Instructions for use of manual/document search:
1. Utilize the “Find” box in the toolbar or Right-click anywhere on page and select “Search” from dialogue box
2. Type a keyword or character string for document search to execute.
3. Click right arrow (or simply press “Enter”) for next occurrence or left arrow for previous occurrence.
4. Click hyperlinked policy/procedure/form number to take you directly to that document.
5. Click x to close search dialogue box.

NOTE: For best results use a recent version of Adobe Acrobat Reader. Click here to download latest version.

INTRODUCTION

BOARD OF TRUSTEES AND ADMINISTRATION ................................................................. i

FORWARD .......................................................................................................................... ii

INSTITUTIONAL VISION, MISSION AND STRATEGIC PLAN STATEMENTS ................. iii

INSTITUTIONAL IDENTITY (FUNCTIONAL MISSION STATEMENT) ................................. iv

CONSTITUENCIES SERVED (FUNCTIONAL MISSION STATEMENT) ......................... v

PART I: GOVERNANCE POLICIES

3357:13-1 ENDS

01-00 ......................................................................................................................... Global ENDS Policy
01-10 ......................................................................................................................... Diversity ENDS Policy
01-20 ......................................................................................................................... Equal Opportunity ENDS Policy
01-30 ......................................................................................................................... Career Readiness and Development ENDS Policy
01-40 ......................................................................................................................... Transferability ENDS Policy
01-50 ......................................................................................................................... Enrichment ENDS Policy

3357:13-2 GOVERNANCE PROCESS

02-00 ......................................................................................................................... Global Governance Commitment Policy
02-10 ......................................................................................................................... Governing Style Policy
02-20 ......................................................................................................................... Board Job Description Policy
02-30 ......................................................................................................................... Board Members Code of Conduct Policy
02-40 ......................................................................................................................... Cost of Governance Policy
02-50 ......................................................................................................................... Chief Governance Officer’s Role Policy
3357:13-3 BOARD-PRESIDENT RELATIONSHIP

Global Board-CEO Delegation Policy
Unity of Control Policy
Delegation to the CEO Policy
Accountability of the CEO Policy
Monitoring CEO Performance Policy

3357:13-4 EXECUTIVE LIMITATIONS

Global Executive Limitations Policy
Communication and Support to the Board Policy
Treatment of Consumers Policy
Treatment of Employees Policy
Compensation and Benefits Policy
Financial Planning and Budgeting Policy
Financial Conditions and Activities Policy
Asset Protection Policy
ENDS Focus of Grants and Contracts
Emergency CEO Succession Policy

PART II: OPERATING POLICIES AND PROCEDURES

3357:13-11 BOARD OF TRUSTEES

Legal Authority
Membership Board of Trustees
Oath of Public Office
Oath of Executive Office
Procedures
Duties of Board Officers
Removal of Trustees
Bonding of Officers and/or Employees
Committees of the Board
Board Meetings
Board Agenda
Amendment of Rules and Regulations
3357:13-12 THE ADMINISTRATIVE ORGANIZATION

12-03 Diversity, Equity and Equal Opportunity Policy
12-031 Diversity, Equity and Equal Opportunity Procedure
12-07 College Standing Committees
12-071 Academic Program(s) Advisory Committee Handbook
12-08 North Central State College Foundation
12-091 Management Rights
12-092 Governance
12-093 NCSFA Business and Operations
12-094 Negotiations
12-095 Contract Duration
12-10 Institutional Review Board (IRB) Policy
12-101 Institutional Review Board (IRB) Procedures
12-101a Institutional Review Board Application Form
12-101b Institutional Review Board Informed Consent Form
12-101d Institutional Review Board Change Form
12-101e Institutional Review Board Continuation Form

3357:13-13 ACCESS TO INSTRUCTION (GAINING CREDIT)

