Northwest State
Community College

FACULTY HANDBOOK

2014-2015

Northwest State Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs or activities.

Inquiries regarding the non-discrimination policies contact:
Kathryn Soards, Chief Fiscal and Administrative Officer
419-267-1314 or ksoards@northweststate.edu
or
Cindy Krueger, Vice President for Academics & Student Services
419-267-1233 or ckrueger@northweststate.edu

Table of Contents

INTRODUCTION TO THE COLLEGE 9
- History 9-10
- Mission Statement 10
- Vision 10
- College Goals 10-11
- Institutional Outcomes 11
- College Profile 11-12
- Community 12
- Organizational Structure 12

CLASSROOM POLICIES AND PROCEDURES 13
- Faculty Expectation Checklist 15
- Student Success 15-16
- Starting Classes 16
  - First Class Session 16-17
  - Class List 17
  - 14 Day Verification 17-18
- Course Syllabus 18
- Textbooks 18
- Class Attendance 19-20
  - Attendance Policy 19-20
- Class Meeting Schedule 20
  - Breaks 20
  - Exam Week 20
  - Guest Lecture 20
- College Sponsored Trips 21
- Add/Drop Form 21
- Grading Policy 21-25
  - Submitting Final Grades 21-23
  - Grade Books 23
  - Grade Changes 23-24
  - Grading Scale 24-25
  - Incomplete 22-23, 25
- Academic Honesty 25-27

STUDENT SERVICES 31
- Admissions Office 31
- Business Office 31
- Career Services 31-32
- Completion Coaches 32
- Counseling Services 32
- Early Warning System 32-33
- Financial Aid 33-34
- Educational Planning & Retention 33
- Library 34-35
- Registrar 35-36
- Student Activities 36
- Student Facilities 36
- Student Organizations 36-37
- Success Center 37-39
  - Accessibility Services 38-39

Testing 39
Make-up Testing 39
Tests 39
Transfer Services 39

DIVISION INFORMATION 43
Textbooks 43
Classroom & Lab Assignments 43
Email 43-44
E-Portfolio 44-45
Classroom Supplies 45-46
Discipline Problems 46
Student Advising 46
Student Grievance Policy 46-49
Mailbox 49
Office Hours 49
Office Keys 50-51

INSTITUTIONAL POLICIES AND PROCEDURES 55
Harassment/Sexual Harassment/Sexual Misconduct Policy 55-56
Harassment/Sexual Harassment/Sexual Misconduct Procedure 56-66
Code of Student Conduct Policy 66-72
Code of Student Conduct Procedures 72-82
Family Educational Rights and Privacy Act (FERPA) 82-83
Protection of Human Subjects Research 83
Student Internships, Field Experience, and Practicum's 83-84

CAMPUS EMERGENCY AND PUBLIC SAFETY PROCEDURES 87
Quick Alert 87
Inclement Weather Procedures 87-88
Tornado Protocol 89-90
Fire Evacuation Protocol 90-93
Bomb Threat/Explosion Protocol 93-95
Active Shooter Protocol 95-97
Hostage Situation Protocol 97-98
Other Emergency Protocol 98-102
Behavioral Disturbances Protocol 98
Reporting A Crime Protocol 98-99
Death/Suicide Protocol 99-100
Chemical Spills Protocol 100-102
Power Failure 102
Parking 102
Smoking 102
Drug-free Workplace 102

HUMAN RESOURCES 103
Employment Requirements 103-104
Conditions of Employment & Load Sheets 104
Benefits 104-105
Payroll Information 105-107
Deductions 105
Pay Rate Schedule 105-106
Direct Deposit Pay Stubs 106

Electronic W-2 106-107
Photo ID's 107-108
Evaluations 108

INSTITUTIONAL SUPPORT SERVICES 109
Bookstore 109
Food Services 109
Switchboard 109
Teaching & Learning Center (TLC) 109

APPENDIX 111
Course Syllabus Format 113-114
College Trip Request Form 115
Release and Waiver of Liability Form 116
Incomplete Grade Contract 117
Room Change Request Form 118
Contact Information Sheet 119

Northwest State
Community College

INTRODUCTION

2014-2015

INTRODUCTION TO THE COLLEGE

History

Northwest State Community College is located in the last region of the Buckeye State to be claimed by settlers. In the quarter century since the Ohio Board of Regents approved the formation of the Four County Technical Institute, this community-serving institution has progressed steadily into the future, discovering and meeting the diverse and ever-changing needs of Defiance, Fulton, Henry, Paulding, and Williams Counties.

Studies in 1966 and again in 1967 established that a need for technical education existed and would grow in Northwest Ohio. Consequently, in 1968, the Ohio Board of Regents approved the formation of Four County Technical Institute, and classes began in September, 1969, in the west wing of the Four County Joint Vocational School. In 1972, Northwest Technical College moved into its own building. The change made it possible to accommodate 600 daytime students with laboratories, general classrooms, a large meeting room, commons, student services area, and library.

In addition, Phase II of the College Master Plan in 1987 nearly doubled the size and capacity of the College. An open atrium became the link between the renovated original structure and the new wings. The Business Technology occupies the "B" wing, with those rooms available to other courses as needed. Student services, food services, an attractive conference room, and an exercise area are housed in the "C" wing. Another building, the Child Development Center, opened in the fall of 1991. As the State Community College status brings about growth, additional building has taken place on the present 80-acre site.

The State Community College status, earned in 1994, brought about growth which led to additional building and renovations that have continued to take place on the present 80 acre site.

- In 1997, a new Engineering Technology and Science Center was opened. The 54,000 square foot facility allowed the College to provide significantly upgraded science and technology laboratories, as well as additional equipment to better serve the workforce development training needs of northwest Ohio.
- In January 2002, a new 12,000 square foot Technology Training Center was opened. The Center included five technical labs that support the Plastics, Industrial Electrical and CAD Technologies.

- During the spring and summer of 2003, a total renovation of the first floor in the "A" building was begun. At that time the maintenance department had moved to its own building, making it possible for more classroom space to be added. The bookstore and food services areas were also enlarged, and more student seating was created.
- In 2004, classes were offered at a satellite location in Van Wert, Ohio.
- In the Spring of 2007, the second floor of "A" building was renovated to create a lab for the Medical Assisting program. In addition, five classroom and faculty offices were renovated.
- In 2008, classes were offered at satellite locations in Bryan, Ohio. CTS also expanded to include a location on The University of Toledo's Scott Park Campus.
- In 2011, the Allied Health & Public Services building was opened. This building featured a new, state-of-the-art nursing lab. Along with a total renovation of the second floor in the "A" building created space for new classrooms and study areas for students.
- In 2014, renovations in the "E" building created a new Advanced Manufacturing Training facility and an addition for Engineering Technologies. The addition includes new laboratory space, classrooms, and faculty offices.

Mission Statement

To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.

Vision

Northwest State Community College will be an innovative leader in education and training, a first-choice institution that empowers individuals and communities to achieve a sustainable quality of life.

College Goals

1. Promote and support innovative teaching and effective student learning.
2. a. Develop programs, training, and services that create and support sustainable career opportunities.

b. Support the economic development needs of our region.

3. a. Develop and implement a comprehensive student success enrollment management plan.
   b. Increase current revenue streams and create new funding options.
4. Promote and increase efficiency and sustainability throughout the institution.

Institutional Outcomes

Graduates from Northwest State Community College will become professional, lifelong learners and responsible global citizens through achievement of the following outcomes.

Communication
Graduates from Northwest State Community College will demonstrate effective communication skills.

