



North Central State College

Policies & Procedures Online Manual

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, VALUES AND DIFFERENTIATING VALUE STATEMENTS](#)..... iii

PART I: BOARD OF TRUSTEES 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
02-60	Board Secretary’s Role Policy
02-70	Agenda Planning Policy

02-80	Board Committee Principles Policy
02-90	Board Committee Structure 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 OPERATING POLICIES

11-01	Legal Authority
11-02	Membership Board of Trustees
11-02a	Oath of Public Office
11-02b	Oath of Executive Office
11-03	Powers and Duties of Board of Trustees
11-04	Duties of Board Officers
11-05	Board Attendance
11-06	Removal of Trustees
11-08	Committees of the Board
11-09	Board Meetings and Procedures
11-10	Board Agenda
11-11	Amendment of Board Operating Policies
11-12	District Funds
11-13	Books, Accounts and Records

11-14	Statutory Conflicts
11-15	Emeritus Status for Former Members of the Board of Trustees

3357:13-12 THE ADMINISTRATIVE ORGANIZATION

12-03	Diversity, Equity and Equal Opportunity Policy
12-031	Diversity, Equity and Equal Opportunity Procedure
12-07	College Standing Committees
12-071	Academic Program(s) Advisory Committee Handbook
12-08	North Central State College Foundation
12-09	Agreement and Recognition (CBA)
12-091	Management Rights (CBA)
12-092	Negotiations (CBA)
12-093	Governance (CBA)
12-094	NCSFA Business and Operations (CBA)
12-095	Contract Duration (CBA)
12-10	Institutional Review Board (IRB) Policy
12-101	Institutional Review Board (IRB) Procedures
12-101a	Institutional Review Board Application Form
12-101b	Institutional Review Board Informed Consent Form
12-101d	Institutional Review Board Change Form
12-101e	Institutional Review Board Continuation Form
12-15	Policy Development and Review Policy
12-151	Policy Development and Review Process
12-20	Program Integrity/Assessment Framework Policy
12-21	Assessment of Student Learning Policy
12-211	Assessment of Student Learning Process
12-22	Institutional Service and Program Review Policy
12-221	Institutional Service and Program Review Process
12-222	Academic Department/Program Review Manual
12-223	Support Service Department Review Manual
12-23	Curriculum Review Policy (Curriculum Committee)
12-231	Curriculum Review Procedure (Curriculum Committee)
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/Certificate Request Form
13-02	Guarantee of Graduate Job Competency Policy
13-03	Policy on General Education
13-04	Independent Study
13-04a	Independent Study Form
13-04b	Independent Study Plan of Study Form

13-05	Admission Policy
13-31	Transfer Credit Policy
13-311	Procedures for the Transfer of Credit into the College
13-311a	Transfer Credit Contract
13-312	Transfer Module
13-313	Transition of College Credit Plus (CCP) Students Following High School Graduation
13-314	Procedures for Developing Articulation Agreements with Four-Year Institutions
13-32	Articulation Credit (High School)
13-33	Prior Learning Assessment (PLA)/Competency Based Education (CBE) Credit Policy
13-33a	Application for Credit by Examination
13-331	Prior Learning Assessment (PLA)/Competency Based Education (CBE) Procedure
13-34	Life Experience Credit Policy
13-341	Life Experience Credit Procedure
13-341a	Life Experience Credit Request Form
13-341b	Life Experience Credit Payment Slip
13-341c	Life Experience Credit Faculty Compensation Form
13-342	Life Experience Credit Checklist for Students
13-343	Life Experience Credit Checklist for Faculty Advisors
13-344	Life Experience Credit Checklist for Department Chairs
13-40	Non-Credit
13-44	Course Auditing Policy
13-45	Program Sixty

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
14-06	Learning Management System (LMS)
14-072	Curriculum Revision Procedure
14-08	Course Syllabus Policy
14-081	Syllabi for Courses Procedure
14-081a	Master Syllabus Template
14-081b	Course Syllabus Supplement
14-082	Instructional Support for Course Delivery Methods and Section Coding
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

14-101a	Application for Admission to ATS Degree Program
14-11	Associate in Technical Studies Degree Program (ATS) (One Year Option)
14-11a	Application for Admission to ATS Degree Program (One Year Option)
14-12	Distance Learning
14-13	Intellectual Property (CBA)

