

Title	Learning Council Pol/Pro	Nadine's Pol / Pro	Department	Primary Contact
Administrative Withdrawals	existing procedure has mixed language refelcting both policy and procedure language	Pro	Enrollment and Student Financial Services	Helen Garrett
Admissions	Pol	Pol	Enrollment and Student Financial Services	Helen Garrett
Admissions: Selective Programs and Waiting Lists	Pro	Pro	Enrollment and Student Financial Services	K. Levett
Audiovisual Equipment Checkout	Pro	Pro	Audiovisual Services	Bill Schuetz
Audiovisual Equipment Reservation	Pro	Pro	Audiovisual Services	Bill Schuetz
Audit A Class	Pro	Pro	Enrollment and Student Financial Services	H. Garrett
Board of Education Policies			Hyperlinked to Board Policy Page	

Brochures	Pro	Pro	Marketing and Public Relations	T. Simms
Classroom Visitors	Pro	Pro	Academic and Student Affairs	Dawn DeWolf
Student Complaint Procedure: Formal	skipped	Pro	Academic and Student Affairs	Kerry Levett
Student Complaint Procedure: Informal Report and Resolution Process	skipped	Pro	Academic and Student Affairs	Kerry Levett
Cooperative Education	Pro	Pro	Cooperative Education	Al King

Copyrighted Materials: Off-Air Recording of Broadcasts	Pro; needs a policy	Pro	Distance Learning	Bill Schuetz
Copyrighted Materials: Reproduction		Pro	Printing/Graphics	Tony Sanjume
Course Catalog		Pro	Academic and Student Affairs	Dawn DeWolf
Course Inactivation and Reactivation		Pro	Institutional Research, Assessment and Planning	Craig Taylor
Course Informaion Sheets			Not on COPPs any more	
Course Outline Files		Pro	Academic and Student Affairs	Dawn DeWolf
Course Outlines and Statements of Course Objectives		Pro	Academic and Student Affairs	Dawn DeWolf
Course Substitution		Pro	Enrollment and Student Financial Services	H. Garrett
Credit for Prior Learning		Pol	Enrollment and Student Financial Services	Helen Garrett
Credit by Assessment (CBA)		Pro	Enrollment and Student Financial Services	H. Garrett
Credit by Examination (CBE)		Pro	Enrollment and Student Financial Services	H. Garrett
Curriculum Approval Guidelines		Pro	Institutional Research, Assessment and Planning	Craig Taylor
Curriculum Committee		Pro	Institutional Research, Assessment and Planning	Craig Taylor
Curriculum Development: Hourly Rate		Pro	Academic and Student Affairs	Dawn DeWolf

Curriculum Equity		Pro	Academic and Student Affairs	Dawn DeWolf
Curriculum Review		Pro	Academic and Student Affairs	Dawn DeWolf
Deceased Student		Pro	Enrollment and Student Financial Services	H. Garrett
Degree Requirements Changes		Pro	Enrollment and Student Financial Services	H. Garrett
Degree and Certificates			Not on COPPs any more	
Department Hours of Operation and Department Closures		Pro	Human Resources	Dennis Carr
Disabilities: Accessibility Statements for Students			Not on COPPs any more	
Disabilities: Determining Program Modifications for Students with Disabilities		Pro	Disability Resources	Terrie Minner
Dual Credit		Pro	Academic and Student Affairs	Dawn DeWolf
Employee Class Descriptions		Pro	Human Resources	Dennis Carr
Exchange of Staff With Other Institutions		Pro	Human Resources	Dennis Carr
Fees: Special		Pro	Academic and Student Affairs	Dawn DeWolf
Final Exam Schedule		Pro	Academic and Student Affairs	Dawn DeWolf
Grades and Attendance: Summer Term		Pro	Academic and Student Affairs	Dawn DeWolf
Grades: Academic and Degree Appeals		Pro	Enrollment and Student Financial Services	H. Garrett
Grades: Changing		Pro	Enrollment and Student Financial Services	H. Garrett
Grades: Definitions		Pro	Enrollment and Student Financial Services	H. Garrett
Grades: Pass-No Pass Option		Pro	Enrollment and Student Financial Services	H. Garrett

Grades: Posting Publicly		Pro	Enrollment and Student Financial Services	H. Garrett
Grades: Records		Pol	Enrollment and Student Financial Services	Helen Garrett
Graduation Criteria		Pro	Enrollment and Student Financial Services	H. Garrett
Income Credit Program		Pro	College Finance	R. Ellis
Incomplete Grade		Pro	Enrollment and Student Financial Services	H. Garrett
Independent Study		Pro	Academic and Student Affairs	Dawn DeWolf
Instructor Certification		Pro	Academic and Student Affairs	Dawn DeWolf
Instructor Hours on Campus		Pro	Academic and Student Affairs	Dawn DeWolf
Instructor Qualifications: Credit		Pro	Academic and Student Affairs	Dawn DeWolf
Instructor Qualifications: Noncredit		Pro	Academic and Student Affairs	Dawn DeWolf
Instructor Selection and Development		Pol	Human Resources	Dennis Carr
International Students		Pro	Enrollment and Student Financial Services	H. Garrett
Library: Overdue and Unreturned Materials		Pro	Library	Marika Pineda
Library: Use and Borrowing Privileges		Pro	Library	Marika Pineda
Name Change: Department or Service		Pro	Marketing and Public Relations	T. Simms
Outreach Credit Classes		Pro	LCC at Cottage Grove	Jenette Kane
Performance Evaluations		Pro	Human Resources	Dennis Carr
Personal Items in Instruction: Use		Pro	Academic and Student Affairs	Dawn DeWolf
Placement Testing: Reading		Pro	Academic and Student Affairs	Dawn DeWolf
Registration Packets		Pro	Enrollment and Student Financial Services	H. Garrett

