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
Board Attendance
Removal of Trustees
Bonding of Officers and/or Employees
Committees of the Board
Board Meetings
Board Agenda
Amendment of Rules and Regulations

Funds

Books, Accounts and Records

Statutory Conflicts

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
12-09 Agreement and Recognition (CBA)
12-091 Management Rights (CBA)
12-092 Negotiations (CBA)
12-093 Governance (CBA)
12-094 NCSFA Business and Operations (CBA)
12-095 Contract Duration (CBA)
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 Development and Review Policy
12-151 Policy Development and Review Process
12-20 Program Integrity/Assessment Framework Policy
12-21 Assessment of Student Learning Policy
12-211 Assessment of Student Learning Process
12-22 Institutional Service and Program Review Policy
12-221 Institutional Service and Program Review Process
12-222 Academic Department/Program Review Manual
12-222a Academic Department/Program Scoring Matrix Rubric
12-223 Support Service Department Review Manual
12-23 Curriculum Review Policy
12-231 Curriculum Review Process

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

13-01 Graduation Requirements Policy
13-011 Graduation Procedures (Petition to Graduate)
13-02 Guarantee of Graduate Job Competency Policy
13-03 Policy on General Education
13-04 Independent Study
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 (CBA)

**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

Curriculum to Follow to Evaluate Student Current Status

Academic Major Policy

Procedures for Declaring/Changing an Academic Major

Change of Major Form (Student)

Change of Major/Removal from Classes Form (Advisor)

Student Academic Report (STAR) Notification Policy (Academic Alert)

Student Academic Report (STAR) Notification Procedures (Academic Alert)

Advising Documentation Policy

Assessing Incoming Students’ Readiness Skills (Student Placement) Policy

Assessing Incoming Students’ Readiness Skills (Student Placement) Procedures

Assessment Waiver Form

CCP Placement Pre-requisite Override Form for Math and English Placement

First Year Experience (FYEX) Waiver Form

Standardized Testing Cutoff/Placement Scores w/ Accuplacer Next Generation

New Student Orientation Policy

Academic Milestones Policy

Academic Milestones Definitions and Procedures

Listing of Academic Milestone Courses

Classroom Checkpoints for Milestone Courses

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

Student Examination Policy

Course Grading Policy & Required Grading Scale

Course Grading Procedures

Academic Records Retention

Incomplete Grades

Incomplete Grade Agreement

Unresolved “NR” (Not Reported) Grades

Mid-Term Course Grading Policy

Mid-Term Course Grading Procedure

Cumulative Grading System Policy
Calculating the Cumulative Grade Point Average

Academic Grade Appeal Policy

Academic Grade Appeal Procedure

Academic Grade Appeal Form

Grade Change Policy

Grade Change Form

Grade Replacement Policy

Grade Forgiveness Policy

Grade Forgiveness Form

Dean’s List Policy

Attendance (40-49)

Student Attendance and Engagement Monitoring Policy

Procedures for Monitoring Student Attendance

Procedures for Monitoring Student Engagement

Mediated Course Drop Policy

Mediated Course Drop Procedure

Course Drop/Add Form

Late Registration Policy

First Day Attendance Registration Form

Administrative Withdrawal Policy

Late Withdrawal Policy (Student Initiated)

Late Withdrawal Procedure (Student Initiated)

Late Withdrawal Form (Student Initiated)

Course Miscellaneous (50-64)

Course Cancellation Policy

Course Cancellation Procedure

Student Field Trips

Student Field Trip Request Form

Field Trip Waiver of Liability / Hold Harmless Agreement

Student Participating in a Field Trip Form

CIS Computer Lab Usage Policy

Open Computer Labs

Student Permission Form for Open Computer Labs Off-hour and Unsupervised

Policy on Videotaping

Policy on Human Subjects Research

Application for Approval to use Human Subjects in Research

Complimentary Textbooks Policy

Textbook Selection Policy

LEARNING (STUDENT RESPONSIBILITY)

Academic Discipline (65-79)
Academic Integrity (Plagiarism)
Academic Honesty/Dishonesty
Standards of Satisfactory Academic Progress Policy
Standards of Satisfactory Academic Progress for Financial Aid
Academic Probation Policy
Academic Suspension and Dismissal Policy
Readmission Procedures for Academically Suspended Students
Readmission Form for Academically Suspended Students
Developmental Education
Request for Tutoring Services Form
Tutor Application Form (Request to become a Tutor)
Support Services Policy for Students with Disabilities