Advising (15-24)

14-15	Advising System and Services Policy
14-15b	Student Change of Status Form
14-151	Procedures for Connection-Entry-Progress & Completion Advising
14-152	Advising Procedures for Business, Industry, and Technology
14-153	Advising Procedures for Health Sciences Technology
14-154	Advising Procedures for Liberal Arts and Transfer
14-158	Curriculum to Follow to Evaluate Student Current Status
14-16	Academic Major Policy
14-161	Procedures for Declaring/Changing an Academic Major
14-161a	Change of Major Form (Student)
14-161b	Change of Major/Removal from Classes Form (Advisor)
14-18	Student Success Early Alert Policy (Academic Alert)
14-181	Student Success Early Alert Procedures (Academic Alert)
14-19	Advising Documentation Policy
14-20	Assessing Incoming Students' Readiness Skills (Student Placement) Policy
14-201	Assessing Incoming Students' Readiness Skills (Student Placement) Procedures
14-201a	Assessment Waiver Form
14-201b	CCP Placement Pre-requisite Override Form for Math and English Placement
14-201c	First Year Experience (FYEX) Waiver Form
14-202	Standardized Testing Cutoff/Placement Scores w/ Accuplacer Next Generation
14-21	New Student Orientation Policy
14-22	Academic Milestones Policy
14-221	Academic Milestones Definitions and Procedures
14-222	Listing of Academic Milestone Courses
14-223	Classroom Checkpoints for Milestone Courses

Student Examinations/Grading (25-39)

14-25	Student Examination Policy
14-26	Course Grading Policy & Required Grading Scale
14-261	Course Grading Procedures
14-263	Academic Records Retention
14-264	Incomplete Grades
14-264a	Incomplete Grade Agreement
14-265	Unresolved "NR"(Not Reported) Grades
14-27	Mid-Term Course Grading Policy
14-271	Mid-Term Course Grading Procedure
14-28	Cumulative Grading System Policy
14-281	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 Attendance 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
14-521	Student Field Trips Procedure
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	Computer Lab Usage Policy
14-56	Policy on Human Subjects Research
14-56a	Application for Approval to use Human Subjects in Research
14-57	Complimentary Textbooks Policy
14-58	Textbook Selection-Auto Adoption Policy
14-581	Textbook Selection Procedure
14-581a	Textbook Selection Matrix

LEARNING (STUDENT RESPONSIBILITY)

Academic Discipline (65-79)

14-65	Academic Integrity (Plagiarism, Cheating and AI) Policy
14-651	Academic Integrity (Plagiarism) Procedure
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
14-741	Student Accessibility Handbook
14-75	Religious Accommodation Policy
14-751	List of Religious Holidays (Non-exhaustive)
14-752	Religious Accommodation Procedure
14-752a	Request Religious Accommodation Form

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

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)
15-30	Honorary Degree Policy
15-31	Posthumous Degree Policy

3357:13-16 PERSONNEL

16-02	Faculty Rank
-----------------------	--------------

Recruitment and Selection

16-03	Hiring Policy (Equal Employment Opportunity and Affirmative Action Statement
16-032	Hiring Procedure Guideline
16-033	Adjunct Hiring Procedures
16-033a	Adjunct Approval Form
16-034	Temporary Agency Hiring Guidelines
16-035	Temporary Employee Assignments
16-036	Travel Expenses for Candidates of Employment
16-037	Student Employment Eligibility/Guidelines/Rules
16-04	Determination of Faculty Qualifications Policy
16-041	Procedures for Determining Qualifications for Faculty
16-042	Faculty Qualification Exception Process
16-043	Minimum Criteria for Full-Time and Adjunct Faculty Positions
16-05	Official Transcript Requirement Policy
16-06	Rehiring of Retired College Employees Policy
16-061	Rehiring of Retired College Faculty (CBA)
16-07	Nepotism Policy
16-08	Affirmative Action
16-09	Reduction in Workforce Policy (Staff)
16-091	Guidelines for Identifying Positions for Layoff (RIF-Staff)
16-092	Reduction in Force for Full-Time Faculty (CBA)

Records and Files

16-16	Personnel Files
16-161	Change of Address Procedure
16-161a	Employee Change of Address Form
16-17	Requests for Public Records Policy

