

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. 1**

**TITLE: CHANGE IN THE ORGANIZATION OF COLLEGES, SCHOOLS,
DIVISIONS, DEPARTMENTS OR OTHER ADMINISTRATIVE UNITS**

SECTION 1. GENERAL

- 1.1 Scope: This rule establishes the procedures to change administrative organization within an institution.
- 1.2 Authority: West Virginia Code §18B-1-6, §18B-1-8
- 1.3 Replaces Title 131, Procedural Rule, Series 2
- 1.4 Effective Date: March 21, 2002

SECTION 2. POLICY

- 2.1 Approval by the Bluefield State College Board of Governors is required prior to implementation of the following changes in the organizational structure of Bluefield State College:
 - 2.1.1 Creating any new college, school, division, or department that provides instruction.
 - 2.1.2 Renaming of any existing college, school, division, or department that provides instruction.
 - 2.1.3 Creating any new administrative division or unit headed by an individual who reports directly to the president.
- 2.2 The president shall request the approval of the Bluefield State College Board of Governors prior to discontinuing, combining, or reorganizing any existing college, school, division, department, center, institute, or other administrative unit or creating any new non-instructional administrative unit.
- 2.3 The president's written request to the Bluefield State College Board of Governors shall confirm that appropriately elected faculty, classified staff, and student representatives and/or organizations were consulted prior to seeking approval of any change pursuant to this rule.