Computation
Graduates from Northwest State Community College will perform basic algebraic problem-solving and interpret and communicate numerical data.

Critical Thinking
Graduates from Northwest State Community College will comprehend the implications of a topic or problem, draw on appropriate evidence, and construct well-reasoned conclusions.

Diversity
Graduates from Northwest State Community College will demonstrate awareness of the impact of cultural differences.

Sustainability
Graduates from Northwest State Community College will evaluate the impact of economic, political, social, and/or ecological systems on this and future generations.

College Profile

Northwest State Community College is a public, two-year college serving the people of Northwest Ohio. Northwest State's main campus in Archbold, Ohio, is situated on 77 acres of land and has six major buildings. NSCC takes pride in its accreditation by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

The college also offers classes at various satellite locations found in Bryan, Toledo, Van Wert, and Whitehouse. Many classes at these locations are offered via synchronous distance learning, which takes the best pieces of the traditional classroom and combines it with the convenience of an online class. While a class may be offered at the main campus in Archbold, teleconferencing technology allows students to take that same class at a satellite location. Students at both the Archbold and the satellite location(s) will be able to see, hear and talk to their instructor and fellow classmates.

There are over 70 associate degree and certificate programs offered at NSCC. The student/faculty ratio is 20 to 1 and there are over 7,400 students with 79.5 percent being part-time.

Community

Northwest State Community College has a majority service area of five counties: Defiance, Fulton, Henry, Paulding, and Williams. These counties make up 92 percent of the student population.

The service area receives roughly $101.3 million in income due to past and present efforts of the College. Eighty-five percent of NSCC's students remain in the region and help contribute to the local economy.

Organizational Structure

Nine members of the Board of Trustees, who govern Northwest State Community College, are appointed by the Governor for six year terms which are renewable.

The College is structured by four major organizational areas, with each area under the direction of an executive officer who reports to the President of the College, Dr. Thomas L. Stuckey:

- Todd Hernandez
  Vice President for Innovation
- Cindy Krueger
  Vice President for Academics& Student Services
- Kathy Soards
  Chief Fiscal and Administrative Officer
- Mari Yoder
  Vice President for Institutional Advancement

Northwest State
Community College

CLASSROOM POLICIES AND PROCEDURES

2014-2015

Faculty Expectation Checklist

Below are the requirements that faculty are expected to fulfill throughout the semester. At the end of each semester, **these expectations will be reviewed prior to rehire**. Be sure all final records for the class, are submitted by the posted deadlines.

Beginning of Semester Checklist

- Submit copy of syllabus (electronic and/or hard copy) to division Dean or designee by first day of class.
- Obtain Class list through my NSCC.
- Submit 14-day class list by posted due date
- If you are teaching at a satellite location, you may need to obtain a key and/or access code to access the building. Check with your Dean.

Throughout semester

- Notify division secretary/Dean if you need to cancel class. Voicemail messages should not be left; return to college operator if needed.
- Submit Early Warning forms as needed.
- Use NSCC email to communicate with students. Email will be the primary method for communication of college-wide announcements.
- Cover required course content to meet the course learning outcomes.
- Complete course assessments and evaluations including SUMMA, as required.

End of Semester Checklist

- Submit Grades by the posted deadline
- Submit a copy of your grade book to the Dean or designee by the posted deadline for grades
- Return desk copies of textbooks and other course materials required by the Department to your division dean.
- Return office and/or satellite location keys to Campus Police.

Student Success

Student success has become a major focus at Northwest State Community College. Faculty are expected to uphold course standards but also make reasonable attempts to offer assistance to struggling students. Below are some suggestions that may assist these students.

- Reach out verbally or in writing to poor performing students and encourage them to meet with you and discuss areas for improvement.
- Respond to all student email within 48 hours during the week.
- Contact students by email or phone if they are absent more than one class period in addition to completing “Early Warning” form.

- Make referrals or direct students to appropriate resources: faculty advisor, financial aid, or Student Resource Center (tutoring, writing and math labs, personal counseling, career planning, special accommodations-ADA)

Starting Classes

First Class Session

The first class meeting should be one of meaningful activity and should not be considered a "throw-away session." There are two reasons for this: (1) there is limited student contact time in the semester. The first class session represents a significant fraction of the semester's scheduled time; (2) the initial class session is the one where lasting first impressions and expectations are made and it is important that these be positive. As the first class goes, so goes the rest of the semester!

There are a number of meaningful activities that can be conducted in the first session, even though the students did not have a prior assignment. **IN ALL CASES ~ COURSE OUTLINES, GRADING STANDARDS, POLICIES AND TEACHER EXPECTATIONS SHOULD BE DISTRIBUTED IN WRITTEN FORM AND DISCUSSED THOROUGHLY WITH THE STUDENTS.** Get the semester's work started.

On the first day of class, the instructor **WILL** distribute the course syllabus to each student and explain its contents. A copy of your syllabus **is required** for every credit course taught and needs to be given to your division dean prior to the start of each semester. A sample course syllabus for each course is available from the division dean.

For the instructor who uses teacher-prepared hand-out material, the material may be distributed and class work begun in the first session. For the teacher who uses books to be purchased by the student at the College Bookstore, students are encouraged to take advantage of the service during a short break during the first class period.

Under no circumstance should the class be dismissed after a short meeting of 15-20 minutes during the first class session. Use this time constructively to create a good impression with your students. This may be their very first class/semester at Northwest State Community College.

During the first day of class, the instructor will inform the students that he/she will either remain after each class at least ten minutes or will be present ten minutes before each class for those who need assistance or need to arrange another time for assistance. The instructor shall provide assistance as needed at a time mutually agreed upon by the student and instructor. Your syllabus should follow the approved course syllabus format (See Appendix A).

Inform the students:

Who you are. (Writing your name on the board helps.)
When and where you will be available for questions and help.
What your plan of action is for the semester.

**If you are teaching at an off campus location you will need to obtain keys and/or an access code from the Campus Police to access the building.

Class List

Class lists will be available through myNSCC at www.northweststate.edu.
To view a class list:

1. Log into myNSCC
2. Select Faculty Tab (top left)
3. Select Course under Faculty Dashboard
4. Scroll to bottom of page
5. Select Summary Class List
6. Select CRN if needed (course registration number)

**If you have more than one course, click on "Back to Faculty Tab" on the top left of the screen and then select the next course.

This list shows all students currently registered for your class. If a student's name does not appear on the printed list, they are not registered. Students who are not registered for your class must be sent to the Registrar's office.

Review your class list frequently to be kept updated on student registration changes (i.e. withdrawals).
Check attendance each class. Make sure **all** students are registered for your class.

14 Day Verification

This verification will be completed differently depending on the type of course. The Registrar emails instructors of the deadline for verification and by posting the verification schedule on the Faculty/Staff link on the NSCC homepage.

Face-to-Face (F2F) – a student must have attended at least one class period during the first 14 days (timeline is prorated for flexibly scheduled classes).

Web Courses – a student must submit an introductory assignment (i.e. name, major, hometown, etc.) during the first 14 days (timeline is prorated for flexibly scheduled classes).

Verification is submitted by logging onto your myNSCC account and completing the following steps:

Faculty Tab - Under **Faculty Dashboard**

1. Click on **Course**
2. Scroll to bottom of page – Select **Midterm** grades link at bottom of the screen
   (We are using "Midterm" grade option as the electronic option to collect verification – do not enter letter grades.)
3. Verify that all students are listed in the class list
4. Enter "**NO**" for never attending or "**YS**" for attending 1 or more class sessions
5. Press **Submit**
6. Please verify the accuracy. Continue to other courses by selecting the CRN Selection link on the bottom menu or the Return to the Faculty tab (top left).
7. If a student is attending class but does not appear on the class list, then this student must officially register and pay for the course.

