

North Central State College  
Master Review Schedule

Policy#	Topic - Short Title	Date Adopted	Last Revised	Last Reviewed	Review Cycle	Scheduled for Review
01-00	Global ENDS Policy	08/25/10	05/15/13	06/23/21	1 year	06/22/22
01-10	Diversity ENDS Policy	08/25/10	08/25/10	06/23/21	1 year	06/22/22
01-20	Equal Opportunity ENDS Policy	08/25/10	09/21/16	06/23/21	1 year	06/22/22
01-30	Career Readiness and Development ENDS Policy	08/25/10	08/25/10	06/23/21	1 year	06/22/22
01-40	Transferability ENDS Policy	08/25/10	08/25/10	06/23/21	1 year	06/22/22
01-50	Enrichment ENDS Policy	08/25/10	08/25/10	06/23/21	1 year	06/22/22
02-00	Global Governance Commitment Policy	06/25/03	08/25/10	02/23/22	1 year	02/22/23
02-10	Governing Style Policy	08/25/10	08/25/10	02/23/22	1 year	02/22/23
02-20	Board Job Description Policy	08/27/03	08/25/10	02/23/22	1 year	02/22/23
02-30	Board Members Code of Conduct Policy	08/27/03	08/25/10	03/23/22	1 year	03/22/23
02-40	Cost of Governance Policy	08/25/10	04/22/20	03/23/22	1 year	03/22/23
02-50	Chief Governance Officer's Role Policy	12/03/03	08/25/10	03/23/22	1 year	03/22/23
02-60	Board Secretary's Role Policy	08/27/03	05/23/18	04/28/21	1 year	04/27/22
02-70	Agenda Planning Policy	12/03/03	05/25/16	04/28/21	1 year	04/27/22
02-80	Board Committee Principles Policy	08/25/10	08/25/10	04/28/21	1 year	04/27/22
02-90	Board Committee Structure Policy	08/25/10	08/25/10	04/28/21	1 year	04/27/22
03-00	Global Board-CEO Delegation Policy	08/25/10	08/25/10	05/26/21	1 year	05/25/22
03-10	Unity of Control Policy	02/25/04	08/25/10	05/26/21	1 year	05/25/22
03-20	Delegation to the CEO Policy	02/25/04	08/25/10	05/26/21	1 year	05/25/22
03-30	Accountability of the CEO Policy	02/25/04	08/25/10	08/25/21	1 year	08/24/22
03-40	Monitoring CEO Performance Policy	02/25/04	08/25/10	08/25/21	1 year	08/24/22
04-00	Global Executive Limitations Policy	03/24/04	08/25/10	09/22/21	1 year	09/28/22
04-10	Communication and Support to the Board Policy	04/28/04	08/25/10	09/22/21	1 year	09/28/22
04-20	Treatment of Consumers Policy	04/28/04	08/25/10	09/22/21	1 year	09/28/22
04-30	Treatment of Employees Policy	04/28/04	08/25/10	10/27/21	1 year	10/26/22
04-40	Compensation and Benefits Policy	04/28/04	08/25/10	10/27/21	1 year	10/26/22
04-50	Financial Planning/Budgeting Policy	10/22/03	01/15/14	10/27/21	1 year	10/26/22
04-60	Financial Conditions and Activities Policy	10/22/03	01/15/14	12/01/21	1 year	12/07/22
04-70	Asset Protection Policy	10/22/03	08/25/10	12/01/21	1 year	12/07/22
04-80	ENDS focus of Grants and Contracts	08/25/10	08/25/10	12/01/21	1 year	12/07/22
04-90	Emergency CEO Succession Policy	10/13/04	08/25/10	01/19/22	1 year	01/18/23
11-01	Legal Authority	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-02	Membership Board of Trustees	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-02a	Oath of Public Office	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-02b	Oath of Executive Office	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-03	Procedures	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-04	Duties of Board Officers	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-05	Board Attendance	09/27/95	08/25/21	08/25/21	5 years	08/01/26
11-06	Removal of Trustees	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-07	Bonding of Officers and/or Employees	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-08	Committees of the Board	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-09	Board Meetings	09/27/95	09/26/01	09/23/16	5 years	09/01/21

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11-10	Board Agenda	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-11	Amendment of Rules and Regulations	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-12	Funds	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-13	Books, Accounts, and Records	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-14	Statutory Conflicts	09/27/95	09/26/01	09/23/16	5 years	09/01/21
11-15	Emeritus Status for Former Members of the Board of Trustees	02/25/98	09/26/01	09/23/16	5 years	09/01/21
12-03	Diversity, Equity and Equal Opportunity Policy	05/24/16	07/25/17	07/25/17	5 years	07/01/22
12-031	Diversity, Equity and Equal Opportunity Procedure	05/24/16	07/25/17	07/25/17	5 years	07/01/22
12-07	College Standing Committees	08/26/09	06/25/19	06/25/19	1 year	06/01/20
12-071	Academic Program(s) Advisory Committee Handbook	06/22/17	06/22/17	06/22/17	5 years	06/01/22
12-08	North Central State College Foundation	08/26/09	08/25/14	07/27/20	5 years	08/01/25
12-09	Agreement and Recognition (ref: CBA dated 08/23/17)	12/17/08	08/23/17	08/25/21	3 years	05/10/24
12-091	Management Rights (ref: CBA dated 08/23/17)	12/17/08	08/23/17	08/23/17	3 years	05/11/20
12-092	Negotiations (ref: CBA dated 08/23/17)	12/17/08	12/17/08	08/23/17	3 years	05/11/20
12-093	Governance (ref: CBA dated 08/23/17)	12/17/08	12/17/08	08/23/17	3 years	05/11/20
12-094	NCSFA Business and Operations (ref: CBA dated 08/23/17)	12/17/08	08/23/17	08/23/17	3 years	05/11/20
12-095	Contract Duration (ref: CBA dated 08/23/17)	12/17/08	08/23/17	08/23/17	3 years	05/11/20
12-10	Institutional Review Board (IRB) Policy	02/17/11	02/17/11	10/24/17	5 years	10/01/22
12-101	Institutional Review Board (IRB) Procedures	02/17/11	02/17/11	08/27/18	5 years	08/01/24
12-101a	Institutional Review Board Application Form	02/17/11	06/15/21	06/15/21	5 years	06/01/26
12-101b	Institutional Review Board Informed Consent Form	02/17/11	02/17/11	10/24/17	5 years	10/01/22
12-101d	Institutional Review Board Change Form	02/17/11	02/17/11	10/24/17	5 years	10/01/22
12-101e	Institutional Review Board Continuation Form	02/17/11	02/17/11	10/24/17	5 years	10/01/22
