

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

Old Policy Number		New Policy Number
Policy #6Hx28:	Policy Title	Policy #6Hx28:
01-01	Organization, Authority and Location	1-01
01-02	General	1-02
01-03	Meetings of the District Board of Trustees	1-03
01-04	Rules of Procedure for Meetings of the DBOT	1-04
01-05	Officers and Their Duties	1-05
01-06	Powers and Duties of the President of the College	1-06
01-07	College Accountability Process	1-08
01-08	Policy Development & Review	1-09
01-09	Ethics/Sunshine Laws	1-10
01-10	Indemnification	1-11
01-11	The Valencia Community College Foundation, Inc.	9-01
01-12	Discrimination & Sexual Harassment Prohibited	1-12
01-13	Review & Amendment of Governance Policies	1-13
02-01	Nondiscrimination and Equal Opportunity	2-01
02-02	Harassment/Sexual Harassment	2-02
02-03	Investigating and Resolving Discrimination, Harassment and Sexual Harassment Complaints	2-03
02-04	AIDS	2-04
02-05	Minority and Women's Business Enterprises Program	2-05
02-06	Developing Business Program	2-06
02-07	Substitute Admission and Graduation Requirements for Students with Disabilities	2-07
03-00	Councils and Committees	3C-01
04-00	Accreditation	4-01
04-03	Calendar	5-01.1
04-05	Gifts to the College	9-02
04-06	Acceptance of Gifts Resulting From Purchase or Adoption of Books, Equipment, or Materials by the College	3E-05.4
04-08	Public Contact with Students, Faculty and Staff	5-03
04-10	Student, Faculty and Staff Child Care Services	5-04
04-11	Collection of Money From Students	6-13.1
04-12	Incidents, Accidents, or Injuries	10-01
04-13	Employee and Student Exchanges	3A-06
04-14	Faculty Association	1-07
04-17	Commencement	3C-01.4
04-19	Photography	9-03
04-20	Preservation and Disposal of Records	7B-01
04-22	Advertising	9-04
04-23	College Publications	9-05
04-24	Institutional Membership	5-06
04-25	Contracts	5-07
04-26	College Facilities, Non-College Use of	11-08.2
04-28	College Vehicles	5-05

Old Policy Number		New Policy Number
04-29	Fire or Other Emergency	10-03
04-30	Copyright and Trademark Ownership	5-09.1
04-31	Firearms on Campus	10-04
04-32	Physical Plant--Maintenance and Sanitation	11-01
04-34	Smoking Regulations	10-05
04-35	Trespass	10-02
04-38	Authority, Delegation, and Scope	7A-01
04-40	Educational Work Products	5-09.2
04-41	Drug-Free Campuses	10-08.1
04-43	Sexual Assault and Other Crimes of Violence	10-06
04-45	Student Loan Practices Code of Conduct	3E-06
04-46 (in 04-38)	Acceptable use of Information Technology Resources	7A-02
04-47 (in 04-38)	Computer Hardware and Software Standards	7A-03
04-48 (in 04-38)	Online Privacy, Access and Security	7A-04
04-49 (in 04-38)	User Authentication Requirements	7A-05
05-00	Academic Freedom	4-02
05-01	Schedule of Classes	5-01.2
05-02	Offering Continued Professional Education courses on a one time Basis	4-15
05-04	Course Competencies & Student Outcomes	4-04
05-05	Absence of a Professor from Class	3C-01.5
05-06	Textbook Selection	4-09
05-07	Materials Required of Students	4-10
05-08	Class Attendance and Grade Records	4-11
05-09	Speakers or Guests	4-12
05-10	Field Trips	4-13
05-12	Final Examinations	4-08
05-13	Grades (Progress and Final)	4-07
05-15	Deletion of Courses not taught for 5 years	4-14
05-16	Award of Credit	4-06
06-00	Financial Records and Reports	7B-03
06-01	Signatures on Checks and Human Resources Contracts	6-03.2
06-02	Receipt and Deposit of Funds	6-01.1
06-03	Bank Depositories	6-01.2
06-05	Investment of Funds	6-02
06-06	Expenditures	6-03.1
06-07	Expenditure of Funds for Auxiliary Enterprises and Undesignated Gifts	6-04
06-08	Auxiliary Enterprises	6-05
06-09	Student Activity Fee Expenditures	6-06
06-11	Budget Amendments	6-07
06-12	Bidding Requirements	5-10
06-14	Student Fees & Refunds	6-08.1
06-15	Event Admission Prices	6-09
06-16	Scholarships	6-10
06-17	Waiver of Fees for Persons 60 years or older	6-13.2
06-19	Collection of Loans, VA Deferments and Other Student Accounts Receivable	6-11.1