* If you do not have a "Faculty Tab", please contact the Help Desk at 267-1461.

The verification can also be submitted from the **Employee Tab** or the **Faculty Tab** in your myNSCC account:

1. Select **myNSCC Self-Service** option
2. Select Faculty and Advisor
3. Select Midterm Grade
4. Select Term, if needed
5. Select CRN – you may have a drop-down menu if you have multiple courses

Course Syllabus

The syllabus for the course(s) you are teaching, text, and other class materials are available from your division dean. Your syllabus should follow the approved course syllabus format. On the first day of class you are required to pass out copies of the syllabus and discuss its contents thoroughly with your students. Course overviews cannot be altered without the approval from the Academic Affairs Committee. If you wish to make substantial changes, you must consult with your dean and prepare the revised syllabus in time to be distributed at the first class session.

Faculty are required to cover the content and course learning outcomes listed on the course overview. A copy of your syllabus should be submitted to your division dean. See Appendix A for the course syllabus format.

Textbooks

All textbook adoptions are made by full-time faculty members of the appropriate division. You may make suggestions for textbook changes with your Division dean. Textbooks and other materials listed in the syllabus must be utilized to cover the course. Textbooks help maintain quality and content of our courses. If you have a suggestion for improvement, please talk with your division dean. Additional instructional supplies are available from the division secretaries, division deans, or bookstore.

Class Attendance

Faculty

If you are ill or otherwise unable to meet a scheduled class, please call the college (419-267-5511) as soon as possible and contact the division dean. Before 8 a.m. your calls should go to the division secretary. If no one answers, please do not leave a message on the secretary's phone. Instead go back to the switchboard and tell the operator your situation. Students will be informed of your absence and any special instructions you may have. If you know ahead of time you will miss a class, your division dean will arrange for a substitute instructor.

It may be possible to find proctors to give exams during your absence. Please contact your division dean.

Adjunct:	If you are an adjunct faculty and your class must be canceled, you will not receive compensation for that session.
Full-Time:	If you are a full-time faculty, you will need to complete the proper paperwork; sick leave form or personal leave form.

Students

Student attendance should be tracked throughout the semester. An Early Warning form must be completed for students who have missed several classes and sent to the Student Resource Center. The student will then be notified to either attend or officially withdraw from the class. If the student chooses to withdraw from your class, they must complete an Add/Drop form, which can be obtained from the Registrar's office or completed online.

Financial aid requirements may require faculty to provide a student's last known date of attendance. The last date of attendance will need to be submitted for any student receiving a failing grade. This can be determined by: attendance records kept, tests taken, or homework assignments received. Please be prepared to supply this information for all students receiving a failing grade.

Attendance Policy

Student attendance is essential to success in the course. Faculty may issue a failing grade to students who incur excessive absences and who have not fi led an official withdrawal from a course. Excessive absences are defined as three consecutive absences or sporadic absences that impair satisfactory student progress in a course. For those students, instructors should report excessive absences and last date of attendance to Student Resources.

The College is obligated to report lack of attendance or last date of attendance to federal and state agencies that provide financial assistance to students. Failure to attend classes will result in loss of financial aid (grants and/or loans). Students considering withdrawing from all classes should contact the Financial Aid Office to discuss the financial implications of withdrawing from all classes.

The last date of attendance may be determined from attendance records, tests taken, or homework assignments submitted. Faculty will be required to report the student's last date of attendance when a final grade of "F" or "U" is assigned. All Title IV refunds will be calculated using the student's last date of attendance.

Class Meeting Schedule

Breaks

Classes are scheduled to meet the requirements for total minutes in the classroom. Classes running longer than 90 minutes usually have a break built into the class schedule. Break timing and length are the instructor's option. Try to consider comfort, convenience, and course content as you plan. The break must not extend the class past the regular class hours. The class must meet for the required time. See below for an idea how some class schedules are adjusted to include breaks.

Session/wk.	Session Length	Break(s) scheduled
1 Contact Hour Class:		
1 session/wk. =	:50	no break
2 Contact Hour Class:		
1 session/wk. =	1:50	1 break of 10 minutes
2 sessions/wk. =	:50	no break
3 Contact Hour Class:		
1 session/wk.	2:50	1 break of 20 minutes
2 sessions/wk.	1:15	no break
3 sessions/wk.	:50	no break
4 Contact Hour Class:		
1 session/wk. =	3:50	2 breaks/15 minutes each
2 sessions/wk. =	1:50	1 break of 10 minutes
3 sessions/wk. =	1:10	no break
5 Contact Hour Class:		
1 session/wk. =	4:40	2 breaks/15 minutes each
2 sessions/wk. =	2:15	1 break of 10 minutes
3 sessions/wk. =	1:25	no break
6 Contact Hour Class:		
1 session/wk. =	5:45	2 breaks/15 minutes each
2 sessions/wk.	2:50	1 break of 20 minutes
3 sessions/wk. =	1:50	1 break of 10 minutes

Exam Week

All classes are scheduled to meet one day during exam week, whether a final exam is given or not. The final exam schedule is posted prior to each semester.

Guest Lecture

A guest lecturer with relevant expertise in a particular area can be a great addition to a class. However, permission must be secured from your division dean before extending an invitation for more than a single appearance. If an honorarium is involved, prior approval must be secured from the Vice President for Academics & Student Services.

College Sponsored Trips

College sponsored trips must be approved by the Division Dean or Department Supervisor and the Vice President for Academics & Student Services prior to the event.

Complete the "College-sponsored Trips Request Form" identifying the date and reason for the trip (see appendix and also shared drive in forms folder).

Once approved, have each participant complete the "Release and Waiver of Liability Form" and any other required forms (see appendix and also shared drive in forms folder). All forms must be submitted to the Division Dean or Department Supervisor and then forwarded to the Office of the Vice President prior to the trip.

The individual making the request is responsible for collecting from all participants the Release form and any other documents needed for the trip (e.g. Passport numbers, medical information, emergency contact information, terms and conditions).

Add/Drop Form

Students use this form to officially add/drop or withdraw from courses. Students may add/drop/withdraw from courses online by posted deadlines (see Refund/Withdrawal Schedule under the Calendars link on the website).

Students are allowed to add a new class prior to the first day of class for the specific term and may do so online. After the term has started and the course has met, the instructor and Dean must sign the Add/Drop form giving approval for the student to add the course. Once the class has met, you may deny a student's request to add your class. Students must also have the instructor and division dean's approval to add a course that is filled to capacity prior to the first day of class for the specific term. The student should have the form completed before you sign and is responsible for returning the form to the Registrar's office. The student is responsible for submitting written documentation and the Add/Drop Form to the Registrar's Office.

Students do not need to obtain authorization from the instructor or Dean to "drop" or "withdraw" from a course. A "drop" is done through the 100 percent tuition refund period for the specific course. A "withdraw" is after the 100 percent tuition refund period and results in a "W" grade.

Grading Policy

Submitting Final Grades

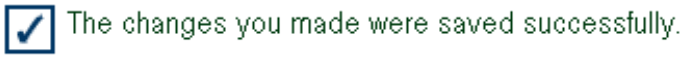
Grades must be entered via myNSCC on the College website at www.northweststate.edu. Due dates are posted on the Faculty & Staff web page, under "14-Day Verification, Refund/Withdrawal and Final Grade" link.

All instructors should plan their work to meet the deadline to enter final grades.