13-01 Graduation Requirements Policy
13-011 Graduation Procedures (Petition to Graduate)
13-02 (Reserved for future use)
13-03 Policy on General Education
13-04 Independent Study
13-04a Independent Study Form
13-04b Independent Study Plan of Study Form
13-05 Admission Policy
13-31 Transfer Credit Policy
13-311 Procedures for the Transfer of Credit into the College
13-311a Transfer Credit Contract
13-312 Transfer Module
13-313 Transition of College Credit Plus (CCP) Students Following High School Graduation
13-32 Articulation Credit (High School)
13-33 Prior Learning Assessment (PLA)/Competency Based Education (CBE) Credit Policy
13-33a Application for Credit by Examination
13-331 Prior Learning Assessment (PLA)/Competency Based Education (CBE) Procedure
13-34 Life Experience Credit Policy
13-341 Life Experience Credit Procedure
Life Experience Credit Request Form
Life Experience Credit Payment Slip
Life Experience Credit Faculty Compensation Form
Life Experience Credit Checklist for Students
Life Experience Credit Checklist for Faculty Advisors
Life Experience Credit Checklist for Department Chairs
Non-Credit Program Sixty

3357:13-14 TEACHING & LEARNING (ACADEMICS)

Academic Calendar
Academic Freedom

Curriculum/Courses (04-14)
Standardized Assignment of Credit Hours Policy
Assignment of Credit Hours Carnegie Chart
Accreditation
Academic Department/Program Review Manual
Academic Department/Program Scoring Matrix Rubric
Support Service Department Review Manual
Curriculum Revision
Course/Program Revision Proposal Form
Syllabi for Courses
Course Master Syllabus Template
Course Syllabus Template
Section Numbers for Course Scheduling
Course Prerequisites
Course Prerequisites Waiver Form
Special Topics Courses
Contact Hour Fee Policy
Contact Hour Fee Calculations
Associate of Technical Studies Degree Program (ATS)
Application Procedures for Admission to the Technical Studies Program
Application for Admission to ATS Degree Program
Associate in Technical Studies Degree Program (ATS) (One Year Option)
Application for Admission to ATS Degree Program (One Year Option)
Distance Learning
Intellectual Property

Advising (15-24)
Advising System and Services Policy
Request for a Change in Faculty Advisor Form
Procedures for Connection-Entry-Progress & Completion Advising
Advising Procedures for Business, Industry, and Technology
Advising Procedures for Health Sciences Technology
### Advising Procedures for Liberal Arts and Transfer

- **14-154**: Advising Procedures for Liberal Arts and Transfer
- **14-158**: Curriculum to Follow to Evaluate Student Current Status
- **14-16**: Academic Major Policy
- **14-161**: Procedures for Declaring/Changing an Academic Major
- **14-161a**: Change of Major Form (Student)
- **14-161b**: Change of Major/Removal from Classes Form (Advisor)
- **14-17**: Mid-Term Deficiency Advising
- **14-18**: Student Academic Report (STAR) Notification Policy (Academic Alert)
- **14-181**: Student Academic Report (STAR) Notification Procedures (Academic Alert)
- **14-19**: Advising Documentation Policy
- **14-20**: Assessing Incoming Students’ Readiness Skills (Student Placement) Policy
- **14-201**: Assessing Incoming Students’ Readiness Skills (Student Placement) Procedures
- **14-201a**: Assessment Waiver Form
- **14-201b**: CCP Placement Pre-requisite Override Form for Math and English Placement
- **14-201c**: First Year Experience (FYEX) Waiver Form
- **14-202**: Standardized Testing Cutoff/Placement Scores w/ Accuplacer Next Generation
- **14-21**: New Student Orientation Policy
- **14-22**: Academic Milestones Policy
- **14-221**: Academic Milestones Definitions and Procedures
- **14-222**: Listing of Academic Milestone Courses

### Student Examinations/Grading (25-39)

- **14-25**: Student Examination Policy
- **14-26**: Course Grading Policy & Required Grading Scale
- **14-261**: Course Grading Procedures
- **14-262**: Proper Handling of Grades
- **14-263**: Academic Records Retention
- **14-264**: Incomplete Grades
- **14-264a**: Incomplete Grade Agreement
- **14-265**: Unresolved “NR” (Not Reported) Grades
- **14-27**: Mid-Term Course Grading Policy
- **14-271**: Mid-Term Course Grading Procedure
- **14-28**: Cumulative Grading System Policy
- **14-281**: Calculating the Cumulative Grade Point Average
- **14-29**: Academic Grade Appeal Policy
- **14-291**: Academic Grade Appeal Procedure
- **14-291a**: Academic Grade Appeal Form
- **14-30**: Grade Change Policy
- **14-30a**: Grade Change Form
- **14-31**: Grade Replacement Policy
- **14-32**: Grade Forgiveness Policy
- **14-32a**: Grade Forgiveness Form
- **14-33**: Dean’s List Policy