12-15	Policy Manual and Policy Review Policy	05/28/19	05/28/19	05/28/19	5 years	05/01/24
12-151	Policy Manual and Policy Review Process	05/28/19	05/28/19	05/28/19	5 years	05/01/24
12-20	Program Integrity/Assessment Framework Policy	08/27/19	08/27/19	08/27/19	5 years	08/01/24
12-21	Assessment of Student Learning Policy (Assessment Committee)	08/27/19	08/27/19	08/27/19	5 years	08/01/24
12-211	Assessment of Student Learning Processes (Assessment Committee)	08/27/19	08/27/19	08/27/19	5 years	08/01/24
12-22	Institutional Service and Program Review Policy (Program Review Committee)	09/24/19	09/24/19	09/24/19	5 years	09/01/24
12-221	Institutional Service and Program Review Processes (Program Review Committee)	09/24/19	09/24/19	09/24/19	5 years	09/01/24
12-222	Academic Program/Department Review Manual	03/01/12	12/01/19	12/01/19	5 years	12/01/24
12-223	Support Service Department Review Manual	03/01/12	12/01/19	12/01/19	5 years	12/01/24
12-23	Curriculum Review Policy (Curriculum Committee)	08/27/19	10/22/19	10/22/19	5 years	10/01/24
12-231	Curriculum Review Processes (Curriculum Committee)	08/27/19	10/22/19	10/22/19	5 years	10/01/24
12-30	Minors on Campus	09/22/20	09/22/20	09/22/20	5 years	09/01/25
13-01	Graduation Requirements Policy	09/24/80	02/26/19	02/26/19	5 years	02/01/24
13-011	Graduation Procedure (Petition to Graduate)	09/22/00	02/26/19	02/26/19	5 years	02/01/24
13-02	Guarantee of Graduate Job Competency Policy	03/22/00	08/27/19	08/27/19	5 years	08/01/24
13-03	Policy on General Education	09/01/89	07/30/20	07/30/20	5 years	07/01/25
13-04	Independent Study	08/22/12	07/29/19	07/29/19	5 years	08/01/24
13-04a	Independent Study Form	01/01/10	04/28/20	04/28/20	5 years	04/01/25
13-04b	Independent Study Plan of Study Form	01/01/10	04/28/20	04/28/20	5 years	04/01/25

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13-05	Admissions Policy	03/08/18	09/25/18	09/25/18	5 years	09/01/23
13-31	Transfer Credit Policy	05/11/78	01/22/19	01/22/19	5 years	02/01/24
13-311	Procedures for the Transfer of Credit into the College	06/01/17	03/23/21	03/23/21	5 years	03/01/26
13-311a	Transfer Credit Contract	07/25/01	03/23/21	03/23/21	5 years	03/01/26
13-312	Transfer Module	07/01/96	06/26/18	06/26/18	5 years	07/01/23
13-313	Transition of College credit Plus (CCP) Students Following HS Graduation	06/01/17	05/22/18	05/22/18	5 years	05/01/23
13-314	Procedures for Developing Articulation Agreements	06/22/21	06/22/21	06/22/21	5 years	06/01/26
13-32	Articulation Credit (High School)	11/01/92	06/26/18	06/26/18	5 years	06/01/23
13-33	Prior Learning Assessment (PLA)/Competency Based Education (CBE) Credit Policy	04/01/14	04/01/16	04/01/16	5 years	04/01/21
13-331	Prior Learning Assessment (PLA)/Competency Based Education (CBE) Credit Procedure	06/01/17	01/22/19	01/22/19	5 years	01/01/24
13-33a	Application for Credit by Examination	06/01/17	04/01/16	04/26/16	5 years	01/01/24
13-34	Life Experience Credit Policy	06/15/10	06/15/10	03/15/21	5 years	03/01/26
13-341	Life Experience Credit Procedure	06/15/10	06/15/10	03/15/21	5 years	03/01/26
13-341a	Life Experience Credit Request Form	06/15/10	06/15/10	03/15/21	5 years	03/01/26
13-341b	Life Experience Credit Payment Slip	06/15/10	06/15/10	03/15/21	5 years	03/01/26
13-341c	Life Experience Credit Faculty Compensation Form	06/15/10	06/15/10	03/15/21	5 years	03/01/26
13-342	Life Experience Credit Checklist for Students	06/15/10	06/15/10	03/15/21	5 years	03/01/26
13-343	Life Experience Credit Checklist for Faculty Advisors	06/15/10	06/15/10	03/15/21	5 years	03/01/26
13-344	Life Experience Credit Checklist for Department Chairs	06/15/10	06/15/10	03/15/21	5 years	03/01/26
13-40	Non-Credit	07/26/01	07/26/01	07/26/18	5 years	07/01/23
13-44	Course Auditing Policy	04/26/78	08/27/19	08/27/19	5 years	08/01/24
13-45	Program Sixty	04/26/78	02/24/15	03/15/21	5 years	03/01/26
14-01	Academic Calendar	05/27/09	09/20/16	09/20/16	5 years	09/01/21
14-02	Academic Freedom (ref: CBA dated 08/23/17)	04/26/78	12/17/08	08/23/17	3 years	05/11/20
14-04	Standardized Assignment of Credit Hours Policy	05/22/18	01/22/19	01/22/19	5 years	02/01/24
14-041	Assignment of Credit Hours Carnegie Chart	05/22/18	05/22/18	01/22/19	5 years	02/01/24
14-05	Institutional and Program Accreditation	06/25/19	06/25/19	06/25/19	5 years	06/01/24
14-072	Curriculum Revision	07/01/88	07/01/97	07/01/97	5 years	10/01/10
14-072a	Course/Program Revision Proposal Form	07/01/88	09/08/10	09/08/10	5 years	09/08/15
14-08	Course Syllabus and Faculty Communication with Students Policy	02/25/20	02/25/20	02/25/20	5 years	02/01/25
14-081	Syllabi for Courses	07/01/95	04/28/20	04/28/20	5 years	04/01/25
14-081a	Course Syllabus Template	07/01/95	04/17/20	04/17/20	5 years	04/01/25
14-082	Section Numbers for Course Scheduling	10/01/97	10/18/16	10/18/16	5 years	10/01/21
14-083	Course Prerequisites	08/10/09	08/10/09	09/05/19	5 years	09/01/24
14-083a	Course Prerequisites Waiver Form	08/10/09	08/10/09	09/05/19	5 years	09/01/24
14-084	Special Topics Courses	03/16/95	07/27/21	07/27/21	5 years	07/01/26
14-09	Contact Hour Fee Policy	01/23/18	01/23/18	01/23/18	5 years	01/01/23
14-091	Contact Hour Fee Calculations	10/25/16	10/25/16	01/23/18	5 years	01/01/23
14-10	Associate of Technical Studies Degree Program (ATS)	08/24/07	09/20/16	09/20/16	5 years	09/01/21
14-101	Application Procedures for Admission to the Technical Studies Program	08/24/07	09/20/16	09/20/16	5 years	09/01/21
14-101a	Application for Admission to ATS Degree Program	08/24/07	06/26/16	06/26/16	5 years	09/01/21
14-11	Associate in Technical Studies Degree Program (ATS) (One Year Option)	01/16/14	05/24/16	05/24/16	5 years	05/01/21