Review your class list frequently and two weeks before the term be sure there are no discrepancies between your class list and students attending the course. **Any discrepancies must be resolved two weeks before the end of the term.**

Steps to enter final grade are as follows:

1. Login to myNSCC
2. Select Faculty Tab (if you do not have a Faculty Tab go to Step 11 below)
3. Under Faculty Grade Assignment - Select Final Grades in drop-down menu – Click Go
4. Select Course by clicking icon on the right of the course
5. Enter final grades
   a. Select a grade from the drop-down menu
   b. Failing grades
      i. When issuing an "F" or "U" or "UC" grade you **must enter a last date of attendance** in MM/DD/YYYY order including the backslash (**/**) in the date format.
      ii. If the **student never attended then** enter "0" in the Attend Hours column.
   c. Approved Incomplete Grade Contracts must be submitted to the Registrar's Office by the final grade deadline for a student to be issued an "I" grade. The "I" grade will be entered by the Registrar's Office after the incomplete form is processed.
   d. If a "W" or "AU" already appears in the grade box, no other grade can be assigned.
   e. Courses with student enrollment exceeding 25 will have a link to select the next set of records.
6. Press Submit
7. The following message appears when grades are submitted:



8. Grades can be submitted for all or a few students and/or changed until the due date and time when the grades are rolled to college history.
9. **To verify submission**, go to Final Grades and view submitted grades for the CRN or logout of myNSCC and then login and view final grades.
10. If you have more than one course, then click CRN Selection at the bottom of the Final Grades page.
11. If you do not have a Faculty Tab, Click the Employee Tab, select Access myNSCC Self-Service, select Faculty and Advisors, select Term, select Final Grades, select the CRN and then enter grades. Follow Steps 4-7 above.

Other grades:

Incomplete – To qualify for an Incomplete grade, a student must meet all of the following criteria:

- Student was unable to complete the work due to reasons beyond their control
- Student is currently passing the course
- To date 75% of course work is completed
- Course completion can be done without classroom instruction

The grade of incomplete must be accompanied by a completed Incomplete Grade Contract which indicates the specific procedures and deadlines for fulfilling course requirements. Course work must be completed by the deadline established by the instructor but no later than the end of the next semester for fall and spring terms and September 15 for summer term, whichever is earlier.

All incomplete grade contacts must be approved and signed by the division Dean. The form can be obtained in Appendix D of this handbook, or on the H:/ drive in the forms folder. The form must be submitted to the Registrar's Office by the final grade deadline. The Registrar's Office will post the "I" grade.

Students who fail to complete the requirements of the contract in the specified time will receive a failing grade. If you are giving an incomplete and not planning to teach the following semester, you must leave materials and written instructions with your division dean so the student can complete the requirements.

"None" - **Do not leave a grade blank** for a student. If there is no indication of a proper withdrawal (a "W" in the grade filed), you must supply a grade. If a student stops attending, does not withdraw and does not see you about arrangements to complete the course, they have earned an F. If the student never attended then an "F" grade is posted with a "0" entered into the Attend Hours Column.

Grade Books

Please turn in a copy of your grade book or your spreadsheet records to your division dean.

Grade books and other supplies can be obtained from the division secretaries.

Grade Changes

Mistakes in grading do happen. When you become aware of an error and need to make a change in a grade reported to the Registrar, you must complete a Change of Grade form available in the Registrar's office. Sign

the form and return it to the Registrar to remove the grade from the student's record. You may also use your NSCC email and include all needed information (i.e. ID, name, course number, original grade, new grade, and reason for change). No changes will be accepted over the phone.

Grading Scale

The quality of course work at Northwest State Community College is indicated by letter grades which are used to determine a student's cumulative point average. Northwest State Community College uses the four-point grading scale. Grades should be awarded according to the following standard (+ and - grades are **not** used):

A **Superior -** Honor grade indicating excellence. Earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: superior examination scores, consistently accurate, and prompt completion of assignments; ability to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellent attendance. Probable success in a field relating to the subject or probable continued success in sequential courses.

B **Above average -** Honor grade indicating competence. Earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance. Probable continued success in sequential courses.

C **Average -** Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance. Sufficient evidence of ability to warrant entering sequential courses.

D **Substandard but receiving credit -** Substandard grade indicating the student has met only minimum requirements as outlined by the instructor in the course handout. Earned as a result of some or all of the following: low examination scores, generally inaccurate, incomplete or late assignments, inadequate grasp of abstract ideas, barely acceptable mastery of pertinent skills, irregular attendance, insufficient evidence of ability to make advisable the enrollment in sequential courses. Does not satisfy requirements for entry into courses where prerequisites are specified.

F **Failure -** Non-passing grade indicating failure to meet minimum

requirements as defined by the instructor in the course handout earned as a result of some or all of the following: non-passing examination scores, inaccurate, incomplete or late assignments, failure to cope with abstract ideas, inadequate mastery of pertinent skills, and repeated absence from class. Does not satisfy requirements for entry into courses where prerequisites are specified.

I **Incomplete -** Incomplete work. Student must complete work by the end of the following semester or grade will change to F. You must turn in an Incomplete Grade Contract to the Registrar's Office by the final grade due date. The Registrar's Office will post the "I" grade.

S **Satisfactory -** Satisfactory work in a developmental course

SC **Satisfactory Credit** – Passing grade ("C" or higher) for elective courses taken on pass/fail basis. Credits included in hours earned.

U **Unsatisfactory -** Unsatisfactory work in a developmental course

UC **Unsatisfactory Credit -** Failing grade for elective courses taken on pass/fail basis.

W **Withdrawal –** A "W" grade will be issued to students who officially withdraw from a class prior to the end of the eighth week of the semester for a full 16-week course or the end of the fourth week for an eight week course. A "W" grade is not available for courses meeting less than three weeks. If a "W" grade is not listed on the final grade sheet, a grade must be issued.

**Flexibly scheduled classes withdrawal dates will be prorated and are based on a part of term and can be found in the calendar/schedule link on homepage.

Academic Honesty

Students and faculty are expected to engage in their academic work with integrity and respect for others. Students are expected to submit academic work that reflects their own original thought and is their own. Any misrepresentation in academic work, including plagiarism, is a form of academic dishonesty.

Examples of academic dishonesty include but are not limited to:

- Plagiarism – representing the words or ideas of another person as your own without identifying the source.
  - Using the exact words from a source, including cutting and pasting from a Web site, without both quotation marks to indicate the extent of the material borrowed and a citation of the original source.
  - Paraphrasing or summarizing ideas from a source without proper

citation. Submitting work written or created by another, whether such work is written by a friend, an author, or is downloaded from the internet.
  - Quoting from an unacknowledged source during an oral presentation.
  - Patching together a work using phrases and ideas borrowed from a number of different sources.
  - Accepting assistance or collaborating with other students beyond what is explicitly permitted by the faculty.
- Cheating - The use of unauthorized or prohibited materials. Students, who intentionally use or attempt to use unauthorized information in any academic exercise, including computers or exams, are cheating.
- Cooperating with another person in academic dishonesty, such as, taking an exam for another student, having another student take an exam for you, or exchanging information with another student during or after an exam.
- Copying from or looking at another person's exam or allowing another student to copy your exam.
- Obtaining unauthorized copies of an exam prior to exam time.
- Intentionally falsifying information in an academic exercise or clinical/ laboratory record.
- Unauthorized resubmission of coursework for more than one course.