Miscellaneous (80-99)

ACADEMIC SUPPORT (INSTITUTIONAL RESPONSIBILITY) (80-99)
Faculty Support/Work Environment
Internal Program Review
Criteria for Closure of Academic Programs
Proctoring Policy for COMPASS or Non-NC State Exams
Proctoring Service Procedures for COMPASS or Non-NC State Exams
Valuing Our Veterans Policy
Procedures to Support the Success of Veterans and Military Service Members
Military Students Called to Active Duty Policy
Veterans Benefits and Transition Act of 2018 Compliance Policy
Honors College Policy

3357:13-15 LEARNING SUPPORT (STUDENT SERVICES)
Code of Student Conduct/Discipline
Student Complaint Policy (other than discrimination/ harassment)
Procedures forInitiating a Student Complaint (other than discrimination/harassment)
Universal Complaint/Feedback Form
Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation Policy
Discrimination Grievance Procedures (Title IX complaint filing)
Procedures for Responding to the Death of a Member of the Campus Community
Procedures for Responding to the Serious Illness or Injury of a Student
Expressions of Employee Acknowledgement
Consultation and Assessment Team for Student Issues Policy
Consultation and Assessment Team for Student Issues Procedures
Procedures for Responding to Suicidal OSU-Mansfield or NC State Students
Policy on Recommending Students for Employment
Reference Request and Student Authorization (FERPA Release)
Honorary Degree Policy
Posthumous Degree Policy

3357:13-16 PERSONNEL

Faculty Rank

Recruitment and Selection
Hiring Policy (Equal Employment Opportunity and Affirmative Action Statement)
Hiring Procedure Guideline
Adjunct Hiring Procedures
Adjunct Approval Form
Temporary Agency Hiring Guidelines
Temporary Employee Assignments
Travel Expenses for Candidates of Employment
Determination of Faculty Qualifications Policy
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
Rehiring of Retired College Faculty (CBA)
Nepotism Policy
Affirmative Action
Reduction in Workforce Policy (Staff)
Guidelines for Identifying Positions for Layoff (RIF-Staff)
Reduction in Force for Full-Time Faculty (CBA)

Records and Files
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
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 (CBA)

Termination of Employment Exit Interview Policy

Individual Contracts and Evaluation for Faculty (CBA)

Faculty Performance Review Form (CBA)

Student Evaluations

Student Evaluation Form

Grievance Procedure

(see also)

Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation Policy

Discrimination Grievance Procedures (Title IX complaint filing)

Employee and Guest Complaint-Appeals Policy

Procedures for Initiating an Employee or Guest complaint-Appeal

Faculty Grievance/Arbitration Procedure (CBA)

Faculty Grievance Form (CBA)

Universal Complaint/Feedback Form

Compensation and Benefits

Direct Deposit for Employee Pay

Fair Labor Standards and Wage Payment Act

Compensation (Faculty) (CBA)

Faculty Workload (CBA)

Adjunct Faculty Workload

Procedure on Compensation for Adjunct Faculty/Full-Time Faculty Overload

Request for Variance Form

Request for Variance From Standard Hourly Rates of Pay for P-T Instruction Form

Fair Share and Dues Check Off (CBA)