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14-11a	Application for Admission to ATS Program (One Year Option)	01/16/14	06/26/16	06/26/16	5 years	05/01/21
14-12	Electronic Methods of Instruction (Distance Learning) (ref: CBA dated 08/23/17)	12/17/08	08/27/14	08/23/17	3 years	05/11/20
14-13	Intellectual Property (ref: CBA dated 08/23/17)	07/01/97	07/01/97	08/23/17	3 years	05/11/20
14-15	Advising System and Services Policy	07/01/97	10/26/21	10/26/21	5 years	10/01/26
14-151	Procedures for Connection-Entry-Progress & Completion Advising	09/20/16	10/26/21	10/26/21	5 years	10/01/26
14-152	Advising Procedures for Business, Industry, and Technology	09/20/16	06/15/21	06/15/21	5 years	06/01/26
14-153	Advising Procedures for Health Sciences Technology	09/20/16	03/16/21	03/16/21	5 years	03/01/26
14-154	Advising Procedures for Liberal Arts and Transfer	01/17/17	03/04/21	03/04/21	5 years	03/01/26
14-158	Curriculum to Follow to Evaluate Student Current Status	02/01/82	08/01/87	10/01/14	5 years	10/01/19
14-15b	Student Change of Status Form	05/03/17	06/26/18	01/13/21	5 years	01/01/26
14-16	Academic Major Policy	02/01/15	03/23/21	03/23/21	5 years	03/01/26
14-161	Procedures for Declaring/Changing an Academic Major	02/24/15	02/24/15	02/24/15	5 years	02/01/20
14-161a	Change of Major Form (Student)	11/09/09	09/01/20	09/01/20	5 years	09/01/25
14-161b	Change of Major/Remove From Classes Form (Advisor)	11/09/09	09/01/20	09/01/20	5 years	09/01/25
14-18	Student Academic Report (STAR) Notification Policy (Academic Alert)	06/27/17	06/27/17	06/27/17	5 years	06/01/22
14-181	Student Academic Report (STAR) Notification Procedures (Academic Alert)	06/27/17	06/27/17	06/27/17	5 years	06/01/22
14-19	Advising Documentation Policy	09/20/16	09/20/16	10/24/17	5 years	10/01/22
14-191	Advising Documentation Procedures	09/20/16	09/20/16	10/24/17	5 years	10/01/22
14-20	Assessing Incoming Students' Readiness Skills (Student Placement) Policy	04/26/16	03/23/21	03/23/21	5 years	03/01/26
14-201	Assessing Incoming Students' Readiness Skills (Student Placement) Procedures	03/01/18	03/23/21	03/23/21	5 years	03/01/26
14-201a	Assessment Waiver Form	02/26/18	02/26/18	02/26/18	5 years	04/01/24
14-201b	CCP Placement Pre-requisite Override Form for math and English Placement	02/26/18	02/26/18	02/26/18	5 years	04/01/24
14-201c	First Year Experience (FYEX) Waiver Form	10/01/18	10/01/18	10/01/18	5 years	04/01/24
14-202	Standardized Testing Cutoff/Placement Scores w/ Accuplacer Next Generation	05/01/13	05/13/21	05/13/21	5 years	05/01/26
14-21	New Student Orientation Policy	02/27/18	02/27/18	02/27/18	5 years	02/01/23
14-22	Academic Milestones Policy	06/26/18	07/23/19	07/23/19	5 years	07/01/24
14-221	Academic Milestones Definitions and Procedures	06/26/18	07/23/19	07/23/19	5 years	07/01/24
14-222	Listing of Academic Milestone Courses	06/26/18	02/23/21	02/23/21	5 years	02/01/26
14-223	Classroom Checkpoints Calendar for Milestone Courses	07/23/19	07/23/19	02/23/21	5 years	02/01/26
14-25	Student Examination Policy	07/16/96	05/01/15	09/05/19	5 years	09/01/24
14-26	Course Grading Policy and Required Grading Scale	07/16/96	05/01/15	09/08/21	5 years	09/01/26
14-261	Grading Procedures	07/16/96	05/01/15	09/08/21	5 years	09/18/26
14-263	Academic Records Retention	09/17/91	09/01/11	09/01/11	5 years	09/01/16
14-264	Incomplete Grades	08/10/09	10/20/15	09/05/19	5 years	09/01/24
14-264a	Incomplete Grade Agreement Form	08/10/09	04/28/20	04/28/20	5 years	04/01/25
14-265	Unresolved "NR" (Not Reported) Grades	05/15/01	05/01/11	03/15/21	5 years	03/01/26
14-27	Mid-Term Course Grading Policy	05/01/15	05/01/15	05/28/19	5 years	05/01/24
14-271	Mid-Term Course Grading Procedures	05/01/15	05/01/15	05/28/19	5 years	05/01/24
14-28	Cumulative Grading System Policy	05/01/15	04/27/21	04/27/21	5 years	04/01/26
14-281	Calculating the Cumulative Grade Point Average	05/01/15	05/01/15	04/27/21	5 years	04/01/26
14-29	Academic Grade Appeal Policy	05/14/85	12/01/15	06/15/21	5 years	06/01/26
14-291	Academic Grade Appeal Procedure	05/14/85	12/01/15	06/15/21	5 years	06/01/26

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14-291a	Academic Grade Appeal Form	05/14/85	12/01/15	06/15/21	5 years	06/01/26
14-30	Grade Change Policy	07/26/11	12/06/15	12/06/15	5 years	12/01/20
14-30a	Grade Change Form	07/26/11	05/19/20	05/19/20	5 years	05/01/25
14-31	Grade Replacement Policy	05/14/85	08/10/09	09/05/19	5 years	09/01/24
14-32	Grade Forgiveness Policy	08/25/94	08/19/19	08/19/19	5 years	08/01/24
14-32a	Grade Forgiveness Form	08/25/94	08/30/11	08/20/19	5 years	08/01/24
14-33	Dean's List Policy	11/23/86	11/23/86	09/05/19	5 years	09/01/24
14-40	Student Attendance and Engagement Monitoring Policy	04/26/78	11/24/20	11/24/20	5 years	11/01/25
14-401	Procedures for Monitoring Student Attendance	04/26/78	07/01/97	05/01/15	5 years	05/01/20
14-402	Procedures for Monitoring Student Engagement	04/26/78	11/24/20	11/24/20	5 years	11/01/25
14-41	Mediated Course Drop Policy	05/01/15	05/23/17	02/15/22	5 years	02/01/27
14-411	Mediated Course Drop Procedure	05/01/15	04/26/22	04/26/22	5 years	04/01/27
14-411a	Course Drop/Add Form	05/01/15	04/26/22	04/26/22	5 years	04/01/27
14-42	Registration Policy	10/19/11	02/25/20	02/25/20	5 years	02/01/25
14-42a	First Day of Class Registration Form	10/20/11	03/05/20	03/05/20	5 years	03/01/25
14-44	Administrative Withdrawal Policy	05/01/16	05/01/16	09/08/21	5 years	09/01/26
14-45	Late Withdrawal Policy (Student Initiated)	02/26/19	02/26/19	02/26/19	5 years	02/01/24
14-451	Late Withdrawal Procedure (Student Initiated)	02/26/19	02/26/19	02/26/19	5 years	02/01/24
14-451a	Late Withdrawal Form (Student Initiated)	07/01/07	04/01/14	02/26/19	5 years	02/01/24
14-50	Course Cancellation Policy	07/01/97	06/22/21	06/22/21	5 years	06/01/26