Disciplinary Penalties for Academic Dishonesty

A. The faculty member who detects academic dishonesty and the division dean will handle the discipline. In the event the faculty member is the dean, the Vice President for Academics & Student Services handles the discipline. Each action will be documented in writing and the faculty member will be notified.

B. For a first time offense, a grade of "F" will be issued for the project, paper, test, or whatever assignment in which academic dishonesty has occurred. A faculty member may have other penalties specified in the course syllabus. The faculty member will impose the grade.

C. For a second offense, not necessarily in the same course, a grade of "F" will be issued for the course in which academic dishonesty has occurred. The Vice President for Academics & Student Services will inform the faculty member of the second offense, and the faculty member will impose the grade. The Vice President for Academics & Student Services will inform the student.

D. For a third offense, not necessarily in the same course, a grade of "F" will be issued for the course in which academic dishonesty has occurred. Additionally, any student who has been involved in three (3) offenses, not necessarily in the same course or semester, will be dismissed from the College immediately for one (1) semester (excluding summer). Upon readmission to the College, any future offense will cause the student to

be dismissed immediately with no right to readmission. The Vice President for Academics & Student Services will be responsible for imposing dismissal.

E. The student may appeal any disciplinary action by following the steps of the grievance procedure.

Reporting Cases of Academic Dishonesty

A. Within seven (7) days in which classes are held after the incident is discovered, the faculty member will file a written report of the incident with the division dean and the student charged. The report will include

1. The particular violation alleged;
2. When the incident occurred;
3. When it was discovered;
4. The names of all students involved in the incident;
5. The action taken.

B. The division dean will forward the report to the Vice President for Academics & Student Services to be placed in an academic dishonesty history file.

C. Any such filed report will be removed and destroyed upon the student's meeting graduation requirements.

Northwest State
Community College

ACADEMIC SUPPORT

2014-2015

Student Services

Admissions

The admissions department consists of two recruiters, an administrative assistant, and the director with offices located in C106. Office hours are:

Monday - Thursday 8 a.m. – 6 p.m.
Friday 8 a.m. – 4:00 p.m.

The office has the primary responsibility of recruiting new students; therefore, being the first contact many students have with Northwest State Community College. Admissions staff will enter the student in the system, determine if the student needs to schedule COMPASS testing, and assist with the initial registration of the student. The main phone number is 419.267.1320.

Prior to registration, all degree or certificate seeking students should be evaluated or show evidence of successful completion of college-level coursework in math and English. For students who do not have evidence of prior acceptable coursework, the COMPASS or ACT test is required. An appointment is required for taking the COMPASS test. Students need to contact the Admissions Office or make a reservation online at the NSCC website.

Business Office

The Business office is located in C107 and the office hours are:

Monday – Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 4:00 p.m.
*Summer hours may vary	

The Business office handles a variety of services for students and employees. The main functions concerning employees are Payroll, Accounts Payable, and Finances including budgeting and petty cash reimbursements. The main phone number is 419.267.1311**.**

For students the Business Office processes payments, sets up tuition & fee installment plans, company deferment plans and provides company billings and student semester statements. Student account refund checks are sent out by the Business office. The Business office also process the dropping of students for non-payment prior to the start of each semester and handles collection efforts on past due accounts.

Career Services

The Career Services Office provides assistance with career decision making and job placement both on campus and off

campus. The coordinator also has occupational information, job postings and computer software to help students explore the best career options to fit personality and interests. Personalized career counseling is available to students, as well as regular workshops on topics relevant to the world of work. For more information, contact Career Services Coordinator in office C102B or 419.267.1330.

Completion Coaches

NSCC is participating for a third year in the AmeriCorps College Completion Coaches initiative in partnership with the Ohio Association of Community Colleges. Three-Completion Coaches will provide in-depth, hands-on guidance and assistance to community college students who require remediation or otherwise need some type of assistance. Students needing assistance can contact a coach in Office B102 , Office A101A, or Office A201A or by calling 419.267.1489.

Counseling Services

NSCC has a Campus Counseling Center available to students at no charge in partnership with Family Service of Northwest Ohio. Counseling services are provided in crisis intervention, information and referral, and personal counseling on a variety of topics. The Campus Counseling Center is located in A105F. Additional information on the counseling services is available in the Student Resource Center. Students schedule counseling appointments directly through Comprehensive Crisis Care by calling Lisa at 211 or by email at ljewell@fcfhnwo.org.

Early Warning System

GOAL: To increase students' academic success by linking students to appropriate support services.

The Student Resource Center at Northwest State Community College has an Early Warning System to facilitate the process for faculty to refer students to appropriate College support services when necessary. The Student Resource Center includes:

- Accessibility Services
- Career Services
- Retention Coordinator
- Student Activities
- Success Center
- Testing Services
- Transfer Coordinator

The Early Warning System includes referrals to Student Resource

Center staff for a variety of support measures such as tutoring, educational planning, disability accommodations, and career planning **and includes lack of attendance reporting**. Reporting for lack of attendance is most effective if it is reported **within** the first 3-weeks for the course.

If your attempts to interact with a student have been unsuccessful or if you need additional support for a student in your course, please create an online referral through the faculty tab on myNSCC.

Hard copy "yellow cards" are to be used only in the case of a technology malfunction. Printed forms are available in bright yellow card stock in the Copy Center (C101). For full-time faculty, Early Warning forms are also available electronically on the shared drive in the Forms folder.

Educational Planning & Retention

An effort is underway to assist students as they move through their time at NSCC, especially to help those who might need personal assistance in academic planning, balancing work and family, and coping with other issues in life. Student success is really about the "whole person" and not just the coursework, and it is hoped this integrated approach will help more students to meet their goals. The full-time staff person in this capacity will be available to meet with students as needed and to plan workshops that will appeal to students in many areas of managing school and life. For more information, contact the Retention Coordinator at 419.267.1316 or office A105H.

Financial Aid

The Financial Aid Office is located in C103 and the office hours are:

Monday – Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 4:00 p.m.

The Financial Aid Office email is finaid@northweststate.edu and the main phone number is 419.267.1333.

The Financial Aid office deals with funding of students with government grants, student loans, scholarships, etc. They handle verifications of income to ensure eligibility as well as review academic standings for continued eligibility.

They adjust financial aid based on student's enrollment, credit hour completion, length of eligibility for degree completion, and

GPA standing. Students must successfully complete 67% of classes for which they register to remain in good standing; therefore, withdrawing from a class can affect a student's financial aid.

Appeals are also handled in the office in the event that a student is placed on Financial Aid suspension for a variety of reasons. Further information is available to students and faculty in the Student Services office.

Library

The Library is a place to study, learn and explore. Several core resources and services are available:

1. Book and journal collection
2. Video and DVD collection
3. Closed Reserve materials
4. Library web page for launching all research queries
   http://library.northweststate.edu
5. OhioLINK - the consortium of 92 academic and public libraries (reachable through the Library's web page)
6. Interlibrary loan – for items not available at our library or through OhioLINK

Library Hours (fall and spring semesters)	Monday – Wednesday	8 a.m. – 8 p.m.
	Thursday	8 a.m. – 6 p.m.
	Friday	8 a.m. – 4 p.m.
	Saturday	9 a.m. – 2 p.m.

Library Orientation/Research Skills Instruction

Audience	**Activity**	**Time Frame**	**Location**
All students, as needed	Research Week sessions	Week 4 *or* 5 of fall and spring semesters	Voinovich Auditorium
All students, as needed	Online tutorial	Anytime	Sakai, NSCC website
All students, as needed	Individual Library visits	Anytime during "open" hours	NSCC Library
ENG111 students	In-class research skills instruction	15-20 minutes during fall and spring semesters	Classroom (scheduled with instructor)

You will receive more information each semester via email. Please contact Kristi Rotroff at ext. 1271 or library@northweststate.edu with any questions.