Responsibilities/Duties/Ethics

16-19	Policy on Maintenance of a Drug-Free Workplace
16-20	Requirements of Work and Conduct Policy (for Staff)

16-21	Business Dress Policy for Staff Employees
16-22	Alcohol & Drug Policy (Employees, Students, & Guests)
16-23	Ethics Policy
16-24	Conflict of Interest
16-25	Fraud
16-26	Attendance and Punctuality Policy (for Staff)
16-261	Attendance and Punctuality Procedures (for Staff)
16-27	Flexible Work Schedule Policy
16-28	Telecommuting Policy
16-281	Telecommuting Guidelines
16-281a	Telecommuting Feasibility Assessment
16-281b	Telecommuting Safety Self Audit
16-281c	Telecommuting Agreement
16-282	Telecommuting Remote Use of College Resources

Performance Evaluation/Recognition of Personnel

16-301	Performance Evaluation Process for Non-Teaching Employees
16-301a	Performance Appraisal Self -Assessment Worksheet
16-301b	Performance Appraisal Worksheet
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 (CBA)
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
16-501	Benefits Summary – Full Time Employees
16-502	Benefits Summary – Permanent Part Time Staff
16-503	Benefits Summary – Permanent Part Time Faculty
16-504	Benefits Summary (Insurance/Non-Insurance) – Faculty (CBA)
16-51	Emeritus Status Policy (CBA)
16-52	Tuition Remission Policy (Full-Time Employees)
16-52a	Application for Tuition Remission Form
16-522	Tuition Remission OSU-M (Shared Services)
16-53	Tuition Remission Policy Adjunct Faculty
16-53a	Application for Adjunct Tuition Remission
16-54	Tuition Remission Policy, Part-Time Staff
16-54a	Application for Part-Time Staff Tuition Remission
16-55	Tuition Reimbursement Plan Policy
16-55a	Request for Approval of Tuition Reimbursement Form
16-56	Fee Authorization Agreement Between NCSC & OSU-M
16-57	Computer Purchase Policy (Full-Time Employees)
16-58	Employee Assistance Program
16-59	Teaching Opportunities for Staff Employees Policy

Leave of Absence

16-70	Leaves of Absence
16-70a	Request for Leave Form
16-701	Earned Time Off (ETO/Vacation) for Full-Time Staff
16-702	Time Off (ETO) for Part-time Staff
16-703	Earned Time Off (ETO) for Adjunct Faculty
16-71	Sickness and Disability Policy
16-72	Personal Leave of Absence Policy
16-73	Leave to Attend Professional Workshops
16-74	Absence Due to Court Service (Jury Duty)
16-75	Bereavement Policy
16-76	Military Leave Policy
16-77	Extended Leaves of Absence Without Compensation Policy
16-77a	Request for Extended Leave of Absence Form
16-78	Family and Medical Leave (FML) Policy
16-781	Family and Medical Leave (FML) Procedures

16-83	Policy for Work Related Injuries
16-83a	Employee’s Report of Incident and Injury
16-83b	Supervisor’s Investigative Report
16-83c	Statement of Witness to Accident
16-831	Injury on the Job Claim Procedures

3357:13-17 BUSINESS OPERATIONS

Finance/Accounting (01-09)

17-01	Bank Reconciliations
17-02	Budget Procedures
17-02a	Budget Transfer Form
17-021	Professional Development Fund (Faculty)(CBA)
17-03	Integrated Planning and Resource Allocation Policy
17-031	Integrated Planning and Resource Allocation Procedure
17-04	Investment Policy

Receivables (10-19)

17-101	Daily Receipt Procedures
17-102	Incoming Mail/Cash Procedure
17-103	Collection and Depositing of Fees (CDC NCState/OSU-M)
17-104	Sales and Services Revenue Procedures
17-12	Student Tuition and Fees Policy
17-13	Student Responsibility to Pay Policy
17-131	Student Financial Responsibility for Registration/Deregistration Procedure
17-132	Student Accounts Receivable Procedure
17-133	Doubtful Accounts Procedure (Allowance for)
17-15	Student Accounts/Refund Policy
17-151	Student Accounts/Refund Procedure
17-151a	Request for Refund/Fee Waiver/Payment Extension Form
17-16	Student Financial Responsibility and Default Management Policy
17-161	Cohort Default Rate (CDR) Guidelines and Procedures
17-17	Student Loan Default Reduction Policy