14-501	Course Cancellation Procedure	07/01/97	06/22/21	06/22/21	5 years	06/01/26
14-52	Student Field Trips Policy	09/01/79	02/25/20	02/25/20	5 years	02/01/25
14-521	Student Field Trips Procedure	02/25/20	02/25/20	02/25/20	5 years	02/01/25
14-52a	Student Field Trip Request Form	09/01/79	02/25/20	02/25/20	5 years	02/01/25
14-52b	Field Trip Waiver of Liability / Hold Harmless Agreement	12/01/01	06/01/21	06/01/21	5 years	02/01/25
14-52c	Student Participating in a Field Trip Form	09/01/79	02/25/20	02/25/20	5 years	02/01/25
14-53	Computer Lab Usage Policy	06/01/89	07/27/21	07/27/21	5 years	07/01/26
14-56	Policy on Human Subjects Research	05/12/04	06/22/21	06/22/21	5 years	06/01/26
14-57	Complimentary Textbooks Policy	10/24/17	03/22/22	03/22/22	5 years	03/01/27
14-58	Textbook Selection-Auto Adoption Policy	11/28/17	04/26/22	04/26/22	5 years	04/01/27
14-581	Textbook Selection Procedure	11/28/17	04/26/22	04/26/22	5 years	04/01/27
14-581a	Textbook Selection Matrix	03/23/21	03/23/21	02/15/22	5 years	02/01/27
14-65	Academic Integrity (Plagiarism and Cheating) Policy	01/16/02	07/27/21	07/27/21	5 years	11/01/25
14-651	Academic Integrity (Plagiarism) Procedure	11/24/20	11/24/20	11/24/20	5 years	11/01/25
14-66	Academic Honesty/Dishonesty	07/22/01	07/22/01	11/04/20	5 years	11/01/25
14-67	Good Academic Standing Policy	06/26/07	11/24/20	11/24/20	5 years	11/01/25
14-68	Standards of Satisfactory Academic Progress for Financial Aid	01/16/08	04/17/20	04/17/20	5 years	04/01/25
14-69	Academic Probation Policy	06/26/07	11/24/20	11/24/20	5 years	11/01/25
14-70	Academic Probation and VA Benefits Policy	06/26/07	06/01/12	09/14/20	5 years	09/01/25
14-71	Academic Suspension and Dismissal Policy	10/06/87	06/26/07	08/08/19	5 years	08/01/24
14-711	Readmission Procedures for Academically Suspended Students	07/01/02	07/01/07	08/20/19	5 years	08/01/24
14-711a	Readmission Form for Academically Suspended Students	07/01/02	07/01/07	08/20/19	5 years	08/01/24

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14-73	Developmental Education	09/20/16	09/20/16	09/20/16	5 years	09/01/21
14-73a	Request for Tutoring Services	09/20/16	09/20/16	09/20/16	5 years	09/01/21
14-73b	Tutor Application Form (Request to become a Tutor)	09/20/16	09/20/16	09/20/16	5 years	09/01/21
14-74	Support Services Policy for Students with Disabilities	11/24/91	03/28/17	03/28/17	5 years	03/01/22
14-80	Faculty Support/Work Environment (ref: CBA dated 08/23/17)	12/17/08	08/27/14	08/23/17	3 years	05/11/20
14-85	Proctoring Services Policy for Students Attending Other Institutions	03/30/09	04/27/21	04/27/21	5 years	04/01/26
14-851	Proctoring Services Procedure for Students Attending Other Institutions	03/30/09	04/27/21	04/27/21	5 years	04/01/26
14-90	Valuing Our Veterans Policy	12/03/14	12/03/14	12/05/19	5 years	12/01/24
14-901	Procedures to Support the Success of Veterans and Military Service Members	12/03/14	12/03/14	12/05/19	5 years	12/01/24
14-91	Military Students Called to Active Duty Policy	07/01/90	01/23/91	04/26/19	5 years	04/01/24
14-92	Veterans Benefits and Transition Act of 2018 Compliance Policy	04/23/19	04/23/19	04/23/19	5 years	04/01/24
14-96	Honors College Policy	05/24/16	05/24/16	05/24/16	5 years	05/01/21
15-01	Code of Student Conduct/Discipline	08/01/08	11/24/20	11/24/20	5 years	11/01/25
15-011	Anti-Hazing Policy	09/28/21	09/28/21	09/28/21	5 years	09/01/26
15-02	Student Complaint Policy (other than discrimination/harassment)	10/29/80	07/26/16	07/26/16	5 years	08/01/21
15-021	Procedures for Initiating a Student Complaint (other than discrimination/harassment)	10/29/80	08/27/19	08/27/19	5 years	08/01/24
15-021a	Universal Complaint/Feedback Form	07/27/16	08/01/18	08/01/18	5 years	08/01/23
15-03	Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy	05/17/13	08/10/20	02/23/21	5 years	02/01/26
15-031	Discrimination Grievance Procedures (Title IX Complaint Filing)	05/02/13	08/10/20	08/10/20	5 years	08/01/25
15-04	Response to the Death, Serious Illness, or Injury of a Member of the Campus Community	06/01/02	08/01/16	08/01/16	5 years	08/01/21
15-041	Procedures for Responding to the Death of a Member of the College Community	07/01/89	08/01/16	08/01/16	5 years	08/01/21
15-042	Procedures for Responding to the Serious Illness or Injury of a Student	07/01/89	08/01/16	08/01/16	5 years	08/01/21
15-043	Expressions of Employee Acknowledgement	12/01/05	09/20/16	09/20/16	5 years	09/01/21
15-05	Consultation and Assessment Team for Student Issues Policy	09/01/07	11/01/11	11/01/16	5 years	11/01/21
15-051	Consultation and Assessment Team for Student Issues Procedures	09/01/07	11/01/11	04/25/17	5 years	05/01/22
15-052	Procedures for Responding to Suicidal OSU-Mansfield or NC State Students	12/27/06	03/28/19	03/28/19	5 years	03/01/24
15-14	Policy on Recommending Students for Employment	01/28/76	07/30/19	07/30/19	5 years	07/01/24
15-14a	Reference Request and Student Authorization (FERPA Release)	11/11/03	11/11/03	01/13/21	5 years	01/01/26
15-30	Honorary Degree Policy	05/11/78	01/14/15	01/30/20	5 years	01/01/25
15-31	Posthumous Degree Policy	05/24/16	05/24/16	05/27/21	5 years	05/01/26
16-02	Faculty Rank (ref: CBA dated 08/23/17)	05/29/79	08/23/17	08/23/17	3 years	05/11/20
16-03	Hiring Policy (Equal Employment Opportunity and Affirmative Action Statement)	03/15/06	05/01/16	05/01/16	5 years	05/01/21
16-032	Hiring Procedure Guidelines	01/01/01	06/01/16	06/01/16	5 years	06/01/21
16-033	Adjunct Hiring Procedures	08/31/01	07/01/06	07/01/06	5 years	07/01/11
16-033a	Adjunct Approval Form	08/31/01	07/01/06	07/01/06	5 years	07/01/11
16-034	Temporary Agency Hiring Guidelines	08/31/01	08/31/01	04/26/19	5 years	04/01/24