Reserve Materials

"Closed Reserve" is a designated area for instructors to place any materials for students to have access to for limited periods of time. Materials on "closed reserve" can be any type of study material: photocopies of articles, books, videos, DVDs, and CDs.

There are two "closed reserve" circulation periods: 4 hours, or 48 hours which allows the material to go out overnight. Instructors must indicate which circulation period will work for their reserve materials. Resource Management/Request Forms for submitting closed reserve items are available at the circulation desk or can be e-mailed to you upon request. Please include the items you want on closed reserve with the form if they are not part of the library's collection. It is also possible to "tag" items for courses for placement on open shelves.

Requesting of items for the collection

The Resource Management/Request form can also be used for submitting requests for purchase to the Library. We welcome suggestions from faculty, staff, and students. Please note that we make purchasing decisions with a limited budget using specific criteria. You will be notified via email whether or not your request is approved.

Registrar

The Registrar's Office is located in C106 and the office hours are:

Monday – Thursday	8:00 a.m. – 4:30 p.m.
Friday	8:00 a.m. – 4:00 p.m.

The Registrar's Office email is registrar@northweststate.edu and the main phone number is 419.267.1395.

The Registrar's office handles a variety of services for students. Academic records for the students are maintained in the office including: processing academic transcript requests, assisting in address changes, name changes, change of majors, transfer credit evaluations, review out-of-state fee waiver requests, enrollment verifications, and degree verifications. Students may also obtain information regarding their myNSCC accounts along with certifying Veteran's Educational Benefits.

The office also informs and upholds academic policies, communicates important dates of term to the campus community, manages 14-day verification of students, processes final grades, and determines refund and withdrawal dates for courses.

The Registrar's office also serves as the compliance office of FERPA (Family Educational Rights and Privacy Act) at NSCC.

Student Activities

Students at NSCC have a variety of special events, clubs, and intramural activities available to them. A Student Body Organization (SBO) meets regularly to plan these activities with the guidance of the staff coordinator. All students are welcome to get involved! We realize that some students may only be able to come to one activity per year, while others might want to be much more involved. Any level of participation is encouraged. For more information, contact Student Activities Coordinator at 419.267.1303.

Student Facilities

There is a Fitness Room located in C105 for students and employees to use. A locker room and shower are also available off of the Fitness Room. There is no cost for the Fitness Room and the hours are listed below:

Monday-Thursday	7:30 a.m.-10 p.m.
Friday	7:30 a.m.-3:30 p.m.
Saturday	8 a.m. – 12 p.m.

There is also a game area in the second level of the atrium, and snack bar area in the A building.

Student Organizations

Kappa Beta Delta
A national honor society for students in a Business Technologies program who maintain a 3.5 GPA after completing 18 or more credit hours. Students are invited to become members.

Phi Theta Kappa
An honors and service organization for students attaining a 3.5 GPA after completing 18 or more credit hours. Students are invited to become members.

Student Body Organization (SBO)
SBO is the representative student government at Northwest State Community College. This group is responsible for promoting academic, cultural, recreational and social activities for students. Elected officers and student members coordinate and plan

activities. Membership is open to all students. Regular meetings are held at which all students have a voice and a vote in the conducting of business.

Students for Community Outreach & Awareness (SCOA)
SCOA is a social action group that is devoted to bringing attention and raising awareness about some of the pressing social issues in our society and community. This is done through educational activities or engaging in projects that help the local community.

Gay-Straight Alliance at Northwest State Community College
The mission of this group is to create a safe haven for members of the LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Questioning) community and their allies within the college through discourse, community outreach, and education. Membership is open to all students.

Secular Student Alliance at Northwest State Community College
This group is to organize, unite, educate, and serve students, student communities, and faculty that promote the ideals of secularism, scientific and critical inquiry, democracy, and human-based ethics by creating a safe space for discussion. Membership is open to all students.

Alumni Association
Membership in the Northwest State Alumni Association is automatically granted to any graduate of the college and to any former students who meet the credit hour criteria. The Alumni Association's mission is to engage alumni interest while promoting loyalty and strengthening relationships with students, community and alumni. For more information, contact Director of Development at 419.267.1460.

Intramural sports – NSCC offers a variety of intramural sports that compete with other colleges in the area. These sports include basketball, bowling, pool tournaments, flag football, indoor soccer, and volleyball. Availability depends on student interest and commitment.

Success Center

Student success is a priority at NSCC. The Success Center is designed to enhance student's success by providing the staff, facilities, and resources necessary to support and empower students to achieve their potential. Students are encouraged to use

the Success Center services and resources, as all are free of charge and easily accessible. The Success Center Welcome Desk is located on the first floor of Building A just outside the east entrance doors of the Library. For more information, contact the Success Center Supervisor at 419.267.1457.

Services available include:

1. Individual and group tutoring
2. E-tutoring – an on-line tutorial service
3. Walk-In Academic Labs (Math, Writing, Life Sciences, Nursing, and Accounting)
4. Accessibility services

Tutoring for students is available at no charge. Please announce the availability of tutoring assistance at your first class session and/or list it in the course syllabus. Encourage students to seek help early before he/she thinks all hope is lost!

Additionally, if you have excellent student(s) in your class, you are welcome to contact Success Center Supervisor to recommend that student as a tutor. It is important to find good peer tutors, as well as the faculty tutors that work at the Success Center.

Students can request tutoring by logging in to myNSCC and clicking on the Academics tab. A link is available for tutoring, as well as instructional information. If further assistance is needed, students are welcome to visit the Success Center during open hours or contact Cherie Rix at 419-267-1457 or tutoring@northweststate.edu.

The Success Center is open the following hours:

Fall & Spring	Monday – Thursday	8 a.m. – 6 p.m.
Semester Hours	Friday	8:30 a.m. – 1 p.m.
	Saturday	Closed

Accessibility Services

Services are provided for students with documented disabilities. Any student who wishes to investigate available college resources should first contact the ADA Coordinator (419.267.1265, office A105B) who handles special accommodations provided for under the Americans with Disabilities Act. Additional information can be obtained from the college catalog.

Instructors with a student entitled to academic accommodations will be notified via myNSCC. Check under the Faculty Tab – ADA Students by Course. If you are made aware of a student in

your class who has a documented disability of any kind, please provide feedback to the ADA Coordinator as requested or as needed. Each student's success is important and for some students, the difference between success and failure can be just one person investing that extra time in the classroom or with support services. We appreciate the support of instructors in this way, as you are the "front line" of student service by virtue of your position in the classroom.

Testing

Make-up Tests

Make-up testing procedure have been implemented that should aid in addressing confidentiality and security issues brought about by the volume of make-up testing requests. All make-up testing will be proctored by staff during designated testing hours. Testing times are as follows:

Monday and Tuesday	**11:00 a.m. – 5:30 p.m.**
Wednesday	**10:00 a.m. – 4:00 p.m.**
Thursday	**9:00 a.m. – 3:00 p.m.**

If you have a student who is unable to test during these designated testing hours, please contact the Success Center Supervisor at 419.267.1457.

Tests

Some courses require a standard, departmentally prepared test. Be sure you use this test in your course.

Transfer Services

The college has a full-time staff person to advise students who are interested in transferring to another college after completing a degree at NSCC. Students and faculty will be able to use DegreeWorks and transfer.org as tools to help with transferring. This will give faculty, staff, and students a resource for course equivalencies at two and four year institutions throughout the United States. Please refer students to the Transfer Coordinator in office A105J or 419.267.1353 for assistance with any transfer issues.

