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

FORWARD

INSTITUTIONAL VISION, MISSION AND STRATEGIC PLAN STATEMENTS

INSTITUTIONAL IDENTITY (FUNCTIONAL MISSION STATEMENT)

CONSTITUENCIES SERVED (FUNCTIONAL MISSION STATEMENT)

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

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
11-05 Board Attendance
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
### 3357:13-12 THE ADMINISTRATIVE ORGANIZATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-03</td>
<td>Diversity, Equity and Equal Opportunity Policy</td>
</tr>
<tr>
<td>12-031</td>
<td>Diversity, Equity and Equal Opportunity Procedure</td>
</tr>
<tr>
<td>12-07</td>
<td>College Standing Committees</td>
</tr>
<tr>
<td>12-071</td>
<td>Academic Program(s) Advisory Committee Handbook</td>
</tr>
<tr>
<td>12-08</td>
<td>North Central State College Foundation</td>
</tr>
<tr>
<td>12-09</td>
<td>Agreement and Recognition (CBA)</td>
</tr>
<tr>
<td>12-091</td>
<td>Management Rights (CBA)</td>
</tr>
<tr>
<td>12-092</td>
<td>Negotiations (CBA)</td>
</tr>
<tr>
<td>12-093</td>
<td>Governance (CBA)</td>
</tr>
<tr>
<td>12-094</td>
<td>NCSFA Business and Operations (CBA)</td>
</tr>
<tr>
<td>12-095</td>
<td>Contract Duration (CBA)</td>
</tr>
<tr>
<td>12-10</td>
<td>Institutional Review Board (IRB) Policy</td>
</tr>
<tr>
<td>12-101</td>
<td>Institutional Review Board (IRB) Procedures</td>
</tr>
<tr>
<td>12-101a</td>
<td>Institutional Review Board Application Form</td>
</tr>
<tr>
<td>12-101b</td>
<td>Institutional Review Board Informed Consent Form</td>
</tr>
<tr>
<td>12-101d</td>
<td>Institutional Review Board Change Form</td>
</tr>
<tr>
<td>12-101e</td>
<td>Institutional Review Board Continuation Form</td>
</tr>
<tr>
<td>12-15</td>
<td>Policy Development and Review Policy</td>
</tr>
<tr>
<td>12-151</td>
<td>Program Integrity/Assessment Framework Policy</td>
</tr>
<tr>
<td>12-20</td>
<td>Assessment of Student Learning Policy</td>
</tr>
<tr>
<td>12-21</td>
<td>Assessment of Student Learning Process</td>
</tr>
<tr>
<td>12-22</td>
<td>Institutional Service and Program Review Policy</td>
</tr>
<tr>
<td>12-221</td>
<td>Institutional Service and Program Review Process</td>
</tr>
<tr>
<td>12-222</td>
<td>Academic Department/Program Review Manual</td>
</tr>
<tr>
<td>12-222a</td>
<td>Academic Department/Program Scoring Matrix Rubric</td>
</tr>
<tr>
<td>12-223</td>
<td>Support Service Department Review Manual</td>
</tr>
<tr>
<td>12-23</td>
<td>Curriculum Review Policy</td>
</tr>
<tr>
<td>12-231</td>
<td>Curriculum Review Process</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-01</td>
<td>Graduation Requirements Policy</td>
</tr>
<tr>
<td>13-011</td>
<td>Graduation Procedures (Petition to Graduate)</td>
</tr>
<tr>
<td>13-02</td>
<td>Guarantee of Graduate Job Competency Policy</td>
</tr>
<tr>
<td>13-03</td>
<td>Policy on General Education</td>
</tr>
<tr>
<td>13-04</td>
<td>Independent Study</td>
</tr>
</tbody>
</table>
3357:13-14 TEACHING & LEARNING (ACADEMICS)

14-01 Academic Calendar
14-02 Academic Freedom (CBA)

Curriculum/Courses (04-14)
14-04 Standardized Assignment of Credit Hours Policy
14-041 Assignment of Credit Hours Carnegie Chart
14-05 Accreditation
14-072 Curriculum Revision
14-072a Course/Program Revision Proposal Form
14-08 Coming Soon Course Syllabus and Faculty Communication with Students Policy
14-081 Syllabi for Courses
14-081a 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
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)

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

Advising System and Services Policy

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
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
14-411 Mediated Course Drop Procedure
14-411a Course Drop/Add Form
14-42 Late Registration Policy
14-42a First Day of Class Registration Form
14-44 Administrative Withdrawal Policy
14-45 Late Withdrawal Policy (Student Initiated)
14-451 Late Withdrawal Procedure (Student Initiated)
14-451a Late Withdrawal Form (Student Initiated)

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 Application for Approval to use Human Subjects in 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
14-91 Military Students Called to Active Duty Policy
14-92 Veterans Benefits and Transition Act of 2018 Compliance Policy
14-96 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)
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
16-281