16-035	Temporary Employee Assignments	10/25/06	10/25/06	04/26/19	5 years	04/01/24
16-036	Travel Expenses for Candidates of Employment	12/10/86	10/10/86	07/01/89	5 years	07/01/19
16-037	Student Employment Eligibility Guidelines	01/26/21	01/26/21	01/26/21	5 years	01/01/26
16-04	Determination of Faculty Qualifications Policy	06/22/17	06/22/17	06/22/17	5 years	06/01/22
16-041	Procedures for Determining Qualification for Faculty	10/24/17	10/24/17	10/24/17	5 years	10/01/22
16-042	Faculty Qualification Exception Process	10/24/17	10/24/17	10/24/17	5 years	10/01/22

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16-043	Minimum Criteria for Full-Time and Adjunct Faculty Positions	10/24/17	08/06/18	08/06/18	5 years	08/01/23
16-05	Official Transcript Requirement Policy	05/09/99	02/26/03	10/22/14	5 years	10/01/19
16-06	Rehiring of Retired College Employees Policy	04/01/05	12/17/08	10/22/14	5 years	10/01/19
16-061	Rehiring of Retired College Faculty (ref: CBA dated 08/23/17)	09/27/00	08/23/17	08/23/17	3 years	05/11/20
16-07	Nepotism Policy	03/15/06	03/15/06	10/22/14	5 years	10/01/19
16-08	Affirmative Action Policy	06/01/03	05/07/19	05/07/19	5 years	05/01/24
16-09	Reduction in Workforce Policy (Staff)	04/26/06	04/26/06	04/07/20	5 years	04/01/25
16-091	Guidelines for Identifying Positions for Layoff (RIF-Staff)	04/26/06	04/26/06	04/07/20	5 years	04/01/25
16-092	Reduction in Force for Full-Time Faculty (ref: CBA dated 08/23/17)	12/17/08	08/23/17	08/23/17	3 years	05/11/20
16-16	Personnel Files (ref: CBA dated 08/23/17)	12/17/08	12/17/08	01/04/18	3 years	01/01/23
16-161	Change of Address Procedure	12/17/08	01/04/18	01/04/18	5 years	01/01/23
16-161a	Change of Address Form	12/17/08	01/04/18	01/04/18	5 years	01/01/23
16-17	Requests for Public Records Policy	10/30/07	10/30/16	10/30/16	5 years	11/01/21
16-19	Policy on Maintenance of a Drug-free Workplace	05/01/89	05/01/89	05/01/12	5 years	05/01/17
16-20	Requirements of Work and Conduct Policy (for Staff)	09/27/00	09/27/00	09/10/20	5 years	09/01/25
16-21	Business Dress Policy for Staff Employees	01/09/01	09/22/15	09/22/15	5 years	09/01/20
16-22	Alcohol & Drug Policy (Employees, Students, and Guests)	08/01/16	08/01/16	07/26/16	5 years	07/01/21
16-23	Ethics Policy	02/25/04	02/25/04	09/01/20	5 years	09/01/25
16-24	Conflict of Interest	06/24/98	02/01/06	08/31/20	5 years	08/01/25
16-25	Fraud Policy	10/24/05	10/24/05	10/24/05	5 years	10/01/10
16-26	Attendance and Punctuality Policy	09/17/15	09/17/15	09/17/15	5 years	09/01/20
16-261	Attendance and Punctuality Procedure for Employees	09/17/15	09/17/15	09/17/15	5 years	09/01/20
16-27	Flexible Work Schedule Policy	10/01/15	10/01/15	02/29/16	5 years	02/01/21
16-28	Telecommuting Policy	09/01/15	09/01/15	03/23/21	5 years	03/01/26
16-281	Telecommuting Guidelines	09/01/15	03/23/21	03/23/21	5 years	03/01/26
16-281a	Telecommuting Feasibility Assessment	09/01/15	09/01/15	03/23/21	5 years	03/01/26
16-281b	Telecommuting Safety Self Audit	09/01/15	09/01/15	03/23/21	5 years	03/01/26
16-281c	Telecommuting Agreement	09/01/15	09/01/15	03/23/21	5 years	03/01/26
16-282	Telecommuting Remote Use of College Resources	09/01/15	03/23/21	03/23/21	5 years	03/01/26
16-301	Performance Evaluation Process for Non-Teaching Employees	01/07/97	07/18/19	09/24/19	5 years	09/01/24
16-301a	Performance Appraisal Form	01/07/97	09/07/18	09/07/18	5 years	09/01/23
16-31	Corrective Action Policy	09/27/00	06/01/03	05/07/14	5 years	05/01/19
16-311	Corrective Action Process	09/27/00	06/01/03	05/07/14	5 years	05/01/19
16-311a	Corrective Action Form	09/27/00	06/01/03	05/07/14	5 years	05/01/19
16-32	Discipline/Discharge (ref: CBA dated 08/23/17)	12/17/08	12/17/08	08/23/17	3 years	05/11/20
16-33	Termination of Employment Exit Interview Policy	10/25/05	10/25/05	08/31/20	5 years	08/01/25
16-34	Individual Contracts and Evaluation (ref: CBA dated 08/23/17)	12/17/08	12/17/08	08/23/17	3 years	05/11/20
16-34a	Faculty Performance Review Form (ref: CBA dated 08/23/17)	08/23/17	08/23/17	08/23/17	3 years	05/11/20
16-40	Employee and Guest Complaint-Appeals Policy	09/27/00	06/01/03	06/28/18	5 years	06/01/23
16-401	Procedures for Initiating an Employee or Guest Complaining-Appeal	03/24/93	06/27/00	06/28/18	5 years	06/01/23
16-402	Faculty Grievance/Arbitration Procedure (ref: CBA dated 08/23/17)	12/17/08	12/17/08	08/23/17	3 years	05/11/20
16-402a	Faculty Grievance Form (ref: CBA dated 08/23/17)	12/17/08	08/23/17	08/23/17	3 years	05/11/20

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16-403	Student Evaluations (ref: CBA dated 08/23/17)	07/15/91	07/15/91	11/01/99	5 years	
16-403a	Student Evaluation Form	07/15/91	10/01/00	10/01/00	5 years	10/01/05
16-44	Direct Deposit for Employee Pay	08/15/85	10/24/19	10/24/19	5 years	10/01/24
16-45	Fair Labor Standards and Wage Payment Act	08/23/04	08/23/04	08/23/19	5 years	08/01/24
16-451	Compensation (Faculty) (ref: CBA dated 08/23/17)	12/17/08	08/23/17	08/23/17	3 years	05/11/20
16-452	Faculty Workload (ref: CBA dated 08/23/17)	12/17/08	12/17/08	08/23/17	3 years	05/11/20
16-453	Adjunct Faculty Workload	06/21/10	06/21/10	06/21/10	5 years	06/01/15
16-454	Procedure on Compensation for Adjunct Faculty/Full-Time Faculty Overload	12/17/08	12/01/21	12/01/21	5 years	12/01/26
16-454a	Request for Variance Form	10/24/05	10/24/05	05/01/12	5 years	05/01/17
16-454b	Request for Variance from Standard Hourly Rates fo Pay for Part-Time Instruction Form	10/24/05	10/24/05	05/01/12	5 years	05/01/17
16-455	Fair Share and Dues Check Off (ref: CBA dated 08/23/17)	12/17/08	08/23/17	08/23/17	3 years	05/11/20
16-46	Emergency Overload Compensation Policy	10/24/05	10/24/05	08/23/19	5 years	08/01/24
16-46a	Emergency Overload Compensation Form	10/24/05	10/24/05	08/23/19	5 years	08/01/24
