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
Board Secretary’s Role Policy
Agenda Planning Policy
Board Committee Principles Policy
Board Committee Structure 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 Academic Program(s) Advisory Committee Handbook
12-071 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
12-223 Support Service Department Review Manual
12-23 Curriculum Review Policy
12-231 Curriculum Review Process
12-30 Minors on Campus Policy

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

13-01 Graduation Requirements Policy
13-011 Graduation Procedures (Petition to Graduate)
13-011a Petition to Graduate Form
13-011b Certificate Request Form
<table>
<thead>
<tr>
<th>Page Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>13-04a</td>
<td>Independent Study Form</td>
</tr>
<tr>
<td>13-04b</td>
<td>Independent Study Plan of Study Form</td>
</tr>
<tr>
<td>13-05</td>
<td>Admission Policy</td>
</tr>
<tr>
<td>13-31</td>
<td>Transfer Credit Policy</td>
</tr>
<tr>
<td>13-311</td>
<td>Procedures for the Transfer of Credit into the College</td>
</tr>
<tr>
<td>13-311a</td>
<td>Transfer Credit Contract</td>
</tr>
<tr>
<td>13-312</td>
<td>Transfer Module</td>
</tr>
<tr>
<td>13-313</td>
<td>Transition of College Credit Plus (CCP) Students Following High School Graduation</td>
</tr>
<tr>
<td>13-314</td>
<td>Procedures for Developing Articulation Agreements with Four-Year Institutions</td>
</tr>
<tr>
<td>13-32</td>
<td>Articulation Credit (High School)</td>
</tr>
<tr>
<td>13-33</td>
<td>Prior Learning Assessment (PLA)/Competency Based Education (CBE) Credit Policy</td>
</tr>
<tr>
<td>13-33a</td>
<td>Application for Credit by Examination</td>
</tr>
<tr>
<td>13-331</td>
<td>Prior Learning Assessment (PLA)/Competency Based Education (CBE) Procedure</td>
</tr>
<tr>
<td>13-34</td>
<td>Life Experience Credit Policy</td>
</tr>
<tr>
<td>13-341</td>
<td>Life Experience Credit Procedure</td>
</tr>
<tr>
<td>13-341a</td>
<td>Life Experience Credit Request Form</td>
</tr>
<tr>
<td>13-341b</td>
<td>Life Experience Credit Payment Slip</td>
</tr>
<tr>
<td>13-341c</td>
<td>Life Experience Credit Faculty Compensation Form</td>
</tr>
<tr>
<td>13-342</td>
<td>Life Experience Credit Checklist for Students</td>
</tr>
<tr>
<td>13-343</td>
<td>Life Experience Credit Checklist for Faculty Advisors</td>
</tr>
<tr>
<td>13-344</td>
<td>Life Experience Credit Checklist for Department Chairs</td>
</tr>
<tr>
<td>13-40</td>
<td>Non-Credit</td>
</tr>
<tr>
<td>13-44</td>
<td>Course Auditing Policy</td>
</tr>
<tr>
<td>13-45</td>
<td>Program Sixty</td>
</tr>
</tbody>
</table>

**3357:13-14 TEACHING & LEARNING (ACADEMICS)**

<table>
<thead>
<tr>
<th>Page Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-01</td>
<td>Academic Calendar</td>
</tr>
<tr>
<td>14-02</td>
<td>Academic Freedom (CBA)</td>
</tr>
</tbody>
</table>

**Curriculum/Courses (04-14)**

<table>
<thead>
<tr>
<th>Page Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-04</td>
<td>Standardized Assignment of Credit Hours Policy</td>
</tr>
<tr>
<td>14-041</td>
<td>Assignment of Credit Hours Carnegie Chart</td>
</tr>
<tr>
<td>14-05</td>
<td>Accreditation</td>
</tr>
<tr>
<td>14-06</td>
<td>Learning Management System (LMS)</td>
</tr>
<tr>
<td>14-072</td>
<td>Curriculum Revision</td>
</tr>
<tr>
<td>14-072a</td>
<td>Course/Program Revision Proposal Form</td>
</tr>
<tr>
<td>14-08</td>
<td>Course Syllabus Policy</td>
</tr>
<tr>
<td>14-081</td>
<td>Syllabi for Courses Procedure</td>
</tr>
<tr>
<td>14-081a</td>
<td>Course Syllabus Template</td>
</tr>
<tr>
<td>14-082</td>
<td>Section Numbers for Course Scheduling</td>
</tr>
<tr>
<td>14-083</td>
<td>Course Prerequisites</td>
</tr>
<tr>
<td>14-083a</td>
<td>Course Prerequisites Waiver Form</td>
</tr>
</tbody>
</table>
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
Application for Admission to ATS Degree Program (One Year Option)
Distance Learning
Intellectual Property (CBA)

Advising (15-24)
Advising System and Services Policy
Student Change of Status 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 Trips Procedure
Student Field Trip Request Form
Field Trip Waiver of Liability / Hold Harmless Agreement
Student Participating in a Field Trip Form
Computer Lab Usage Policy
Policy on Human Subjects Research
Application for Approval to use Human Subjects in Research
Complimentary Textbooks Policy
Textbook Selection-Auto Adoption Policy
Textbook Selection Procedure
Textbook Selection Matrix
LEARNING (STUDENT RESPONSIBILITY)