### Attendance (40-49)
14-40 .............................................................. Student Attendance and Engagement Monitoring Policy
14-401 Procedures for Monitoring Student Attendance
14-402 Procedures for Monitoring Student Engagement
14-41 Mediated Course Drop Policy
14-41a Mediated Course Drop/Add Form
14-411 Mediated Course Drop Procedure
14-42 Late Registration Policy
14-42a Class Add/Drop Form
14-42b First Day of Class Registration Form
14-43 Military Policy, Students Called to Active Duty
14-44 Administrative Withdrawal Policy

Course Miscellaneous (50-64)
14-50 .............................................................. Course Cancellation Policy
14-501 .............................................................. Course Cancellation Procedure
14-52 Student Field Trips
14-52a Student Field Trip Request Form
14-52b Field Trip Waiver of Liability / Hold Harmless Agreement
14-52c Student Participating in a Field Trip Form
14-53 CIS Computer Lab Usage Policy
14-531 Open Computer Labs
14-531a Student Permission Form for Open Computer Labs Off-hour and Unsupervised
14-55 Policy on Videotaping
14-56 Policy on Human Subjects Research
14-56a Application for Approval to use Human Subjects in Research
14-57 Complimentary Textbooks Policy
14-58 Textbook Selection Policy

LEARNING (STUDENT RESPONSIBILITY)

Academic Discipline (65-79)
14-65 .............................................................. Academic Integrity (Plagiarism)
14-66 Academic Honesty/Dishonesty
14-67 Standards of Satisfactory Academic Progress Policy
14-68 Standards of Satisfactory Academic Progress for Financial Aid
14-69 Academic Probation Policy
14-70 Academic Probation and VA Benefits Policy
14-71 Academic Suspension and Dismissal Policy
14-711 Readmission Procedures for Academically Suspended Students
14-711a Readmission Form for Academically Suspended Students
14-73 Developmental Education
14-73a Request for Tutoring Services Form
14-73b Tutor Application Form (Request to become a Tutor)
14-74 Support Services Policy for Students with Disabilities
Miscellaneous (80-99)

ACADEMIC SUPPORT (INSTITUTIONAL RESPONSIBILITY) (80-99)
14-80 Faculty Support/Work Environment
14-83 Internal Program Review
14-831 Criteria for Closure of Academic Programs
14-85 Proctoring Policy for COMPASS or Non-NC State Exams
14-851 Proctoring Service Procedures for COMPASS or Non-NC State Exams
14-90 Valuing Our Veterans Policy
14-901 Procedures to Support the Success of Veterans and Military Service Members
14-93 Honors College Policy

3357:13-15 LEARNING SUPPORT (STUDENT SERVICES)

15-01 Code of Student Conduct/Discipline
15-02 Student Complaint Policy (other than discrimination/harassment)
15-021 Procedures for Initiating a Student Complaint (other than discrimination/harassment)
15-021a Universal Complaint/Feedback Form
15-03 Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation Policy
15-031 Discrimination Grievance Procedures (Title IX complaint filing)
15-04 Response to the Death, Serious Illness, or Injury of a Member of the Campus Community
15-041 Procedures for Responding to the Death of a Member of the College Community
15-042 Procedures for Responding to the Serious Illness or Injury of a Student
15-043 Expressions of Employee Acknowledgement
15-05 Consultation and Assessment Team for Student Issues Policy
15-051 Consultation and Assessment Team for Student Issues Procedures
15-052 Procedures for Responding to Suicidal OSU-Mansfield or NC State Students
15-14 Policy on Recommending Students for Employment
15-14a Reference Request and Student Authorization (FERPA Release)
15-30 Honorary Degree Policy
15-31 Posthumous Degree Policy