16-47	Adjunct Compensation for Non-Teaching Activities	05/01/06	05/01/06	08/23/19	5 years	08/01/24
16-48	Professional Growth Recognition Policy	03/17/78	07/25/19	07/25/19	5 years	07/01/24
16-501	Benefits Summary - Full Time Employees	10/01/03	07/25/19	07/25/19	5 years	07/01/24
16-502	Benefits Summary - Permanent Part-Time Staff	10/01/03	07/25/19	07/25/19	5 years	07/01/24
16-503	Benefits Summary - Permanent Part-Time Faculty	10/01/03	07/25/19	07/25/19	5 years	07/01/24
16-504	Benefits/Insurance-Non-Insurance (Faculty) (ref: CBA dated 08/23/17)	10/01/03	08/23/17	08/23/17	3 years	05/11/20
16-505	Life Insurance Conversion				5 years	
16-51	Emeritus Status Policy (ref: CBA dated 08/23/17)	05/22/98	12/17/08	08/23/17	3 years	05/11/20
16-52	Tuition Remission Policy (Full-Time & PPT Employees)	03/27/96	06/23/20	06/23/20	5 years	06/01/25
16-522	Tuition Remission Policy OSU-M (Shared Services)	10/25/10	06/23/20	06/23/20	5 years	06/01/25
16-52a	Application for Tuition Remission Form	03/27/96	05/23/12	01/28/15	5 years	01/01/20
16-53	Tuition Remission Policy Adjunct Faculty	01/14/09	06/23/20	06/23/20	5 years	06/01/25
16-53a	Tuition Remission Form Adjunct Faculty	01/14/09	10/15/14	10/15/14	5 years	10/01/19
16-54	Tuition Remission Policy, Part-Time Staff	01/14/09	06/23/20	06/23/20	5 years	06/01/25
16-54a	Application for Part-Time Staff for Tuition Remission	12/15/14	12/15/14	12/15/14	5 years	12/01/19
16-55	Tuition Reimbursement Plan Policy	05/24/95	06/06/13	05/08/17	5 years	05/01/22
16-55a	Request for Approval of Tuition Reimbursement Form	07/01/00	06/06/13	09/06/19	5 years	09/01/24
16-56	Fee Authorization Agreement between NCSC & OSU-M	12/01/95	06/01/00	01/30/20	5 years	01/01/25
16-57	Computer Purchase Policy (Full-Time Employees)	09/02/04	10/28/14	08/01/15	5 years	08/01/20
16-58	Employee Assistance Program	10/24/05	11/26/19	11/26/19	5 years	11/01/24
16-59	Teaching Opportunities for Staff Employees Policy	01/21/03	01/21/03	03/27/19	5 years	03/01/24
16-70	Leaves (includes ref: CBA dated 08/23/17)	12/17/08	08/27/19	08/27/19	5 years	08/01/24
16-701	Earned Time Off (ETO/Vacation) for Full-Time Staff	03/27/96	03/03/14	03/03/14	5 years	03/01/19
16-702	Time Off (ETO) for Part-Time Staff	04/26/16	08/07/19	08/07/19	5 years	08/01/24
16-703	Earned Time Off (ETO) for Adjunct Faculty	05/01/16	05/01/16	05/01/16	5 years	05/01/21
16-70a	Request for Leave Form	03/27/96	06/14/17	06/14/17	5 years	06/01/21
16-71	Sickness and Disability Policy	12/09/92	07/15/21	07/15/21	5 years	07/01/26
16-72	Personal Leave of Absence Policy	09/18/85	01/21/03	08/24/19	5 years	08/01/24
16-73	Leave to Attend Professional Development	05/01/05	05/01/05	08/24/19	5 years	08/01/24



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16-74	Absence Due to Court Service (Jury Duty)	06/19/85	02/05/16	02/05/16	5 years	02/01/20
16-75	Bereavement Policy	06/19/85	05/25/10	08/24/19	5 years	08/01/24
16-76	Military Leave Policy	04/25/73	04/09/13	09/10/20	5 years	09/01/25
16-77	Extended Leaves of Absence without Compensation Policy	04/26/89	04/26/89	08/24/19	5 years	08/01/24
16-77a	Request for Extended Leave of Absence Form	04/26/89	04/26/89	08/24/19	5 years	08/01/24
16-78	Family and Medical Leave (FML) Policy	10/01/14	10/01/14	09/10/20	5 years	09/01/25
16-781	Family and Medical Leave (FML) Procedures	10/01/14	10/01/14	09/10/20	5 years	09/01/25
16-83	Policy for Work Related Injuries	11/26/19	11/26/19	11/26/19	5 years	11/01/24
16-831	Injury on the Job Claim Procedures	11/26/19	11/26/19	11/26/19	5 years	11/01/24
16-83a	Employee's Report of Incident and Injury	11/26/19	11/26/19	11/26/19	5 years	11/01/24
16-83b	Supervisor's Investigative Report	11/26/19	11/26/19	11/26/19	5 years	11/01/24
16-83c	Statement of Witness to Accident	11/26/19	11/26/19	11/26/19	5 years	11/01/24
17-01	Bank Reconciliations	10/24/05	06/01/20	06/01/20	5 years	06/01/25
17-02	Budget Procedures	10/24/05	06/02/20	06/02/20	5 years	06/01/25
17-021	Professional Development Fund (Faculty) (ref: CBA dated 08/23/17)	12/17/08	08/23/17	08/23/17	3 years	05/11/20
17-02a	Budget Transfer Form	10/24/05	03/01/11	06/21/21	5 years	06/01/26
17-03	Integrated Planning and Resource Allocation Policy	10/08/14	10/08/14	10/08/14	5 years	10/01/19
17-031	Integrated Planning and Resource Allocation Procedure	10/08/14	10/08/14	10/08/14	5 years	10/01/19
17-04	Investment Policy	04/26/78	06/26/19	06/23/21	5 years	06/01/26
17-101	Daily Receipt Procedures	10/24/05	06/02/20	06/02/20	5 years	06/01/25
17-102	Incoming Mail/Cash Procedures	06/20/06	06/02/20	06/02/20	5 years	06/01/25
17-103	Collection and Depositing of Fees (CDC NCState/OSU-M)	10/24/05	06/01/20	06/01/20	5 years	06/01/25
17-104	Sales and Services Revenue Procedures	10/28/05	06/01/20	06/01/20	5 years	06/01/25
17-12	Student Tuition and Fees Policy	05/27/81	05/22/18	05/22/18	5 years	05/01/23
17-13	Student Responsibility to Pay Policy	08/29/17	08/29/17	08/29/17	5 years	08/01/22
17-131	Student Financial Responsibility for Registration/Deregistration Procedure	10/25/10	08/29/17	08/29/17	5 years	08/01/22
17-132	Student Accounts Receivable Procedure	10/25/05	06/01/20	06/01/20	5 years	06/01/25
17-133	Doubtful Accounts Procedure (Allowance for)	10/25/05	10/25/05	10/25/05	5 years	10/01/10
17-15	Student Accounts/Refund Policy	03/21/05	10/27/11	03/14/18	5 years	03/01/23
17-151	Student Accounts/Refund Procedure	03/21/05	10/27/11	03/14/18	5 years	03/01/23
17-151a	Request for Refund/Fee Waiver/Payment Extension Form	10/27/11	07/26/16	01/13/21	5 years	01/01/26
17-16	Student Financial Responsibility and Default Management Policy	03/01/16	03/01/16	05/10/21	5 years	05/01/25
17-161	Cohort Default Rate (CDR) Guidelines and Procedures	03/01/16	03/01/16	05/10/21	5 years	05/01/25
