

3357:13-16-05: Official Transcript Requirement Policy

- (A) Official transcript(s) from the college(s) or universities where you actually completed degree(s) will be required upon employment of full-time faculty, adjunct faculty, full-time staff, and designated part-time employees. In addition, faculty members teaching general education courses must submit transcripts verifying at least 18 semester hours, at graduate level, related to the appropriate academic field in which they are instructing. The transcript must be requested by the employee, and the employee will be responsible for all related fees. The official transcript must be sent directly to the Human Resource Office at North Central State College, 2441 Kenwood Circle, Mansfield, Ohio 44906 by the college or university. Transcript(s) marked “Issued to Student” will not be accepted as official.
- (B) Transcripts must be received by the Human Resources Office within five weeks from the beginning of employment or future paychecks will be withheld until they are received.
- (C) Exceptions to this policy are: Federal College Work Study students, students working under student part-time status, and various part-time employees.

Effective: May 9, 1999

Next Review: February 1, 2029

Review Dates: 5/9/1999, 2/26/2003, 10/22/14, 2/19/24