North Central State College

Policies & Procedures Online Manual

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

02-60 ..... Board Secretary's Role Policy
02-70 ..... Agenda Planning Policy
02-80 ..... Board Committee Principles Policy
02-90 ..... Board Committee Structure Policy

3357:13-3 BOARD-PRESIDENT RELATIONSHIP

03-00 ..... Global Board-CEO Delegation Policy
03-10 ..... Unity of Control Policy
03-20 ..... Delegation to the CEO Policy
03-30 ..... Accountability of the CEO Policy
03-40 ..... Monitoring CEO Performance Policy

3357:13-4 EXECUTIVE LIMITATIONS

04-00 ..... Global Executive Limitations Policy
04-10 ..... Communication and Support to the Board Policy
04-20 ..... Treatment of Consumers Policy
04-30 ..... Treatment of Employees Policy
04-40 ..... Compensation and Benefits Policy
04-50 ..... Financial Planning and Budgeting Policy
04-60 ..... Financial Conditions and Activities Policy
04-70 ..... Asset Protection Policy
04-80 ..... ENDS Focus of Grants and Contracts
04-90 ..... Emergency CEO Succession Policy

PART II: OPERATING POLICIES AND PROCEDURES

3357:13-11 BOARD OF TRUSTEES

11-01 ..... Legal Authority
11-02 ..... Membership Board of Trustees
11-02a ..... Oath of Public Office
11-02b ..... Oath of Executive Office
11-03 ..... Procedures
11-04 ..... Duties of Board Officers
11-06 ..... Removal of Trustees
11-07 ..... Bonding of Officers and/or Employees
11-08 ..... Committees of the Board
11-09 ..... Board Meetings
11-10 ..... Board Agenda
11-11 ..... Amendment of Rules and Regulations

11-12 Funds
11-13 Books, Accounts and Records
11-14 Conflicts
11-15 Emeritus Status for Former Members of the Board of Trustees

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
12-15 Policy Manual and Policy Review Process

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

13-341a Life Experience Credit Request Form
13-341b Life Experience Credit Payment Slip
13-341c Life Experience Credit Faculty Compensation Form
13-342 Life Experience Credit Checklist for Students
13-343 Life Experience Credit Checklist for Faculty Advisors
13-344 Life Experience Credit Checklist for Department Chairs
13-40 Non-Credit
13-45 Program Sixty

3357:13-14 TEACHING & LEARNING (ACADEMICS)

14-01 Academic Calendar
14-02 Academic Freedom

Curriculum/Courses (04-14)
14-04 Standardized Assignment of Credit Hours Policy
14-041 Assignment of Credit Hours Carnegie Chart
14-05 Accreditation
14-061 Academic Department/Program Review Manual
14-061b Academic Department/Program Scoring Matrix Rubric
14-062 Support Service Department Review Manual
14-072 Curriculum Revision
14-072a Course/Program Revision Proposal Form
14-081 Syllabi for Courses
14-081a Course Master Syllabus Template
14-081b Course Syllabus Template
14-082 Section Numbers for Course Scheduling
14-083 Course Prerequisites
14-083a Course Prerequisites Waiver Form
14-084 Special Topics Courses
14-09 Contact Hour Fee Policy
14-091 Contact Hour Fee Calculations
14-10 Associate of Technical Studies Degree Program (ATS)
14-101 Application Procedures for Admission to the Technical Studies Program
14-101a Application for Admission to ATS Degree Program
14-11 Associate in Technical Studies Degree Program (ATS) (One Year Option)
14-11a Application for Admission to ATS Degree Program (One Year Option)
14-12 Distance Learning
14-13 Intellectual Property

Advising (15-24)
14-15 Advising System and Services Policy
14-15a Request for a Change in Faculty Advisor Form
14-151 Procedures for Connection-Entry-Progress & Completion Advising
14-152 Advising Procedures for Business, Industry, and Technology
14-153 Advising Procedures for Health Sciences Technology

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

16-042 Faculty Qualification Exception Process
16-043 Minimum Criteria for Full-Time and Adjunct Faculty Positions
16-05 Official Transcript Requirement Policy
16-06 Rehiring of Retired College Employees Policy
16-07 Nepotism Policy
16-08 Affirmative Action
16-09 Reduction in Workforce Policy (Staff)
16-091 Guidelines for Identifying Positions for Layoff (RIF-Staff)