17-17	Student Loan Default Reduction Policy	05/01/15	05/01/15	05/10/21	5 years	05/01/25
17-201	Payable Processing	10/24/05	06/01/20	06/01/20	5 years	06/01/25
17-201a	Direct Pay Disbursement Voucher	10/24/05	02/14/19	02/14/19	5 years	02/01/24
17-22	Stale Check Policy	03/21/05	10/07/14	06/21/21	5 years	06/01/26
17-23	Stale Check Policy - Foundation	04/07/05	01/11/08	06/21/21	5 years	06/01/26
17-241	Payroll Check Replacement Procedure	03/01/06	03/01/06	03/01/06	5 years	03/01/11
17-26	Travel Expense Reimbursement Policy (ref: CBA dated 08/23/17)	08/09/01	05/17/11	06/22/21	5 years	06/01/26
17-261	Travel Expense Reimbursement Procedure (includes ref: CBA dated 08/23/17)	08/09/01	06/22/21	06/22/21	5 years	06/01/26
17-261a	Travel Request Authorization Form	06/01/06	01/08/19	06/21/21	5 years	06/01/26

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17-261b	Mileage Report Form (Monthly)	06/01/06	01/08/19	06/21/21	5 years	06/01/26
17-261c	Travel Expense Reimbursement Form	06/01/06	01/08/19	06/21/21	5 years	06/01/26
17-281	Payroll Processing/Human Resources	10/25/05	10/25/05	10/25/05	5 years	10/01/10
17-281a	Timesheet Full-Time	10/25/05	05/01/12	05/01/12	5 years	05/01/17
17-281b	Timesheet Part-Time	10/25/05	05/01/12	05/01/12	5 years	05/01/17
17-281c	CollegeNOW Part-Time Payroll Record	10/25/05	10/25/05	10/25/05	5 years	10/01/10
17-281d	Non-Credit Part-Time Payroll Record	10/25/05	10/25/05	10/25/05	5 years	10/01/10
17-281e	Timesheet full-Time Faculty Non-Teaching Activities During Off-Term	12/17/08	09/25/12	09/25/12	5 years	09/01/17
17-281f	Faculty Evaluation of Adjunct Faculty (Classroom Observation) Compensation Form	12/17/08	10/17/14	10/17/14	5 years	10/01/19
17-282	Payroll Processing/Payroll Benefits	10/25/05	10/25/05	10/25/10	5 years	10/01/10
17-30	Purchasing and Contracting Policy	01/01/11	02/01/16	06/21/21	5 years	06/01/26
17-301	Direct Purchasing & Competitive Selection Procedures	01/01/11	08/19/20	08/19/20	5 years	08/01/25
17-301a	Facilities Return Job Order (Damaged Items>Returns)	03/01/12	03/01/12	06/08/20	5 years	06/01/25
17-301b	Personal Service Contract (College)	09/06/13	09/06/13	09/06/13	5 years	09/01/18
17-301c	Personal Service Contract (Foundation)	09/06/13	09/06/13	09/06/13	5 years	09/01/18
17-301d	Requisition for Goods or Services	01/01/11	08/20/19	08/20/19	5 years	08/01/24
17-302	Expenditure of Public Funds for Food and Beverages	06/23/04	06/23/04	06/08/20	5 years	06/01/25
17-303	Vendor Relations Letter/Vendor Relation Procurement Procedures	10/25/05	10/15/07	07/17/19	5 years	07/01/24
17-31	Petty Cash (NC State College)	10/24/05	10/24/05	06/08/20	5 years	06/01/25
17-32	Petty Cash (CDC NC State/OSU-M)	10/25/05	06/01/20	06/01/20	5 years	06/01/25
17-33	Credit Card Policy	04/07/05	02/02/19	02/26/19	5 years	02/01/24
17-331	Credit Card Guidelines	10/24/05	02/02/19	02/26/19	5 years	02/01/24
17-331a	Payment Card Authorization Form	10/24/05	02/02/19	02/26/19	5 years	02/01/24
17-34	Payment Card Policy - Foundation	10/24/05	10/24/05	06/21/21	5 years	06/01/26
17-35	College Identification Card Policy	07/22/11	03/26/19	03/26/19	5 years	03/26/24
17-40	Property Use Policy	06/23/04	10/24/11	04/27/21	5 years	04/01/26
17-401	Property Use Procedure	10/30/01	04/27/21	04/27/21	5 years	04/01/26
17-401a	Key and Building Key Card Requisition Form	03/01/13	04/27/21	04/27/21	5 years	04/01/26
17-401b	Lost Key Form	04/27/21	04/27/21	04/27/21	5 years	04/01/26
17-401c	Facilities Equipment Loan Form	10/30/01	03/15/12	04/27/21	5 years	04/01/26
17-401d	Facilities Equipment Transfer Form	10/30/01	03/15/12	04/27/21	5 years	04/01/26
17-401e	Facilities Equipment Disposal Form	10/30/01	03/15/12	04/27/21	5 years	04/01/26
17-401f	Office-Classroom Move Form	03/01/13	03/22/12	04/27/21	5 years	04/01/26
17-402	Donated Capital Assets Acceptance Procedure	02/23/06	02/23/06	06/08/20	5 years	06/01/25
17-402a	Donated Equipment Form	02/23/06	02/23/06	06/08/20	5 years	06/01/25
17-41	Fleet Vehicle Use Policy	09/09/01	12/17/14	11/28/17	5 years	11/01/22
17-411	Fleet Vehicle Handbook	09/09/01	12/17/14	11/28/17	5 years	11/01/22
17-411a	Fleet Car Request Form	09/09/01	03/01/12	11/28/17	5 years	11/01/22
17-411b	Driving History Questionnaire	09/09/01	03/01/12	11/28/17	5 years	11/01/22
17-50	Family Educational Rights and Privacy Act (FERPA)	12/12/96	01/04/12	07/27/20	5 years	07/01/25
17-50a	Authorization for the Release of Student Information (FERPA Release)	12/12/96	01/04/12	07/27/20	5 years	07/01/25
17-51	Records Retention Policy	01/25/06	09/24/19	09/24/19	5 years	09/01/24

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17-51a	Certification of Records Destruction	01/25/06	06/25/19	06/25/19	5 years	06/01/24
17-511	General Records Retention Schedule for North Central State College	01/25/06	02/22/22	02/22/22	5 years	02/02/27
17-52	Identity Theft Protection Policy	03/23/11	03/23/11	03/23/11	5 years	03/23/16
18-01	Student Accessibility Handbook (ADA Compliance)	03/24/93	03/28/17	03/28/17	5 years	03/01/22
18-02	NC State/OSU-M Use of College Buildings and Facilities Policy	11/14/13	11/14/13	07/27/20	5 years	07/01/25
18-03	NC State/OSU-M Drives and Canvassing Policy	05/25/11	05/25/11	02/23/21	5 years	02/01/26
18-04	NC State/OSU Mansfield Posting Policy	09/01/97	12/20/10	02/23/21	5 years	02/01/26
18-041	NC State/OSU Mansfield Posting Procedure	09/01/97	02/23/21	02/23/21	5 years	02/01/26
18-041a	NC State/OSU-M Outdoor Event Board Request Form	09/01/97	12/20/10	02/23/21	5 years	02/01/26
18-05	NC State/OSU-M Bake Sale Policy	12/17/08	04/25/11	04/25/11	5 years	04/25/16
18-051	NC State/OSU-M Bake Sale Procedures	12/17/08	04/25/11	04/25/11	5 years	04/25/16
18-051a	NC State/OSU-M Request for Bake Sale Form	12/17/08	12/17/08	04/25/11	5 years	04/25/16