Northwest State
Community College

DIVISION INFORMATION

2014-2015

Division Information

Textbooks

All textbook adoptions are made by full-time faculty members of the appropriate division. You may make suggestions for textbook changes with your Division dean. Textbooks and other materials listed in the syllabus must be utilized to cover the course. Textbooks help maintain quality and content of our courses. If you have a suggestion for improvement, please talk with your division dean. Additional instructional supplies are available from the division secretaries, division deans, or bookstore.

Classroom & Lab Assignments

Classrooms are assigned by the Vice President for Academic's office. If there is a problem with a classroom assigned to you, fill out a Room Change Request form (can be obtained from your division secretary or the shared drive) and send it to your division dean. Please remember space is tight. **Do not make changes without notification!** We must be able to locate you and your students in an emergency.

As an instructor, you are responsible for leaving the classroom and/or laboratories clean and the equipment in working order. Be sure the lights are off, equipment areas are locked, and the classroom is arranged as you found it.

Room assignments are posted around the buildings during the first week of classes. Room assignments begin with A, B, C, E, or H (indicates which building) and are followed with three numbers (indicates room number), for example, A203. "A" denotes the original building of Northwest State Community College and is located to the left or east of the main atrium entrance. Room numbers beginning with the letter "B" indicate classes are in B-wing which is south and west of the atrium entrance. "C" indicates the north and west wing where you can locate Student Services, Copy Center, and Business Office. The Science and Engineering Technology Center is identified as "E" building. To get to this building you can walk through "B" or "C" wing. The "C" wing provides a covered walkway to "E" building. The Allied Health &Public Services building is identified as "H" building and is located south of the atrium. A campus map can be found on the college website, the direct link is http://northweststate.edu/about-nscc/campus-map/.

Email

Faculty

Email is the primary mode of communication used for announcements so it is important to check it often. All faculty have Northwest State e-mail accounts set up for them in Google

Mail (Gmail). The account name usually will be first initial, lastname@northweststate.edu i.e. jsmith@northweststate.edu.

It is important that you use this e-mail account when communicating with your students electronically. Campus announcements are also communicated via email so it is important to check it often. This will also significantly diminish your liability in the case of a student being a victim of unlawful communication, such as sexual harassment. Since the College has full control over its email services, we can block the offending student and provide data to authorities if needed.

**Note: If you would like to send an email notification out to the entire campus you must receive approval from either the President's Office, or one of the Vice President's prior to the email being sent. A copy of the email must be submitted for approval to be granted.

You may forward your NSCC email to another email account; however, you should not respond to an NSCC email through your other account. Please remember to respond to any emails through your NSCC account.

Students

We communicate with students via a northweststate.edu e-mail account from the College. Students will automatically be assigned an email address. Their email address will be available on the student's home page in myNSCC. Students will still have the option of forwarding e-mail from their College account to a different e-mail address, if they so choose.

E-Portfolio

E-portfolio is a graduation requirement for an Associate Degree and is a collection of student writing which allows the College to evaluate how well it is fulfilling its goals of teaching students to write and to think critically. In order to fulfill the portfolio requirement for graduation, each student's portfolio should include a submission for:

- Composition I – the final paper, including Works Cited page from ENG111
- Composition II – the research paper, including the Works Cited page from ENG112
- Humanities Core Course – writing assignment to demonstrate critical thinking skills
- Social Science Core Course – writing assignment to

demonstrate critical thinking skills
- Late Program Course – a course later in their program chosen by the student representing their best writing and critical thinking skills (not duplicating other portfolio submissions and preferably from the final semester)
- Technical Course – writing assignment from the student's technical program (not duplication other portfolio submissions)

Other assignments may be submitted that are specific to the student's degree program. Some programs required additional submissions beyond the minimum listed above. Students can find out more about e-portfolios in the Academic tab located in their myNSCC as well as how to submit requirements.

Faculty can facilitate eportfolio submissions by identifying potential assignments that would qualify for submission to the eportfolio and reminding students to upload their submissions.

Classroom Supplies

Class record books are available from the faculty secretary or your division dean.

Dry erase markers will be distributed to each faculty member at the beginning of each semester. Each faculty member will be responsible for bringing their markers to class. Throughout the semester, replacement markers can be obtained from your division secretary. A small supply will also be available in the copy center.

Audiovisual Services

Requests for equipment from the helpdesk must be made through email at helpdesk@northweststate.edu. Phoned in requests are also accepted at extension 1461. Blanket requests for the entire semester should be made as soon as possible. If there are dates during the semester that the equipment is not needed, please let the helpdesk know in advance.

Equipment is on a first-come, first-serve basis. Some equipment is available for off campus use as long as it is not needed on campus during that time. Check with the helpdesk for availability. The helpdesk is responsible for scheduling and delivering equipment. We ask that equipment is not moved without first notifying the helpdesk. Individual instruction is available by appointment.

Many rooms are equipped with special instructional equipment. Not all rooms have the same equipment. If you need special

equipment contact the helpdesk. They can also give you a listing of the technology available in specific classrooms.

Please report equipment problems as soon as possible (ext. 1461). When calling regarding a problem, please have the model type available, especially for overheads. The helpdesk will repair or replace the equipment as soon as possible after you call.

Discipline Problems

Discipline problems seldom occur in the classroom. However, if a problem should arise, you should attempt to handle the problem yourself. If the problem requires further attention, notify your division dean. There are also security telephones in the hallways that dial into the switchboard. They can contact the college police if you feel you need their assistance immediately.

Student Advising

All students are assigned an advisor who is a full-time faculty member. All new degree-seeking students are required to attend a mandatory student orientation and meet with a faculty advisor prior to registering for classes the first time.

Students and advisors have access to DegreeWorks, a degree audit program that lists the courses, including student success coursework, needed for degree completion. DegreeWorks can be accessed through myNSCC or directly accessed at https://degreeworks.northweststate.edu/ by students and faculty advisors. Advisors should log in as themselves to access student information and NEVER as for the students login information.

Student Grievance Policy

Forms for the grievance policy can be obtained from the division dean or secretary. Below is an outline of the grievance process.

Resolution of a problem, whether academic or administrative, can be achieved through proper channels or authority and may be resolved at any level of the due process and grievance procedure. Any student filing a grievance must follow the step-by-step procedure in the listed sequence below.

I. **Academic and Non-Academic Matter**
   a. **Informal discussion** between the student and the faculty member / administrator should take place within 12 instructional days* from the date of occurrence or discovery. If the matter is not resolved, the student may invoke the formal written appeal process outlined below.

      * NOTE: An instructional day is defined as any day, Monday through Saturday, that NSCC holds classes, during the regular fall, spring, and summer (8 week) term.

      **NOTE: A grade challenge date of occurrence will be the

date posted to the transcript.

b. **Step 1 - Formal Appeal Process**

i. The student will submit a written grievance form to the individual involved within six (6) instructional days following unresolved informal discussion. If the written request is not received within the 6-day deadline, the case will be considered closed and the student will have forfeited the right for an appeal hearing.

ii. Within six (6) instructional days of receiving the formal grievance, the individual involved and the student will meet and attempt to resolve the problem to the mutual satisfaction of both parties.

iii. The faculty member / administrator will issue a written response to the student within six (6) instructional days after the meeting.

iv. If the problem is not resolved in step one or the above time frames are not adhered to by the faculty member / administrator, the student may proceed with Step 2.

c. **Step 2 - Formal Appeal Process**

i. Within six (6) instructional days of receiving the written response from Step 1, the student will submit the original grievance form to the supervisor of the individual involved, with a copy to the Vice President for Academics & Student Services.

ii. Within six (6) instructional days of receiving all written documentation, the immediate supervisor will meet with the student and the individual involved to attempt to resolve the problem to the mutual satisfaction of both parties. The Vice President for Academics & Student Services may attend this meeting at his/her discretion.

iii. Within six (6) instructional days after the meeting, the immediate supervisor will issue a written response to all parties involved, with the original copy to the Vice President for Academics & Student Services.