Old Policy Number		New Policy Number
06-20	Collection of Returned Checks	6-11.2
06-21	Payroll Deduction Authorization	3C-03.1
06-22	Payroll Deductions for Dues for Certain Qualifying Employee	3C-03.2
06-23	Bonds	6-12
06-24	Insurance: Comprehensive Medical and Life Program	3C-08
06-25	Other Insurance (College Property, Liability, and Workers' Compensation)	5-12
06-26	College Property Control	5-11
06-28	Grant Funding	9-06
06-29	College-Preparatory and College-Level (Credit) Course Repeat Fees	6-08.2
06-30	Financial Information Security	7B-04
07-00	Acceptance by All Employees of the Policies of the College	3E-04
07-02	Inprocessing of New Employees	3B-02
07-03	Human Resources Actions	3B-01
07-04	Human Resources Record Information	7B-05
07-05	Salary Schedule	3C-04.1
07-06	Retirement Contributions	3C-11
07-07	Staff Paid Through Staff and Program Development Funds	3C-07
07-08	Waiver of Matriculation or Tuition Fees for Spouses and Dependents of Faculty and Staff	3C-09
07-09	Time of Service for Work Credit	3C-10
07-10	Temporary Duty	3A-07
07-11	Holidays and Other Paid Non-Duty Days	3D-01
07-12	Vacation Leave	3D-03
07-13	Sick Leave	3D-04
07-14	Medical Examination	3D-06.2
07-15	Sick Leave Pool	3D-05
07-16	Leave for Personal Reasons	3D-07.1
07-17	Leave of Absence	3D-02
07-18	Partial Leave	3D-08
07-19	Court Related Leave	3D-09
07-20	Military Leave	3D-10
07-21	Illness-In-Line-Of-Duty Leave	3D-06.3
07-22	Professional Leave and Extended Professional Leave	3D-11
07-23	Sabbatical Leave	3D-12
07-24	Personal Leave Without Pay	3D-07.2
07-25	Travel By Authorized Personnel	5-08
07-26	Code of Ethics for Public Employees	3E-05.2
07-27	Personal Financial Obligations	3E-07
07-28	Extra College Employment and Activities	3E-05.3
07-29	Abandonment of Position	3F-05.2
07-30	Disciplinary Action	3E-08
07-31	Outprocessing of Employees	3F-01
07-32	Terminal Pay	3F-02