**Academic Discipline** (65-79)
- 14-65 Academic Integrity (Plagiarism and Cheating) Policy
- 14-66 Academic Honesty/Dishonesty
- 14-67 Good Academic Standing 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 Services Policy for Students Attending Other Institutions
- 14-851 Proctoring Services Procedures for Students Attending Other Institutions
- 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
- 15-011 Anti-Hazing Policy
- 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, 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
Procedures for Responding to the Death of a Member of the College 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

Student Employment Eligibility/Guidelines/Rules

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

Employee Change of Address Form

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
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
Performance Appraisal Self-Assessment Worksheet
Corrective Action Policy
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
Adjunct Compensation for Non-Teaching Activities
Professional Growth Recognition Policy
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

Finance/Accounting (01-09)
Bank Reconciliations
Budget Procedures
Budget Transfer Form
Professional Development Fund (Faculty)(CBA)
Integrated Planning and Resource Allocation Policy
Integrated Planning and Resource Allocation Procedure
Investment Policy

Receivables (10-19)
Daily Receipt Procedures
Incoming Mail/Cash Procedure
Collection and Depositing of Fees (CDC NCState/OSU-M)
Sales and Services Revenue Procedures
Student Tuition and Fees Policy
Student Responsibility to Pay Policy
Student Financial Responsibility for Registration/Deregistration Procedure
Student Accounts Receivable Procedure
Doubtful Accounts Procedure (Allowance for)
Student Accounts/Refund Policy
Student Accounts/Refund Procedure
Request for Refund/Fee Waiver/Payment Extension Form
Student Financial Responsibility and Default Management Policy
Cohort Default Rate (CDR) Guidelines and Procedures
Student Loan Default Reduction Policy

Payables (20-29)
Payable Processing
Direct Pay Disbursement Voucher
Stale Check Policy
Stale Check Policy – Foundation
Payroll Check Replacement Procedure
Travel Expense Reimbursement Policy
Travel Expense Reimbursement Procedure
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 | Direct Purchasing & Competitive Selection Procedures |
| 17-301 | Facilities Return Job Order (Damaged Items/Returns) |
| 17-301a | Personal Service Contract (College) |
| 17-301b | Personal Service Contract (Foundation) |
| 17-301c | Requisition for Goods or Services |
| 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 |
| 17-401b | Lost Key Form |
| 17-401c | Facilities Equipment Loan Form |
| 17-401d | Facilities Equipment Transfer Form |
| 17-401e | Facilities Equipment Disposal Form |
| 17-401f | Office-Classroom Move 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 |
| 17-42 | Capital Assets System |

**Records (50-59)**

| 17-50 | Family Educational Rights and Privacy Act (FERPA) |
Authorization for the Release of Student Information (FERPA Release)
Records Retention Policy
Certificate of Records Destruction
NCSC General Records Retention Schedule
Identity Theft Protection Policy

3357-13-18 FACILITIES

Physical Plant/Property (01-09)
Student Accessibility Handbook (ADA Compliance)
NC State/OSU-M Use of College Buildings and Facilities Policy
NC State/OSU-M Drives and Canvassing Policy
NC State/OSU-M Posting Policy
NC State/OSU-M Posting Procedure
NC State/OSU-M Outdoor Event Board Request Form
NC State/OSU-M Bake Sale Policy
NC State/OSU-M Bake Sale Procedure
NC State/OSU-M Request for Bake Sale Form
NC State/OSU-M Outside Vendors at Events Policy
NC State/OSU-M Voluntary Closing of Shared Service Units
NC State/OSU-M Campus Recreation Center (CRC) Pass Policy
NC State/OSU-M Campus Recreation Center (CRC) Pass Guidelines
Campus Recreation Center (CRC) Application Form – Alumni Pass
Campus Recreation Center (CRC) Application Form – Family Pass
Campus Recreation Center (CRC) Application Form – Retiree Pass
NC State/OSU-M Public Use of College Outdoor Areas Policy

Health, Safety & Security (10-39)
NC State/OSU-M Campus Safety and Security
NC State/OSU-M Campus Security Incident Report Form
NC State/OSU-M Campus Conduct-Behavior Report Form
Illness and Bodily Injury Emergency Contacts
First Aid Kit Information
Blood Borne Pathogens
Procedures for Aids, ARC & HIV Positive
Non-Emergency Numbers
Fire Evacuation Plan
Tornado Safety and Shelter
College/Campus Closing Policy and Procedures
Class Cancellation Policy and Procedures
Hazardous Materials Policy/Procedures
Security Camera Policy
Bomb Threats
<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>18-25</td>
<td>Face Covering Required During Pandemic (COVID-19) Policy</td>
</tr>
</tbody>
</table>

**Sustainability, Energy, and Efficiency (30-39)**

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

**3357:13-19 COMMUNICATIONS & INFORMATION TECHNOLOGY**

**Communications (01-19)**

| 19-04  | Policy on Use, Change, Alteration of College Name, Logo, and Presidential Seal |
| 19-041 | Graphic Standards Manual                                                     |
| 19-05  | College Catalog & Student Handbook                                           |
| 19-051 | College Catalog Revision Process                                             |
| 19-051a| College Catalog Change Form                                                  |
| 19-06  | NC State/OSU-M Electronic Display (Retriever) Use Policy                     |
| 19-07  | College Website Accessibility Policy                                         |
| 19-07a | Website Change Request Form                                                 |
| 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                               |
| 19-231 | Virtual Private Network (VPN) Access Procedure                           |
| 19-231a| 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                        |
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
Information Technology System Password Standards
Data Backup Policy
Data Backup Procedures

3357:13-20 DEVELOPMENT (College Foundation)
Request for Proposal/Grants Process
Grants Transmittal Forms
(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 25, 2021), 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)