Release of Student Records		Pro	Enrollment and Student Financial Services	H. Garrett
Research: Authorization to Conduct		Pro	Research and Planning	Craig Taylor
Sale to Students of Staff Prepared Instructional Materials		Pro	Academic and Student Affairs	Dawn DeWolf
Schedule Changes		Pro	Enrollment and Student Financial Services	H. Garrett
Scholarships and Tuition Waivers		Pro	Financial Aid	Helen Faith
Screening Tests to Determine Prerequisite Skills		Pro	Academic and Student Affairs	Dawn DeWolf
Student Government		Pol	Student Life and Leadership Development	Barbara Delansky
Student Materials: Returning to Student		Pro	Academic and Student Affairs	Dawn DeWolf
Substitute Instructors		Pro	Human Resources	Dennis Carr
Testing and Assessment		Pro	Counseling	Lora Dietmeyer
Textbook Order Schedule		Pro	Bookstore	T. Sanjume
Textbook Pricing		Pro	Bookstore	T, Sanjume
Textbook Selection		Pro	Academic and Student Affairs	Dawn DeWolf
Tuition: Senior Citizens			Not on COPPs any more	
Underage Students			Not on COPPs any more	

Learning Council Comments	Nadine's Comments	1 / ?
recommend developing a policy on attendance within federal guidelines; then revise procedure for no-show drop detailing how the institution processes the drops	reviewed; deleted 10/2014? Changed to "No show drop process"?	1
confirmed Policy, last reviewed April 24, 2014	Delete or elaborate. Already Board Policy.	1
confirmed Procedure, last reviewed October 3, 2014	PC recommend to delete. Dawn DeWolf says retain as is. Updated in COPPS 10/03/2014	1
confirmed Procedure; recommend it be updated to reflect current audio-visual needs & project for future; last reviewed October 1, 2003		?
confirmed Procedure; recommend combining with Checkout procedure to develop "A-V Equipment" procedure; last reviewed October 1, 2003	MG/NW recommend for deletion; combine with AV checkout?	?
confirmed Procedure; last reviewed March 31, 2014	reviewed and updated 03/31/2014	1
		?

confirmed Procedure; agree with recommended title change; last reviewed June 10, 2014	reviewed/title change recommended: Marketing Materials	1
confirmed Procedure; recommend review for update addressing minors, safety concerns, faculty and student rights regarding permission to attend or open to anyone; last reviewed September 1, 2003		1
currently under revision	Last COPPS update 06/27/2013	1
currently under revision	Last COPPS update 06/27/2013	1
confirmed Procedure; recommend keeping on COPPS and requesting Co-Op website to point to COPPS (rather than two separate documents); last reviewed October 1, 2014	MG/NW recommend for deletion; Reviewed and updated 10/14/2014	1

needs update; recommend developing policy on copyrighted material with specific procedures under that; currently addresses only one of a variety of copyrighted materials; needs to address multiple means of distribution (e.g., electronic & air); last reviewed September 1, 2002		1
	Sent to IT, Bill S for review; new copyright committee expanding scope	1
	MG/NW recommend for deletion	1
		1
		1
	MG/NW recommend for deletion	1
	Draft of separation of policy from procedure available	1
	reviewed; updated in COPPS 03/13/2014	1
	Learning	1
	under review will submit under separate cover (03/30/2014)	1
	under review will submit under separate cover (03/30/2014)	1
		1
		1
	MG/NW recommend for deletion	1

		1
	MG/NW recommend for deletion; larger policy/procedure?	1
	reviewed; Updated 03/30/2014	1
	HG Recommend change PC to Craig Taylor; sent on to CT for review	
		1
		1
		1
	2 New Titles: Disabilities: Course Substitutions...AAOT, and Disabilities: Course Substitutions...Terminal Degree - COPPS 06/02/2014	1
		1
	MG/NW recommend for deletion	1
	MG/NW recommend for deletion	1
	Draft of separation of policy from procedure available	1
		1
		1
	reviewed; last COPPS update 10/06/2014	1
	reviewed; Last COPPS update 03/30/2014	1
	reviewed; last COPPS update 05/20/2013	1
	reviewed; Last COPPS update 06/25/2014	1

	reviewed; new procedure 02/21/2012	1
	Recommend change to procedure	1
	reviewed; Last COPPS update 06/25/2014	1
	reviewed and revised. COPPS updated 9/29/14. Draft of separation of policy from procedure available	1
	reviewed;COPPS updated 03/30/2014	1
	Reviewed and updated 10/14/2014	1
	Reviewed and updated 10/14/2014	1
	Reviewed and updated 10/14/2014	1
		1
		1
	Board Policy. Recommend delete from COPPS	1
	Recommend review by Jennifer Falzerano; MG/NW recommend for deletion	1
		1
		1
	reviewed; COPPS update 06/12/2014	1
	Discussion between Kuhar, Kane, Carr, DeWolf, Hamington	1
		1
		1
	MG/NW recommend for deletion	1
	PC recommend to delete	1

	reviewed; last COPPS 11/11/2004; HG should be policy; working with SAC	1
		1
	Draft of separation of policy from procedure available	1
	reviewed - title change recommended "Schedule Change Deadlines"	1
	MG/NW recommend for deletion	1
		1
	Student	1
		1
		1
	Last COPPS update 01/01/2009; MG/NW recommend for deletion	1
	reviewed	1
	reviewed and recommended to become a policy, kept as procedure with edits 05/14/2014	1
		1
		1
		1