Long-Term (Emergency) Substitute Compensation Policy

Emergency Overload Compensation Form
<table>
<thead>
<tr>
<th>Document Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-47</td>
<td>Adjunct Compensation for Non-Teaching Activities</td>
</tr>
<tr>
<td>16-48</td>
<td>Professional Growth Recognition Policy</td>
</tr>
<tr>
<td>16-49</td>
<td>Adjustment of Full-Time Staff Salaries (Under Review)</td>
</tr>
<tr>
<td>16-501</td>
<td>Benefits Summary – Full Time Employees</td>
</tr>
<tr>
<td>16-502</td>
<td>Benefits Summary – Permanent Part Time Staff</td>
</tr>
<tr>
<td>16-503</td>
<td>Benefits Summary – Permanent Part Time Faculty</td>
</tr>
<tr>
<td>16-504</td>
<td>Benefits Summary (Insurance/Non-Insurance) – Faculty (CBA)</td>
</tr>
<tr>
<td>16-505</td>
<td>Life Insurance Conversion</td>
</tr>
<tr>
<td>16-51</td>
<td>Emeritus Status Policy (CBA)</td>
</tr>
<tr>
<td>16-52</td>
<td>Tuition Remission Policy (Full-Time Employees)</td>
</tr>
<tr>
<td>16-52a</td>
<td>Application for Tuition Remission Form</td>
</tr>
<tr>
<td>16-522</td>
<td>Tuition Remission OSU-M (Shared Services)</td>
</tr>
<tr>
<td>16-53</td>
<td>Tuition Remission Policy Adjunct Faculty</td>
</tr>
<tr>
<td>16-53a</td>
<td>Application for Adjunct Tuition Remission</td>
</tr>
<tr>
<td>16-54</td>
<td>Tuition Remission Policy, Part-Time Staff</td>
</tr>
<tr>
<td>16-54a</td>
<td>Application for Part-Time Staff Tuition Remission</td>
</tr>
<tr>
<td>16-55</td>
<td>Tuition Reimbursement Plan Policy</td>
</tr>
<tr>
<td>16-55a</td>
<td>Request for Approval of Tuition Reimbursement Form</td>
</tr>
<tr>
<td>16-56</td>
<td>Fee Authorization Agreement Between NCSC &amp; OSU-M</td>
</tr>
<tr>
<td>16-57</td>
<td>Computer Purchase Policy (Full-Time Employees)</td>
</tr>
<tr>
<td>16-58</td>
<td>Employee Assistance Program</td>
</tr>
<tr>
<td>16-59</td>
<td>Teaching Opportunities for Staff Employees Policy</td>
</tr>
</tbody>
</table>

**Leave of Absence**

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-70</td>
<td>Leaves of Absence</td>
</tr>
<tr>
<td>16-70a</td>
<td>Request for Leave Form</td>
</tr>
<tr>
<td>16-701</td>
<td>Earned Time Off (ETO/Vacation) for Full-Time Staff</td>
</tr>
<tr>
<td>16-702</td>
<td>Time Off (ETO) for Part-time Staff</td>
</tr>
<tr>
<td>16-703</td>
<td>Earned Time Off (ETO) for Adjunct Faculty</td>
</tr>
<tr>
<td>16-71</td>
<td>Sickness and Disability Policy</td>
</tr>
<tr>
<td>16-72</td>
<td>Personal Leave of Absence Policy</td>
</tr>
<tr>
<td>16-73</td>
<td>Leave to Attend Professional Workshops</td>
</tr>
<tr>
<td>16-74</td>
<td>Absence Due to Court Service (Jury Duty)</td>
</tr>
<tr>
<td>16-75</td>
<td>Bereavement Policy</td>
</tr>
<tr>
<td>16-76</td>
<td>Military Leave Policy</td>
</tr>
<tr>
<td>16-77</td>
<td>Extended Leaves of Absence Without Compensation Policy</td>
</tr>
<tr>
<td>16-77a</td>
<td>Request for Extended Leave of Absence Form</td>
</tr>
<tr>
<td>16-78</td>
<td>Family and Medical Leave (FML) Policy</td>
</tr>
<tr>
<td>16-781</td>
<td>Family and Medical Leave (FML) Procedures</td>
</tr>
<tr>
<td>16-83</td>
<td>Policy for Work Related Injuries</td>
</tr>
<tr>
<td>16-83a</td>
<td>Employee’s Report of Incident and Injury</td>
</tr>
<tr>
<td>16-83b</td>
<td>Supervisor’s Investigative Report</td>
</tr>
<tr>
<td>16-83c</td>
<td>Statement of Witness to Accident</td>
</tr>
<tr>
<td>16-831</td>
<td>Injury on the Job Claim Procedures</td>
</tr>
</tbody>
</table>
### Finance/Accounting (01-09)
- 17-01: Bank Reconciliations
- 17-02: Budget Procedures
- 17-02a: Budget Transfer Form
- 17-021: Professional Development Fund (Faculty)/(CBA)
- 17-03: Integrated Planning and Resource Allocation Policy
- 17-031: Integrated Planning and Resource Allocation Procedure
- 17-04: Investment Policy

