

**WEST VIRGINIA  
SECRETARY OF STATE  
JOE MANCHIN, III**

**ADMINISTRATIVE LAW DIVISION**

Form #5

Do Not Mark In This Box

**FILED**

2002 MAR 19 P 3:59

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: Higher Education Policy Commission TITLE NUMBER: 133

CITE AUTHORITY: W.Va. Code §18B-1-6

RULE TYPE: PROCEDURAL  INTERPRETIVE

EXEMPT LEGISLATIVE RULE

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

\_\_\_\_\_

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_


\_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: Series 13

TITLE OF RULE BEING PROPOSED: Change in Organization of Colleges or Schools

\_\_\_\_\_

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE  
EFFECTIVE DATE OF THIS RULE IS April 19, 2002

  
Authorized Signature

**SCANNED**



WEST VIRGINIA  
H I G H E R  
E D U C A T I O N  
P O L I C Y  
C O M M I S S I O N

John R. Hoblitzell  
Chairman

J. Michael Mullen  
Chancellor

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OFFICE WEST VIRGINIA  
SECRETARY OF STATE

March 19, 2002

The Honorable Joe Manchin  
Secretary of State  
State Capitol  
Charleston, WV 25305

Dear Secretary Manchin:

On behalf of the Higher Education Policy Commission, I am filing notices of adoption of the following proposed rules that were approved on March 15, 2002, by the Higher Education Policy Commission:

Title 133, Series 13: Change in Organization of Colleges or Schools  
Title 133, Series 14: Holidays

Also enclosed are notices of a public comment period on the following proposed rules that were approved on March 15, 2002, by the Higher Education Policy Commission:

Title 133, Series 15: Acceptance of Advanced Placement Credit  
Title 133, Series 16: College Level Examination Program  
Title 133, Series 17: Transferability of Credits and Grades at the Undergraduate Level  
Title 133, Series 18: Assignment of Academic Credit and Financing Noncredit Instruction

Sincerely,

J. Michael Mullen  
Chancellor

/jd

TITLE 133

FILED

PROCEDURAL RULE

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WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

SERIES 13

**TITLE: CHANGE IN THE ORGANIZATION OF COLLEGES OR SCHOOLS**

**SECTION 1. GENERAL**

- 1.1 Scope – This rule establishes a process to change administrative organization within an institution.
- 1.2 Authority – *West Virginia Code* § 18B-1-6
- 1.3 Filing Date – March 19, 2002
- 1.4 Effective Date – April 19, 2002
- 1.5 Repeals and replaces Title 128, Series 2 and Title 131, Series 2

**SECTION 2. POLICY**

- 2.1 The governing board of an institution may implement changes, without approval of the Policy Commission, in the organization of colleges, or schools, within the institution, for organizational efficiency or administrative purposes, but not to implement a major new program, service or structure. The president of the institution shall inform the Chancellor of any such change at least thirty (30) days prior to its implementation. The Policy Commission reserves the right to consider and take action, up to and including disapproval, on any change which changes the mission of the institution or affects the statewide master plan.
- 2.2 The president's written notification to the Chancellor shall confirm that appropriately elected faculty, classified employees, student representatives and/or organizations were consulted prior to implementing any organizational change to which this provision applies.
- 2.3 The organizational changes to which this provision applies do not include staff changes for existing positions within the institution or organizational changes below the college or school level.