03	Public Contact with Students, Faculty and Staff	04-08
5-04	Student, Faculty and Staff Child Care Services	04-10
5-05	College Vehicles	04-28
5-06	Institutional Membership	04-24
5-07	Contracts	04-25
5-08	Travel By Authorized Personnel	07-25
5-09.1	Copyright and Trademark Ownership	04-30
5-09.2	Educational Work Products	04-40
5-10	Bidding Requirements	06-12
5-11	College Property Control	06-26
5-12	Other Insurance (College Property, Liability, and Workers' Compensation)	06-25
6-01.1	Receipt and Deposit of Funds	06-02
6-01.2	Bank Depositories	06-03
6-02	Investment of Funds	06-05
6-03.1	Expenditures	06-06
6-03.2	Signatures on Checks and Human Resource Contracts	06-01
6-04	Expenditure of Funds for Auxiliary Enterprises and Undesignated Gifts	06-07
6-05	Auxiliary Enterprises	06-08
6-06	Student Activity Fee Expenditures	06-09
6-07	Budget Amendments	06-11
6-08.1	Student Fees & Refunds	06-14
6-08.2	College-Preparatory and College-Level (Credit) Course Repeat Fees	06-29
6-09	Event Admission Prices	06-15
6-10	Scholarships	06-16
6-11.1	Collection of Loans, VA Deferments and Other Student Accounts Receivable	06-19
6-11.2	Collection of Returned Checks	06-20
6-12	Bonds	06-23
6-13.1	Collection of Money From Students	04-11
6-13.2	Waiver of Fees for Persons 60 years or older	06-17
7A-01	Authority, Delegation, and Scope	04-38.01
7A-02	Acceptable use of Information Technology Resources	04-38.02
7A-03	Computer Hardware and Software Standards	04-38.03
7A-04	Online Privacy, Access and Security	04-38.04
7A-05	User Authentication Requirements	04-38.05

<b>New Policy Number</b>		<b>Old Policy Number</b>
<b>Policy #6Hx28:</b>	<b>Policy Title</b>	<b>Policy #6Hx28:</b>
7B-01	Preservation and Disposal of Records	04-20
7B-02	Student Records	10-09
7B-03	Financial Records and Reports	06-00
7B-04	Financial Information Security	06-30
7B-05	Human Resources Record Information	07-04
8-01	Academic Standards of Satisfactory Progress (Academic Warning, Academic Probation, Academic Suspension)	10-00
8-02	Admission	10-01
8-03	Student Code of Conduct	10-03
8-04	Student Possession or Consumption of Alcoholic Beverages	10-14
8-05	Housing	10-05
8-06	Residency	10-06
8-07	Student Clubs & Organizations	10-07
8-08	Student Loans and Financial Aid	10-10
8-09	Requirement of Accident and Hospitalization Insurance for International Students	10-12
8-10.1	Student Academic Grievances  <b>See New Policy Information Below</b>	10-131 <i>In Effect Until Below is Implemented</i>
8-10.2	Student Academic Dispute and Administrative Complaint Resolution	10-132 <i>Effective 9-1-08 or Sooner</i>
8-11	Academic Dishonesty	10-16
8-12	Hazing	10-17
9-01	The Valencia Community College Foundation, Inc.	01-11
9-02	Gifts to the College	04-05
9-03	Photography	04-19
9-04	Advertising	04-22
9-05	College Publications	04-23
9-06	Grant Funding	06-28
10-01	Incidents, Accidents, or Injuries	04-12
10-02	Trespass	04-35
10-03	Fire or Other Emergency	04-29
10-04	Firearms on Campus	04-31
10-05	Smoking Regulations	04-34
10-06	Sexual Assault and Other Crimes of Violence	04-43
10-07	Parking and Vehicle Traffic	11-05
10-08.1	Drug-Free Campuses	04-41
10-08.2	Drug-Free Workplace	07-36
11-01	Physical Plant--Maintenance and Sanitation	04-32
11-02	Animals and Pets	11-02
11-03	Key Control	11-03
11-04	Lake Pamela West Campus	11-04
11-05	Selecting Professional Services	11-11
11-06	Prequalification of Contractors for Educational	11-12

<b>New Policy Number</b>		<b>Old Policy Number</b>
<b>Policy #6Hx28:</b>	<b>Policy Title</b>	<b>Policy #6Hx28:</b>
	Facilities Construction	
11-07	Changes in Construction After Award of Contract	11-13
11-08.1	Temporary Use of Rooms or Campus Facilities	11-06
11-08.2	College Facilities, Non-College Use of	04-26

8/6/2008