Telecommuting Feasibility Assessment
16-281a

Telecommuting Safety Self Audit
16-281b

Telecommuting Agreement
16-281c

Telecommuting Remote Use of College Resources
16-282

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 (CBA)
16-33
Termination of Employment Exit Interview Policy
16-34
Individual Contracts and Evaluation for Faculty (CBA)
16-34a
Faculty Performance Review Form (CBA)
16-341
Student Evaluations
16-341a
Student Evaluation Form

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 an Employee or Guest complaint-Appeal
16-402
Faculty Grievance/Arbitration Procedure (CBA)
16-402a
Faculty Grievance Form (CBA)
15-021a
Universal Complaint/Feedback Form

Compensation and Benefits
16-44
Direct Deposit for Employee Pay
16-45
Fair Labor Standards and Wage Payment Act
16-451
Compensation (Faculty) (CBA)
16-452
Faculty Workload (CBA)
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
16-455
Fair Share and Dues Check Off (CBA)
16-46
Long-Term (Emergency) Substitute Compensation Policy
16-46a
Emergency Overload Compensation Form
16-47
Adjunct Compensation for Non-Teaching Activities
16-48
Professional Growth Recognition Policy
Adjustment of Full-Time Staff Salaries

Benefits Summary – Full Time Employees

Benefits Summary – Permanent Part Time Staff

Benefits Summary – Permanent Part Time Faculty

Benefits Summary (Insurance/Non-Insurance) – Faculty (CBA)

Life Insurance Conversion

Emeritus Status Policy (CBA)

Tuition Remission Policy (Full-Time Employees)

Application for Tuition Remission Form

Tuition Remission OSU-M (Shared Services)

Tuition Remission Policy Adjunct Faculty

Application for Adjunct Tuition Remission

Tuition Remission Policy, Part-Time Staff

Application for Part-Time Staff Tuition Remission

Tuition Reimbursement Plan Policy

Request for Approval of Tuition Reimbursement Form

Fee Authorization Agreement Between NCSC & OSU-M

Computer Purchase Policy (Full-Time Employees)

Employee Assistance Program

Teaching Opportunities for Staff Employees Policy

Leave of Absence

Leaves of Absence

Request for Leave Form

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

Time Off (ETO) for Part-time Staff

Earned Time Off (ETO) for Adjunct Faculty

Sickness and Disability Policy

Personal Leave of Absence Policy

Leave to Attend Professional Workshops

Absence Due to Court Service (Jury Duty)

Bereavement Policy

Military Leave Policy

Extended Leaves of Absence Without Compensation Policy

Request for Extended Leave of Absence Form

Family and Medical Leave (FML) Policy

Family and Medical Leave (FML) Procedures

Policy for Work Related Injuries

Employee’s Report of Incident and Injury

Supervisor’s Investigative Report

Statement of Witness to Accident

Injury on the Job Claim Procedures

3357:13-17 BUSINESS OPERATIONS
<table>
<thead>
<tr>
<th>17-01</th>
<th>Bank Reconciliations</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-02</td>
<td>Budget Procedures</td>
</tr>
<tr>
<td>17-02a</td>
<td>Budget Transfer Form</td>
</tr>
<tr>
<td>17-021</td>
<td>Professional Development Fund (Faculty)(CBA)</td>
</tr>
<tr>
<td>17-03</td>
<td>Integrated Planning and Resource Allocation Policy</td>
</tr>
<tr>
<td>17-031</td>
<td>Integrated Planning and Resource Allocation Procedure</td>
</tr>
<tr>
<td>17-04</td>
<td>Investment Policy</td>
</tr>
</tbody>
</table>

**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 |
| 17-281f| Timesheet Full-Time Faculty Non-Teaching Activities During Off-Semester |
| 17-281f| Faculty Evaluation of Adjunct Faculty (Classroom Observation) Compensation Form |
Procurement (30-39)

17-30 Payroll Processing Payroll/Benefits
17-301 Purchasing and Contracting Policy
17-301a Direct Purchasing & Competitive Selection Procedures
17-301b Facilities Return Job Order (Damaged Items/Returns)
17-301c Personal Service Contract (College)
17-301d Personal Service Contract (Foundation)
17-302 Requisition for Goods or Services
17-303 Expenditure of Public Funds for Food and Beverages
17-303a 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
17-401b Office-Classroom Move Form
17-401c Facilities Equipment Loan Form
17-401d Facilities Equipment Transfer Form
17-401e Facilities Equipment Disposal Form
17-402 Donated Capital Assets Acceptance Procedure
17-402a Donated Equipment Form
17-41 Fleet Vehicle Use Policy
17-411 Fleet Vehicle Handbook
17-411a Facilities Fleet Car Request Form
17-411b Driving History Questionnaire