Payables (20-29)

17-201	Payable Processing
17-201a	Direct Pay Disbursement Voucher
17-22	Stale Check Policy
17-23	Stale Check Policy – Foundation
17-241	Payroll Check Replacement Procedure
17-26	Travel Expense Reimbursement Policy
17-261	Travel Expense Reimbursement Procedure
17-261a	Travel Request Authorization Form

17-261b	Mileage Report Form
17-261c	Travel Expense Reimbursement Form
17-281	Payroll Processing/Human Resources
17-281a	Timesheet Full-Time
17-281b	Timesheet Part-Time
17-281c	CollegeNOW Part-Time Payroll Record
17-281d	Non-Credit Part-Time Payroll Record
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	Purchasing and Contracting Policy
17-301	Direct Purchasing & Competitive Selection Procedures
17-301a	Facilities Return Job Order (Damaged Items>Returns)
17-301b	Personal Service Contract (College)
17-301c	Personal Service Contract (Foundation)
17-301d	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)
-----------------------	---

17-50a	Authorization for the Release of Student Information (FERPA Release)
17-51	Records Retention Policy
17-51a	Certificate of Records Destruction
17-511	NCSC General Records Retention Schedule
17-52	Identity Theft Protection Policy

3357:13-18 FACILITIES

Physical Plant/Property (01-09)

18-01	Student Accessibility Handbook (ADA Compliance)
18-02	NC State/OSU-M Use of College Buildings and Facilities Policy
18-03	NC State/OSU-M Drives and Canvassing Policy
18-04	NC State/OSU-M Posting Policy
18-041	NC State/ OSU-M Posting Procedure
18-041a	NC State/ OSU-M Outdoor Event Board Request Form
18-05	NC State/ OSU-M Bake Sale Policy
18-051	NC State/ OSU-M Bake Sale Procedure
18-051a	NC State/ OSU-M Request for Bake Sale Form
18-06	NC State/ OSU-M Outside Vendors at Events Policy
18-07	NC State/ OSU-M Voluntary Closing of Shared Service Units
18-08	NC State/ OSU-M Campus Recreation Center (CRC) Pass Policy
18-081	NC State/ OSU-M Campus Recreation Center (CRC) Pass Guidelines
18-081a	Campus Recreation Center (CRC) Application Form – Alumni Pass
18-081b	Campus Recreation Center (CRC) Application Form – Family Pass
18-081c	Campus Recreation Center (CRC) Application Form – Retiree Pass
18-09	NC State/OSU-M Public Use of College Outdoor Areas Policy

Health, Safety & Security (10-39)

18-10	NC State/OSU-M Campus Safety and Security
18-10a	NC State/OSU-M Campus Security Incident Report Form
18-10b	NC State/OSU-M Campus Conduct-Behavior Report Form
18-101	Illness and Bodily Injury Emergency Contacts
18-102	First Aid Kit Information
18-103	Blood Borne Pathogens
18-104	Procedures for Aids, ARC & HIV Positive
18-105	Non-Emergency Numbers
18-11	Fire Evacuation Plan
18-12	Tornado Safety and Shelter
18-13	College/Campus Closing Policy and Procedures
18-131	Class Cancellation Policy and Procedures
18-14	Hazardous Materials Policy/Procedures
18-15	Security Camera Policy
18-16	Bomb Threats

18-17	Power Failure Phones
18-18	Workplace Violence
18-19	Non-Smoking/Tobacco Policy
18-20	NC State/OSU-M Rollerblades, In-Line Skates and Skateboards Policy
18-21	NC State/ OSU-M Driving on Sidewalks Policy
18-22	Classroom Food and Drink Policy
18-23	NC State/ OSU-M Campus Wood Cutting Policy
18-24	NC State/ OSU-M Parking on the Mansfield Campus Policy
18-25	Face Covering Required During Pandemic (COVID-19) Policy
18-26	Firearms Policy (Open Carry/Concealed Carry)

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
19-07	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

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
19-45	Data Backup Policy
19-451	Data Backup Procedures

3357:13-20 DEVELOPMENT (College Foundation)

20-01	Request for Proposal/Grants Process
20-02	Grants Transmittal Forms
20-10	(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 January 16, 2024), [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)