Contracts and Records

16-15 Individual Contracts and Evaluation
16-16 Personnel Files
16-161 Change of Address Procedure
16-17 Requests for Public Records Policy

Responsibilities/Duties/Ethics

16-19 Policy on Maintenance of a Drug-Free Workplace
16-20 Requirements of Work and Conduct Policy (for Staff)
16-21 Business Dress Policy for Staff Employees
16-22 Alcohol & Drug Policy (Employees, Students, & Guests)
16-23 Ethics Policy
16-231 Ethics Rules for College Employees
16-24 Conflict of Interest regarding “Things of Value” Offered by Vendors or Potential Vendors
16-25 Fraud
16-26 Attendance and Punctuality Policy (for Staff)
16-261 Attendance and Punctuality Procedures (for Staff)
16-27 Flexible Work Schedule Policy
16-28 Telecommuting Policy
16-281 Telecommuting Guidelines
16-281a Telecommuting Feasibility Assessment
16-281b Telecommuting Safety Self Audit
16-281c Telecommuting Agreement
16-282 Telecommuting Remote Use of College Resources

Performance Evaluation/Recognition of Personnel

16-301 Performance Evaluation Process for Non-Teaching Employees
16-31 Corrective Action Policy
16-311 Corrective Action Process
16-311a Corrective Action Form
16-32 Discipline/Discharge
16-33 Termination of Employment Exit Interview Policy
16-39 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

Leave of Absence

16-70 Leaves of Absence
16-70a Request for Leave Form
16-701 Earned Time Off (ETO/Vacation) for Full-Time Staff
16-702 Time Off (ETO) for Part-time Staff
16-703 Earned Time Off (ETO) for Adjunct Faculty
16-71 Sickness and Disability Policy
16-711 Weather & Emergency Related Closing and/or Cancellation of All Classes
16-72 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

17-161 Cohort Default Rate (CDR) Guidelines and Procedures

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

17-45a Donated Equipment Form

Records (50-59)

17-50 Family Educational Rights and Privacy Act (FERPA)
17-50a Authorization for the Release of Student Information (FERPA Release)
17-51 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

18-14 Hazardous Materials Policy/Procedures
18-15 Security Camera Policy
18-16 Bomb Threats
18-17 Power Failure Phones
18-18 Workplace Violence
18-19 Non-Smoking/Tobacco Policy
18-20 NC State/OSU-M Rollerblades, In-Line Skates and Skateboards Policy
18-21 NC State/ OSU-M Driving on Sidewalks Policy
18-22 Classroom Food and Drink Policy
18-23 NC State/ OSU-M Campus Wood Cutting Policy
18-24 NC State/ OSU-M Parking on the Mansfield Campus Policy

3357:13-19 COMMUNICATIONS & INFORMATION TECHNOLOGY

Communications (01-19)

19-01 Public Relations/Promotion
19-02 Graphics Standards Usage & Representation
19-03 Graphic Design Proof Approval Form
19-04 Policy on Use, Change, Alteration of College Name, Logo, and Presidential Seal
19-05 College Catalog & Student Handbook
19-051 College Catalog Revision Process
19-051a Catalog & Web Change Form
19-06 NC State/ OSU-M Electronic Display (Retriever) Use Policy
19-07 College Website Accessibility Policy
19-10 Text Messaging for Non-Emergency Communication Policy
19-101 Non-Emergency Text Messaging Procedures

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

19-20 Computer & Network Use Policy
19-21a Software Purchase Request Form
19-22 Institutional Email Policy
19-23 Virtual Private Network (VPN) Access Policy
19-23a Virtual Private Network (VPN) Access Request Form
19-24 Wireless Access Policy
19-241 Wireless Access Procedures

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

19-30 Data Integrity/Request Policy for Institutional Research
19-301 Data Request Procedures for Institutional Research
19-301a Institutional Research Data Request Form
19-32a Protection of Sensitive/Restricted Data Statement of Understanding Form
19-32b Work-Study ITS Restricted Data Access Request Form

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

19-42 Password Policy

19-421 ..... Information Technology System Password Standards

3357:13-20 DEVELOPMENT (College Foundation)

20-01 ..... Request for Proposal/Grants Process
20-02 ..... Grants Transmittal Forms
20-10 ..... (Building) Naming 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)