### 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
- 17-17: Student Loan Default Reduction 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
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-281</td>
<td>Timesheet Full-Time Faculty Non-Teaching Activities During Off-Semester</td>
</tr>
<tr>
<td>17-281f</td>
<td>Faculty Evaluation of Adjunct Faculty (Classroom Observation) Compensation Form</td>
</tr>
<tr>
<td>17-282</td>
<td>Payroll Processing Payroll/Benefits</td>
</tr>
</tbody>
</table>

**Procurement (30-39)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-30</td>
<td>Purchasing and Contracting Policy</td>
</tr>
<tr>
<td>17-301</td>
<td>Direct Purchasing &amp; Competitive Selection Procedures</td>
</tr>
<tr>
<td>17-301a</td>
<td>Facilities Return Job Order (Damaged Items/Returns)</td>
</tr>
<tr>
<td>17-301b</td>
<td>Personal Service Contract (College)</td>
</tr>
<tr>
<td>17-301c</td>
<td>Personal Service Contract (Foundation)</td>
</tr>
<tr>
<td>17-301d</td>
<td>Requisition for Goods or Services</td>
</tr>
<tr>
<td>17-302</td>
<td>Expenditure of Public Funds for Food and Beverages</td>
</tr>
<tr>
<td>17-303</td>
<td>Vendor Relations Letter/Vendor Relation Procurement Procedures</td>
</tr>
<tr>
<td>17-31</td>
<td>Petty Cash (NC State College)</td>
</tr>
<tr>
<td>17-32</td>
<td>Petty Cash (CDC NC State/OSU-M)</td>
</tr>
<tr>
<td>17-33</td>
<td>Payment Card Policy</td>
</tr>
<tr>
<td>17-331</td>
<td>Payment Card Guidelines</td>
</tr>
<tr>
<td>17-34</td>
<td>Payment Card Policy - Foundation</td>
</tr>
<tr>
<td>17-35</td>
<td>College Identification Card Policy</td>
</tr>
</tbody>
</table>

**Assets/Property (40-49)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-40</td>
<td>Property Use Policy</td>
</tr>
<tr>
<td>17-401</td>
<td>Property Use Procedure</td>
</tr>
<tr>
<td>17-401a</td>
<td>Key and Building Key Card Requisition Form</td>
</tr>
<tr>
<td>17-401b</td>
<td>Office-Classroom Move Form</td>
</tr>
<tr>
<td>17-401c</td>
<td>Facilities Equipment Loan Form</td>
</tr>
<tr>
<td>17-401d</td>
<td>Facilities Equipment Transfer Form</td>
</tr>
<tr>
<td>17-401e</td>
<td>Facilities Equipment Disposal Form</td>
</tr>
<tr>
<td>17-402</td>
<td>Donated Capital Assets Acceptance Procedure</td>
</tr>
<tr>
<td>17-402a</td>
<td>Donated Equipment Form</td>
</tr>
<tr>
<td>17-41</td>
<td>Fleet Vehicle Use Policy</td>
</tr>
<tr>
<td>17-411</td>
<td>Fleet Vehicle Handbook</td>
</tr>
<tr>
<td>17-411a</td>
<td>Facilities Fleet Car Request Form</td>
</tr>
<tr>
<td>17-411b</td>
<td>Driving History Questionnaire</td>
</tr>
</tbody>
</table>

**Records (50-59)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-50</td>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
</tr>
<tr>
<td>17-50a</td>
<td>Authorization for the Release of Student Information (FERPA Release)</td>
</tr>
<tr>
<td>17-51</td>
<td>Records Retention Policy/Schedule</td>
</tr>
<tr>
<td>17-51a</td>
<td>Certificate of Records Destruction</td>
</tr>
<tr>
<td>17-52</td>
<td>Identity Theft Protection Policy</td>
</tr>
</tbody>
</table>

**3357:13-18 FACILITIES**
Physical Plant/Property (01-09)
18-01 Student Accessibility Handbook (ADA Compliance)
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 Bake Sale Procedure
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
18-10a NC State/OSU-M Campus Security Incident Report Form
18-10b NC State/OSU-M Campus Conduct-Behavior Report Form
18-101 Illness and Bodily Injury Emergency Contacts
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
Sustainability, Energy, and Efficiency (30-39)

18-30 Sustainability, Energy, and Labor Efficiencies throughout Campus

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
19-20a IT Resource Center Equipment Loan Form
19-20b Move/Transfer Employee IT Service 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)
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   Sorted by form number   Sorted by form title

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)