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 Student Accessibility Handbook (ADA Compliance)
<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-02</td>
<td>NC State/OSU-M Use of College Buildings and Facilities Policy</td>
</tr>
<tr>
<td>18-03</td>
<td>NC State/OSU-M Drives and Canvassing Policy</td>
</tr>
<tr>
<td>18-04</td>
<td>NC State/OSU-M Posting Policy</td>
</tr>
<tr>
<td>18-041</td>
<td>NC State/OSU-M Posting Procedure</td>
</tr>
<tr>
<td>18-041a</td>
<td>NC State/OSU-M Outdoor Event Board Request Form</td>
</tr>
<tr>
<td>18-05</td>
<td>NC State/OSU-M Bake Sale Policy</td>
</tr>
<tr>
<td>18-051</td>
<td>NC State/OSU-M Bake Sale Procedure</td>
</tr>
<tr>
<td>18-051a</td>
<td>NC State/OSU-M Request for Bake Sale Form</td>
</tr>
<tr>
<td>18-06</td>
<td>NC State/OSU-M Outside Vendors at Events Policy</td>
</tr>
<tr>
<td>18-07</td>
<td>NC State/OSU-M Voluntary Closing of Shared Service Units</td>
</tr>
<tr>
<td>18-08</td>
<td>NC State/OSU-M Campus Recreation Center (CRC) Pass Policy</td>
</tr>
<tr>
<td>18-081</td>
<td>NC State/OSU-M Campus Recreation Center (CRC) Pass Guidelines</td>
</tr>
<tr>
<td>18-081a</td>
<td>Campus Recreation Center (CRC) Application Form – Alumni Pass</td>
</tr>
<tr>
<td>18-081b</td>
<td>Campus Recreation Center (CRC) Application Form – Family Pass</td>
</tr>
<tr>
<td>18-081c</td>
<td>Campus Recreation Center (CRC) Application Form – Retiree Pass</td>
</tr>
<tr>
<td>18-09</td>
<td>NC State/OSU-M Public Use of College Outdoor Areas Policy</td>
</tr>
</tbody>
</table>

**Health, Safety & Security (10-39)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-10</td>
<td>NC State/OSU-M Campus Safety and Security</td>
</tr>
<tr>
<td>18-10a</td>
<td>NC State/OSU-M Campus Security Incident Report Form</td>
</tr>
<tr>
<td>18-10b</td>
<td>NC State/OSU-M Campus Conduct-Behavior Report Form</td>
</tr>
<tr>
<td>18-101</td>
<td>Illness and Bodily Injury Emergency Contacts</td>
</tr>
<tr>
<td>18-102</td>
<td>First Aid Kit Information</td>
</tr>
<tr>
<td>18-103</td>
<td>Blood Borne Pathogens</td>
</tr>
<tr>
<td>18-104</td>
<td>Procedures for Aids, ARC &amp; HIV Positive</td>
</tr>
<tr>
<td>18-105</td>
<td>Non-Emergency Numbers</td>
</tr>
<tr>
<td>18-11</td>
<td>Fire Evacuation Plan</td>
</tr>
<tr>
<td>18-12</td>
<td>Tornado Safety and Shelter</td>
</tr>
<tr>
<td>18-13</td>
<td>College/Campus Closing Policy and Procedures</td>
</tr>
<tr>
<td>18-131</td>
<td>Class Cancellation Policy and Procedures</td>
</tr>
<tr>
<td>18-14</td>
<td>Hazardous Materials Policy/Procedures</td>
</tr>
<tr>
<td>18-15</td>
<td>Security Camera Policy</td>
</tr>
<tr>
<td>18-16</td>
<td>Bomb Threats</td>
</tr>
<tr>
<td>18-17</td>
<td>Power Failure Phones</td>
</tr>
<tr>
<td>18-18</td>
<td>Workplace Violence</td>
</tr>
<tr>
<td>18-19</td>
<td>Non-Smoking/Tobacco Policy</td>
</tr>
<tr>
<td>18-20</td>
<td>NC State/OSU-M Rollerblades, In-Line Skates and Skateboards Policy</td>
</tr>
<tr>
<td>18-21</td>
<td>NC State/OSU-M Driving on Sidewalks Policy</td>
</tr>
<tr>
<td>18-22</td>
<td>Classroom Food and Drink Policy</td>
</tr>
<tr>
<td>18-23</td>
<td>NC State/OSU-M Campus Wood Cutting Policy</td>
</tr>
<tr>
<td>18-24</td>
<td>NC State/OSU-M Parking on the Mansfield Campus Policy</td>
</tr>
</tbody>
</table>
Sustainability, Energy, and Efficiency (30-39)

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
19-22b 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)

20-01 Request for Proposal/Grants Process
20-02 Grants Transmittal Forms
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)