3357:13-16 PERSONNEL

16-02 Faculty Rank

Recruitment and Selection
16-03 Hiring Policy (Equal Employment Opportunity and Affirmative Action Statement
16-032 Hiring Procedure Guideline
16-033 Adjunct Hiring Procedures
16-034 Temporary Agency Hiring Guidelines
16-035 Temporary Employee Assignments
16-036 Travel Expenses for Candidates of Employment
16-04 Determination of Faculty Qualifications Policy
16-041 Procedures for Determining Qualifications for Faculty
Faculty Qualification Exception Process
Minimum Criteria for Full-Time and Adjunct Faculty Positions
Official Transcript Requirement Policy
Rehiring of Retired College Employees Policy
Nepotism Policy
Affirmative Action
Reduction in Workforce Policy (Staff)
Guidelines for Identifying Positions for Layoff (RIF-Staff)

Contracts and Records
Individual Contracts and Evaluation
Personnel Files
Change of Address Procedure
Requests for Public Records Policy

Responsibilities/Duties/Ethics
Policy on Maintenance of a Drug-Free Workplace
Requirements of Work and Conduct Policy (for Staff)
Business Dress Policy for Staff Employees
Alcohol & Drug Policy (Employees, Students, & Guests)
Ethics Policy
Ethics Rules for College Employees
Conflict of Interest regarding “Things of Value” Offered by Vendors or Potential Vendors

Fraud
Attendance and Punctuality Policy (for Staff)
Attendance and Punctuality Procedures (for Staff)
Flexible Work Schedule Policy
Telecommuting Policy
Telecommuting Guidelines
Telecommuting Feasibility Assessment
Telecommuting Safety Self Audit
Telecommuting Agreement
Telecommuting Remote Use of College Resources

Performance Evaluation/Recognition of Personnel
Performance Evaluation Process for Non-Teaching Employees
Corrective Action Policy
Corrective Action Process
Corrective Action Form
Discipline/Discharge
Termination of Employment Exit Interview Policy
Outstanding Faculty/Staff Member of the Year Policy
Grievance Procedure
(see also)
15-03 Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation Policy
15-031 Discrimination Grievance Procedures (Title IX complaint filing)
16-40 Employee and Guest Complaint-Appeals Policy
16-401 Procedures for Initiating and Employee or Guest complaint-Appeal
16-402 Faculty Grievance/Arbitration Procedure
15-021a Universal Complaint/Feedback Form
16-403 Student Evaluations
16-403a Student Evaluation Form

Compensation and Benefits
16-45 Fair Labor Standards and Wage Payment Act
16-451 Compensation Procedure
16-452 Faculty Workload
16-453 Adjunct Faculty Workload
16-454 Procedure on Compensation for Adjunct Faculty/Full-Time Faculty Overload
16-454a Request for Variance Form
16-454b Request for Variance From Standard Hourly Rates of Pay for P-T Instruction Form
16-46 Emergency Overload Compensation Policy
16-47 Compensation for Part-Time or Overload Non-Teaching Activities
16-48 Professional Growth Recognition Policy
16-491 Adjustment of Full-Time Staff Salaries
16-501 Benefits Summary – Full Time Employees
16-502 Benefits Summary – Permanent Part Time Staff
16-503 Benefits Summary – Permanent Part Time Faculty
16-504 Life Insurance Conversion
16-51 Emeritus Status Policy
16-52 Tuition Remission Policy (Full-Time Employees)
16-52a Application for Tuition Remission Form
16-521 Procedures for using Tuition Remission to Register for Non-Credit Classes
16-522 Tuition Remission OSU-M (Shared Services)
16-53 Tuition Remission Policy Adjunct Faculty
16-53a Application for Adjunct Tuition Remission
16-54 Tuition Remission Policy, Part-Time Staff
16-54a Application for Part-Time Staff Tuition Remission
16-55 Tuition Reimbursement Plan Policy
16-55a Request for Approval of Tuition Reimbursement Form
16-56 Fee Authorization Agreement Between NCSC & OSU-M
16-57 Computer Purchase Policy (Full-Time Employees)
16-581 Employee Assistance Program Procedures
16-59 Teaching Opportunities for Staff Employees Policy
Organizational Policies:

Leave of Absence
16-70

Request for Leave Form
16-70a

Earned Time Off (ETO/Vacation) for Full-Time Staff
16-701

Time Off (ETO) for Part-time Staff
16-702

Earned Time Off (ETO) for Adjunct Faculty
16-703

Sickness and Disability Policy
16-71

Weather & Emergency Related Closing and/or Cancellation of All Classes
16-711

Personal Leave of Absence Policy
16-73

Leave to Attend Professional Workshops
16-74

Absence Due to Court Service (Jury Duty)
16-75

Bereavement Policy
16-76

Military Leave Policy
16-77

Extended Leaves of Absence Without Compensation Policy
16-77a

Request for Extended Leave of Absence Form
16-78

Family and Medical Leave (FML) Policy
16-781

Family and Medical Leave (FML) Procedures
16-80

Negotiations
16-83

Procedures for Work Related Injuries

3357:13-17 BUSINESS OPERATIONS

Finance/Accounting (01-09)

17-01

Bank Reconciliations
17-02

Budget Procedures
17-02a

Budget Transfer Form
17-021

Professional Development Fund (Faculty)
17-03

Integrated Planning and Resource Allocation Policy
17-031

Integrated Planning and Resource Allocation Procedure

Receivables (10-19)

17-101

Daily Receipt Procedures
17-102

Incoming Mail/Cash Procedure
17-103

Collection and Depositing of Fees (CDC NCState/OSU-M)
17-104

Sales and Services Revenue Procedures
17-12

Student Tuition and Fees Policy
17-13

Student Responsibility to Pay Policy
17-131

Student Financial Responsibility for Registration/Deregistration Procedure
17-132

Student Accounts Receivable Procedure
17-133

Doubtful Accounts Procedure (Allowance for)
17-15

Student Accounts/Refund Policy
17-151

Student Accounts/Refund Procedure
17-151a

Request for Refund/Fee Waiver/Payment Extension Form
17-16

Student Financial Responsibility and Default Management Policy
Payables (20-29)
17-201 Payable Processing
17-201a Direct Pay Disbursement Voucher
17-22 Stale Check Policy
17-23 Stale Check Policy – Foundation
17-241 Payroll Check Replacement Procedure
17-26 Travel Expense Reimbursement Policy
17-261 Travel Expense Reimbursement Procedure
17-261a Travel Request Authorization Form
17-261b Mileage Report Form
17-261c Travel Expense Reimbursement Form
17-281 Payroll Processing/Human Resources
17-281a Timesheet Full-Time
17-281b Timesheet Part-Time
17-281c CollegeNOW Part-Time Payroll Record
17-281d Non-Credit Part-Time Payroll Record
17-281e Timesheet Full-Time Faculty Non-Teaching Activities During Off-Semester
17-281f Faculty Evaluation of Adjunct Faculty (Classroom Observation) Compensation Form
17-282 Payroll Processing Payroll/Benefits

Procurement (30-39)
17-30 Purchasing and Contracting Policy
17-301 Direct Purchasing & Competitive Selection Procedures
17-301a Facilities Return Job Order (Damaged Items/Returns)
17-301b Personal Service Contract (College)
17-301c Personal Service Contract (Foundation)
17-302 Expenditure of Public Funds for Food and Beverages
17-303 Vendor Relations Letter/Vendor Relation Procurement Procedures
17-31 Petty Cash (NC State College)
17-32 Petty Cash (CDC NC State/OSU-M)
17-33 Payment Card Policy
17-331 Payment Card Guidelines
17-34 Payment Card Policy - Foundation
17-35 College Identification Card Policy

Assets/Property (40-49)
17-40 Property Use Policy
17-401 Property Use Procedure
17-401a Key and Building Key Card Requisition Form
17-41 Fleet Vehicle Use Policy
17-411 Fleet Vehicle Handbook
17-411a Facilities Fleet Car Request Form
17-411b Driving History Questionnaire
17-45 Donated Capital Assets Acceptance Procedure
Records (50-59)
17-50a Family Educational Rights and Privacy Act (FERPA)
17-50b Authorization for the Release of Student Information (FERPA Release)
17-51c Records Retention Policy/Schedule
17-51a Certificate of Records Destruction
17-52 Identity Theft Protection Policy

