

POLICY LIST

1. GENERAL

1.1 Scope, Objectives and Management

- 1.1.1 College Planning
- 1.1.4 Policy Development & Administration
- 1.1.5 Code of Ethics
- 1.1.7 Safe Disclosure

1.2 Environment

- 1.2.1 Illegal Use of Alcohol or Drug Use on College Property
- 1.2.2 Environmental Responsibility

1.3 College Residence(s)

- 1.3.1 Residence Occupancy

2. STUDENT AFFAIRS

2.1 Admissions

- 2.1.1 Admissions
- 2.1.2 English Language Proficiency Standard
- 2.1.4 Course Audit
- 2.1.5 Student Registration
- 2.1.6 Progression & Re-Admission – BSN
- 2.1.8 Admission & Progression – PPNP and Access to PN
- 2.1.9 BBA Degree Policy 2011
- 2.1.10 Progression and Re-admission – Child, Youth and Family Studies

2.2 Fees

- 2.2.1 Tuition Fees – International Education
 - 2.2.1 Appendix A – Tuition Fee Schedule – International Education
- 2.2.2 Payment of Fees – Vocational Programs
- 2.2.3 Student Activity Fees
- 2.2.4 Tuition Fees – Part-Time Vocational and General Interest
- 2.2.5 Tuition Fees Refunds
- 2.2.6 Tuition Refunds for International Students
- 2.2.9 Selective Entry Program

2.4 General

- 2.4.1 Credential Framework
- 2.4.3 Students with Documented Disabilities
- 2.4.4 Student Conduct
- 2.4.6 Student Opportunities Fund
 - 2.4.6 Appendix A – SOF Application
 - 2.4.6 Appendix B – SOF Handbook
 - 2.4.6 Appendix C – SOF Leadership Fund
- 2.4.8 Academic Performance

- 2.4.9 Student Concerns re Faculty
- 2.4.10 Guidelines for Visitors in the Learning Setting
- 2.4.11 Storage of Academic Works

2.5 Records

- 2.5.1 Student Evaluation Grade System
- 2.5.2 Student Records
- 2.5.3 Student Appeal
- 2.5.4 Student Training Records – Vocational Programs and Courses
- 2.5.5 Flexible Assessment
- 2.5.6 Transfer of Credit (as a receiving institution)
- 2.5.7 Transfer Credit Appeal and TCA Committee TOR
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2.6 Withdrawal/Discontinuance

- 2.6.1 Course Change Withdrawal – EdCo Sept 21-11
 - 2.6.1 Appendix A – Course Change Withdrawal Form
- 2.6.2 Vocational Student Withdrawals as a Result of Absence

3. FINANCIAL LEGAL

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- 3.1.1 Fundraising and Charitable Donations
- 3.1.3 Political Donations

3.2 Finance

- 3.2.1 Bookstore Refunds
- 3.2.2 Coordinated Purchasing System
- 3.2.3 Operating Funds vs Operating Capital Funds
 - 3.2.3 Appendix A – Operating Capital Flow Chart
- 3.2.4 Capital Assets
- 3.2.5 Travel & Expense Claims
- 3.2.7 Bookstore Cost Recovery
- 3.2.8 Principles of Financial Conduct
- 3.2.11 Development Fund
 - 3.2.11 Appendix A – Development Fund Application Form
- 3.2.12 Credit Card Procedure
- 3.2.13 Acceptance of Cash

3.3 Insurance

- 3.3.1 Loss of Personal Property
- 3.3.2 Vehicle Registration, Insurance & Licensing
- 3.3.3 Waivers/Releases
- 3.3.4 Integrated Risk Management

3.4 Legal

- 3.4.1 Freedom of Information and Protection of Privacy
- 3.4.2 Copyright
- 3.4.3 Legal Signing Authority
- 3.4.6 Surveillance
 - 3.4.6 Appendix A – Surveillance – PIA Form
- 3.4.7 Use of Copyrighted Materials

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- 4.1.1 Appointment Payroll Notification Process
- 4.1.2 Contract Appointments
- 4.1.3 Hiring Contractors
- 4.1.4 Hiring Procedures
 - 4.1.4 Appendix A – Request to Hire Form
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 - 4.1.4 Appendix C – Competition Summary Form
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- 4.1.8 Foreign Guest Speakers & Lecturers
- 4.1.10 Recruitment Appointment Family Members

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- 4.6.1 Employee Exit
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 - 4.8.1 Appendix A – Working Alone or in Isolation Procedures Form
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- 4.8.2 Abuse & Violence in the Workplace
- 4.8.4 First Aid Policy
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- 4.8.6 Discrimination Harassment (under review)
 - 4.8.6 Appendix A – Harassment Flow Chart
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5.1.4 College Property – Personal Use

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MASTER GYM WORK ORDER FORM

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6.2.2 Circulation (Borrowing) of Library Materials

6.3 General

6.3.1 Faculty Qualifications Framework

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6.4.1 Administration of Exams

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6.4.3 Appendix A – Administration of Exams – Distributed Learning
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7.1 Research at College of the Rockies

- 7.1.2 Ethical Conduct for Research Involving Human Subjects
 - 7.1.2.1 Ethical Review of Course-Based Research Involving Human Participants
 - 7.1.2 Appendix A – Ethics – Application Delegated and Full Review
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- 4.4.9 Social Media Policy
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- 9.1.1 Continuing Education and Contract Services

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- 6.4.2 Services Planning and Review