Old Policy Number		New Policy Number
07-33	Transfer from Temporary Grant-Funded Position to a College-Funded Position	3C-05
07-34	Part-Time Personnel	3A-04.1
07-35	Retirement Incentive Program	3C-12
07-36	Drug-Free Workplace	10-08.2
07-37	Pre-Employment Drug Testing	3B-03
07-38	Family Medical Leave	3D-06.1
07-39	Optional Retirement Program	3C-13
07-40	401 (a) Qualified Retirement Plan	3C-14
07-41	403 (b) Qualified Retirement Plan	3C-15
07-42	Job Description for Personnel of the College	3A-01
07-43	Domestic Violence Leave	3D-13
08-00	Definition of Administrative, Instructional and Professional Employees	3A-02.1
08-01	Recruitment of Administrative and Instructional Employees	3B-04.1
08-02	Hours of Work for Instructional and Administrative Employees	3C-01.1
08-03	Definition of Full-Time Employment for Instructional and Administrative Employees	3A-02.2
08-04	Assignment of Classroom and Lab Professors	3C-01.2
08-05	Credit for Prior Experience and Service at the College on the Instructional Salary Schedule	3C-04.2
08-06	Pay of Instructional Personnel Receiving Advanced College Credit	3C04.3.1
08-07	Contracts for Administrative, Professional and Instructional Personnel	3C-06.1
08-08	Supplemental and Overload Contracts	3C-06.2
08-09	Tutoring	3E-05.5
08-10	Award of Tenure and Evaluation of Tenured and Tenure Track Faculty	3E-02
08-11	Suspension, Dismissal, or Non-Renewal of Administrative, Professional, or Instructional Employees Under Continuing Contracts or on Annual Contracts	3F-03
08-12	Reductions in Force or Consolidation or Reduction in Program – Continuing Contract Instructional Personnel	3F-04
08-13	Issuance of Annual Contracts to Instructional Personnel Otherwise Entitled to a Continuing Contract	3E-03
08-14	Faculty Grievances and Appeals	3E-09.1
08-15	Resignations of Administrative or Instructional Employees	3F-05.1
08-16	Part-Time Instructional Personnel	3A-04.2
08-17	Substitute Professors	3A-05
08-21	Collegewide Course Outline & Syllabus	4-05
08-22	Research by Faculty	4-03
08-23	Pay of Professional and Administrative Personnel Receiving Advanced College Credit	3C-04.3.2

Old Policy Number		New Policy Number
09-00	Definition of a Career Service Employee	3A-02.3
09-01	Recruitment of Career Service Employees	3B-04.2
09-02	Classification of Career Service Positions	3A-03
09-03	Hours of Work for Career Service Employees	3C-02.1
09-04	Recording of Hours Worked for Career Service Employees	3C-02.2
09-05	Definition of Full-Time Employment for Career Service Employees	3A-02.4
09-06	Overtime Compensation for Career Service Employees	3C-02.3
09-07	Night Shift Differential	3C-02.4
09-08	Payment to Career Service Employees for Holidays Worked	3C-02.5
09-09	Career Service Employee Performance Evaluations	3E-01
09-11	Reasons for Dismissal	3E-05.1
09-12	Career Services Personnel Grievances	3E-09.2
10-00	Academic Standards of Satisfactory Progress (Academic Warning, Academic Probation, Academic Suspension)	8-01
10-01	Admission	8-02
10-03	Student Code of Conduct	8-03
10-05	Housing	8-05
10-06	Residency	8-06
10-07	Student Clubs & Organizations	8-07
10-09	Student Records	7B-02
10-10	Student Loans and Financial Aid	8-08
10-12	Requirement of Accident and Hospitalization Insurance for International Students	8-09
10-131 <i>In Effect Until Below is Implemented</i>	Student Academic Grievances See New Policy Information Below	8-10.1
10-132 <i>Effective 9-1-08 or Sooner</i>	Student Academic Dispute and Administrative Complaint Resolution	8-10.2
10-14	Student Possession or Consumption of Alcoholic Beverages	8-04
10-16	Academic Dishonesty	8-11
10-17	Hazing	8-12
10-19	Accommodation of Religious Observances by Students	2-08
11-02	Animals and Pets	11-02
11-03	Key Control	11-03
11-04	Lake Pamela West Campus	11-04
11-05	Parking and Vehicle Traffic	10-07
11-06	Temporary Use of Rooms or Campus Facilities	11-08.1
11-07	Regulation of Promotion and Public Speaking	5-02
11-11	Selecting Professional Services	11-05
11-12	Prequalification of Contractors for Educational Facilities Construction	11-06

Old Policy Number		New Policy Number
11-13	Changes in Construction After Award of Contract	11-07