18-06	NC State/OSU-M Outside Vendors at Events Policy	08/20/08	05/25/11	05/25/11	5 years	05/25/16
18-07	NC State/OSU-M Voluntary Closing of Shared Service Units	05/25/11	05/25/11	05/25/11	5 years	05/25/16
18-08	NC State/OSU-M Campus Recreation Center Pass Policy	06/01/06	10/13/16	10/13/16	5 years	10/01/21
18-081	NC State/OSU-M CRC Pass Guidelines	06/01/06	10/13/16	10/13/16	5 years	10/01/21
18-081a	CRC Pass Application Form - Alumni Pass	06/01/06	10/13/16	10/13/16	5 years	10/01/21
18-081b	CRC Pass Application Form - Family Pass	06/01/06	10/13/16	10/13/16	5 years	10/01/21
18-081c	CRC Pass Application Form - Retiree Pass	06/01/06	10/13/16	10/13/16	5 years	10/01/21
18-09	NC State/OSU-M Public Use of College Outdoor Areas	11/14/13	02/23/21	02/23/21	5 years	02/01/26
18-10	NC State/OSU-M Campus Safety and Security	08/23/10	08/23/10	08/15/17	5 years	08/01/22
18-101	Illness and Bodily Injury Emergency Contacts	08/23/10	08/23/10	05/10/21	5 years	05/01/26
18-102	First Aid Kit Information	08/23/10	08/23/10	05/10/21	5 years	05/01/26
18-103	Blood Borne Pathogens	08/23/10	08/23/10	05/10/21	5 years	05/01/26
18-104	Procedures for Aids, ARC & HIV Positive	08/23/10	08/23/10	05/10/21	5 years	05/01/26
18-105	Non-Emergency Numbers	08/23/10	08/23/10	05/10/21	5 years	05/01/26
18-10a	NC State/OSU-M Campus Security Incident Report Form	08/23/10	09/10/19	09/10/19	5 years	09/01/24
18-10b	NC State/OSU-M Campus Conduct-Behavior Report Form	09/10/19	09/10/19	09/10/19	5 years	09/01/24
18-11	Fire Evacuation Plan	08/23/10	08/23/10	05/10/21	5 years	05/01/26
18-12	Tornado Safety and Shelter	08/23/10	08/23/10	05/10/21	5 years	05/01/26
18-13	College/Campus Closing Policy and Procedure	07/01/09	01/23/18	01/23/18	5 years	01/01/23
18-131	Class Cancellation Policy and Procedure	01/23/18	01/23/18	01/23/18	5 years	01/01/23
18-14	Hazardous Materials Policy/Procedures	01/23/18	01/23/18	01/23/18	5 years	01/01/23
18-15	Security Camera Policy	09/01/06	02/26/19	02/26/19	5 years	02/01/24
18-16	Bomb Threats	08/23/10	08/23/10	05/10/21	5 years	05/01/26
18-17	Power Failure Phones	08/23/10	08/23/10	08/15/17	5 years	08/01/22
18-18	Workplace Violence	08/23/10	08/23/10	05/10/21	5 years	05/01/26
18-19	Non-Smoking/Tobacco Policy	01/01/07	09/25/18	09/25/18	5 years	09/01/23
18-20	NC State/OSU-M Rollerblades, In-Line Skates and Skateboards Policy	03/14/97	03/14/97	08/21/19	5 years	08/01/24
18-21	NC State/OSU-M Driving on Sidewalks Policy	04/07/14	08/21/19	08/21/19	5 years	08/01/24
18-22	Classroom Food and Drink Policy	03/11/03	03/11/03	05/10/21	5 years	05/01/26
18-23	NC State/OSU-M Campus Wood Cutting Policy	07/22/11	07/22/11	08/21/19	5 years	08/01/24

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18-24	NC State/OSU-M Parking on the Mansfield Campus Policy	08/23/96	08/27/15	08/27/15	5 years	08/01/20
18-30	Sustainability, Energy, and Labor Efficiencies throughout Campus	03/25/19	03/25/19	03/25/19	5 years	03/01/24
19-01	Public Relations/Promotion				5 years	
19-02	Graphics Standards Usage & Representation				5 years	
19-03	Graphic Design Proof Approval Form				5 years	
19-04	Policy on Use, Change, Alteration of College Name, Logo, and Presidential Seal	10/24/17	10/24/17	10/24/17	5 years	10/01/22
19-05	College Catalog & Student Handbook				5 years	
19-051	College Catalog Revision Process	12/21/12	12/21/12	12/21/12	5 years	12/01/17
19-051a	Catalog and Web Change Form	12/21/12	12/21/12	12/21/12	5 years	12/01/17
19-06	NC State/OSU-M Electronic Display (Retriever) Use Policy	06/22/11	01/23/18	01/23/18	5 years	01/01/23
19-07	College Website Accessibility Policy	07/11/18	07/11/18	07/11/18	5 years	07/01/23
19-10	Text Messaging for Non-Emergency Communication Policy	06/26/18	06/26/18	06/26/18	5 years	06/01/23
19-101	Non-Emergency Text Messaging Procedures	06/26/18	06/26/18	06/26/18	5 years	06/01/23
19-20	Computer & Network Use Policy	12/19/00	03/21/17	03/21/17	5 years	03/01/22
19-20a	IT Resource Center Equipment Loan Form	06/01/11	06/01/11	03/21/17	5 years	03/01/22
19-20b	Move/Transfer Employee IT Service Request Form	06/01/11	06/01/11	03/21/17	5 years	03/01/22
19-20c	Move Classroom/Lab Request Form IT-009	10/03/16	10/03/16	10/03/16	5 years	03/01/22
19-21a	Software Purchase Request Form	10/03/16	10/03/16	10/03/16	5 years	10/01/21
19-23	Virtual Private Network (VPN) Access Policy	05/01/14	05/01/14	04/13/20	5 years	04/01/25
19-231	Virtual Private Network (VPN) Access Procedure	05/01/14	04/13/20	04/13/20	5 years	04/01/25
19-231a	Virtual Private Network (VPN) Access Request Form	05/01/14	05/01/18	04/13/20	5 years	04/01/25
19-24	Wireless Access Policy	03/01/16	03/01/16	03/01/16	5 years	03/01/21
19-241	Wireless Access Procedures	03/01/16	03/01/16	03/01/16	5 years	03/01/21
19-30	Data Integrity/Request for Institutional Research Policy	04/07/14	04/07/14	04/07/14	5 years	04/01/19
19-301	Data Request Procedures for Institutional Research				5 years	
19-301a	Institutional Research Data Request Form			Pending	5 years	
19-32a	Protection of Sensitive/Restricted Data Statement of Understanding	10/03/16	10/03/16	01/22/14	5 years	10/01/21
19-32b	Work-Study ITS Restricted Data Access Request Form	10/03/16	10/03/16	01/22/14	5 years	10/01/21
19-42	Password Policy	11/01/14	11/01/14	11/01/14	5 years	11/01/19
19-421	Information Technology System Password Standards	11/01/14	11/01/14	11/01/14	5 years	11/01/19
19-45	Data Backup Policy	10/28/20	02/23/21	02/23/21	5 years	02/01/26
19-451	Data Backup Procedures	10/28/20	02/23/21	02/23/21	5 years	02/01/26
20-01	Request for Proposal/Grants Process				5 years	
20-02	Grants Transmittal Forms				5 years	
20-10	Building Naming Policy	01/23/02	01/23/02	01/18/17	5 years	01/01/22