3357:13-18 FACILITIES

Physical Plant/Property (01-09)
18-01 Americans with Disabilities Act (ADA) Transition Plan
18-02 NC State/OSU-M Use of College Buildings and Facilities Policy
18-03 NC State/OSU-M Drives and Canvassing Policy
18-04 NC State/OSU-M Posting Policy
18-041 NC State/OSU-M Posting Procedure
18-041a NC State/OSU-M Outdoor Event Board Request Form
18-05 NC State/OSU-M Bake Sale Policy
18-051 NC State/OSU-M Bake Sale Procedure
18-051a NC State/OSU-M Request for Bake Sale Form
18-06 NC State/OSU-M Outside Vendors at Events Policy
18-07 NC State/OSU-M Voluntary Closing of Shared Service Units
18-08 NC State/OSU-M Campus Recreation Center (CRC) Pass Policy
18-081 NC State/OSU-M Campus Recreation Center (CRC) Pass Guidelines
18-081a Campus Recreation Center (CRC) Application Form – Alumni Pass
18-081b Campus Recreation Center (CRC) Application Form – Family Pass
18-081c Campus Recreation Center (CRC) Application Form – Retiree Pass
18-09 NC State/OSU-M Public Use of College Outdoor Areas Policy

Health, Safety & Security (10-39)
18-10 NC State/OSU-M Campus Safety and Security
18-101 Illness and Bodily Injury
18-102 First Aid Kit Information
18-103 Blood Borne Pathogens
18-104 Procedures for Aids, ARC & HIV Positive
18-105 Non-Emergency Numbers
18-11 Fire Evacuation Plan
18-12 Tornado Safety and Shelter
18-13 College/Campus Closing Policy and Procedures
18-131 Class Cancellation Policy and Procedures
Hazardous Materials Policy/Procedures
Security Camera Policy
Bomb Threats
Power Failure Phones
Workplace Violence
Non-Smoking/Tobacco Policy
NC State/OSU-M Rollerblades, In-Line Skates and Skateboards Policy
NC State/OSU-M Driving on Sidewalks Policy
NC State/OSU-M Campus Wood Cutting Policy
NC State/OSU-M Parking on the Mansfield Campus Policy

3357:13-19 COMMUNICATIONS & INFORMATION TECHNOLOGY

Communications (01-19)

Public Relations/Promotion
Graphics Standards Usage & Representation
Graphic Design Proof Approval Form
Policy on Use, Change, Alteration of College Name, Logo, and Presidential Seal
College Catalog & Student Handbook
College Catalog Revision Process
Catalog & Web Change Form
NC State/OSU-M Electronic Display (Retriever) Use Policy
College Website Accessibility Policy
Text Messaging for Non-Emergency Communication Policy
Non-Emergency Text Messaging Procedures

Information Technology (Infrastructure: Equipment, Access, Services) (20-29)

Computer & Network Use Policy
Software Purchase Request Form
Institutional Email Policy
Virtual Private Network (VPN) Access Policy
Virtual Private Network (VPN) Access Request Form
Wireless Access Policy
Wireless Access Procedures

Information Technology (Data & Information Management/Analysis) (30-39)

Data Integrity/Request Policy for Institutional Research
Data Request Procedures for Institutional Research
Institutional Research Data Request Form
Protection of Sensitive/Restricted Data Statement of Understanding Form
Work-Study ITS Restricted Data Access Request Form

Information Technology (System Security & Recovery) (40-79)

Password Policy
PART III: APPENDICES

Appendix A – Ohio Revised Code Chapter 3333 Ohio Board of Regents
Appendix B – Ohio Revised Code Chapter 3357 Technical Colleges
Appendix C* – Ohio Administrative Code 3357:13 North Central State College District
Appendix D – Organizational Charts
Appendix E – Faculty and Staff Constitution (dated February 19, 2014)
Appendix F – Agreement between North Central State College and the Chapter of the North Central State Faculty Association-American Association of University Professors (AAUP) (effective August 23, 2017), Signature version (printable)
Appendix G* – Policies and Procedures for the North Central State College Foundation
Appendix H* – Listing of (OSU-Mansfield/NC State) Shared Services Policies
Appendix I* - Master Forms Index
Appendix J – Emergency Procedures Handbook (effective February 24, 2017)(see Employee section of MyNC)

* Work in Progress (Hyperlink is not active pending current development/updates/revisions)