1. If the problem is resolved, the written resolution issued by the supervisor will become part of the original document and bring closure to the grievance

2. If the problem is not resolved, the student may proceed to Step 3.

iv. If the above time frames are not adhered to by the student, the case will be considered closed and the student will have forfeited the right for an appeal hearing.

d. **Step 3 - Formal Appeal Process**

i. Within six (6) instructional days of receiving the written response from Step 2, the student may request a formal hearing by notifying the Vice President for Academics & Student Services. If the request is not received within the 6-day deadline, the case will be considered closed, and the student will have forfeited the right for an appeal hearing.

ii. Within six (6) instructional days of receiving the request, the Vice President for Academics & Student Services will appoint an ad hoc due-process committee to hear the grievance.

1. The ad hoc committee will consist of five (5) members: one grade level I, II, or III employee; two faculty members; an officer of the student body organization; and a person of the student grievant's choice (person must be a present student, faculty member, or other employee of the college).

   Alternate committee members may be appointed as well by the Vice President for Academics & Student Services. Grade level I, II, and III include vice presidents, division deans, and student service professionals.

2. The Vice President for Academics & Student Services will appoint one member of the ad hoc committee to act as chair for the proceedings.

*Timelines for Step 3, ii. are not strictly enforced during the summer semester – student will be notified of altered timeframe.

iii. The hearing will take place within six (6) instructional days after the committee appointments. To prepare for the hearing, the chair of the ad hoc committee may make the following arrangements, which are intended to facilitate due process.

1. Provide all ad hoc committee members with copies of the written grievance prior to the meeting.

2. Identify a date, time and meeting place convenient for the ad hoc committee members, the student grievant,

and the person who is the object of the grievance.

3. Inform the student and the individual involved that they may present witnesses and additional written documentation at the hearing.

4. The following chronology for the hearing and follow-up is recommended. (The proceedings may also be tape-recorded, provided that all parties are informed in advance.)

   a. Select a recorder.

   b. Review the grievance and hearing procedures. This segment will be closed to the grievant and faculty member.

   c. Invite the student to be heard. The student may present witnesses and additional written documentation at this time. This segment will be closed to the faculty member / administrator.

   d. Invite the individual involved to be heard, at which time he or she may provide witnesses and additional written documentation. This segment will be closed to the student.

   e. In closed session, the committee will discuss its findings and reach a clear and explicit decision. The student and individual involved may be invited to reappear and provide more information as requested.

5. Within six (6) instructional days after the formal hearing is concluded, the ruling of the ad hoc committee will be presented in writing to the student, the faculty member/ administrator involved, the department dean, and the Vice President for Academics & Student Services, who will implement the ruling.

6. The decisions rendered by the ad hoc due-process committee will be final. All committee members will need to sign the decision on Step 3 Form at the time the decision is made.

7. All original documentation will be kept on file in the Vice President for Academics & Student Services= office.

*Timelines for step 3, iii. are not strictly enforced during the summer semester – student would be notified of altered timeframe.

Mailbox

***** CHECK YOUR MAILBOX EVERY TIME YOU ARE ON CAMPUS *****

Your faculty mailbox is in the copy center, Room C101. Adjunct faculty are assigned mailboxes are located at the end of the full-time faculty and staff mailboxes.

Office Hours

Please inform your students at the first class session when and where you will be available outside of class time for questions and individual assistance. Usually instructors make time available before or after class and make other appointments as needed for more individual help. Posting your office hours on your office door is a convenience to all.

The college will not give out your home address and phone number to students. They may contact you through your faculty mailbox or college email. Frequently, however, part-time instructors do give students their home, business phone numbers, or e-mail address; however, it is recommended to use your college email. Students are usually quite responsible about calling, but it is your decision.

Office Keys

A. Regulations for Issuing of Keys

1. The president and/or designated representative is responsible for the security and control of all keys.
2. Faculty offices, classroom, and lab keys may be obtained if so designated by the division dean.
3. Master keys are issued only at the discretion of the president.
4. All keys are signed out through the campus police.
5. When an employee leaves employment of the college, all keys (door, file, desk, etc.) must be turned into the campus police.
6. If an employee is on leave from the college, all keys (door, file, desk, etc.) must be turned in to the Campus Police.
7. If a key is lost, it must be reported to the Campus Police and the cost of the new key will be charged.
8. Adjunct Faculty are required to turn in their keys at the end of each semester. If teaching the next semester they need to request a key again.

B. Duplication of Keys

1. The president is granted exclusive authority to duplicate and control all keys for any building, laboratory, facility or room, and equipment which is owned by the Northwest State Community College.

2. Anyone who duplicates said keys without the written authority of the president shall be in violation of section 3345.13 of the Revised Code.

If a classroom is locked when you arrive, contact the custodian on duty or your division dean. If you experience repeated instances of locked rooms, notify your division dean or the switchboard who can page the Director of Facilities.

Satellite Locations

1. Instructors teaching at satellite locations will need to obtain keys and/or an access code to the buildings from Campus Police.
2. It is the responsibility of the instructor to unlock the building prior to class start time and secure and lock the building at the end of class time.
3. If a key is lost, it must be reported to the Campus Police and the cost of the new key will be charged.
4. Adjunct Faculty are required to turn in their keys at the end of each semester. If teaching the next semester they need to request a key again.

Northwest State
Community College

INSTITUTIONAL POLICIES & PROCEDURES

2014-2015

Harassment/Sexual Harassment/Sexual Misconduct Policy

(A) It is the policy of Northwest State Community College to provide a positive, discrimination free educational and working environment. We are committed to a policy of non-discrimination on the basis of sex, race, color, national origin, sexual orientation, marital status, disability, religion, or age in admission and access to, or treatment, or employment in our programs or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act and their implementing regulations. Harassment, sexual harassment, and/or sexual misconduct of students, employees, or others working or visiting in the employment or academic setting will not be tolerated.

(B) To help ensure that employees and students are not subjected to illegal harassment/bullying, and in order to create a comfortable work and learning environment, the college strongly opposes and prohibits any offensive physical, written, spoken, or non-verbal conduct as defined and otherwise prohibited by state and federal law.

(C) Sexual misconduct in the work or academic setting will not be tolerated. The college seeks to provide and maintain a professional learning and working environment and considers consensual sexual relationships in which one individual has direct responsibility for the evaluation of the other, or has responsibility for supervising, advising, or counseling the other in the course of carrying out his/her job responsibilities, to be unprofessional.

(D) Offenders will be subject to appropriate college adjudication processes and the full range of disciplinary action provided by college policy, up to and including discharge, dismissal, or expulsion. This policy and its procedures shall be the only internal college forum of resolution for harassment, sexual harassment, and/or sexual misconduct complaints.

(E) College community members or others who feel that they have been victims of harassment, sexual harassment, and/or sexual misconduct in the work place or academic setting will be provided with appropriate support from

the college. Members of the college community shall include all Northwest State Community College students, members of the Board of Trustees, faculty, staff, and administrators, whether full- or part-time.

(F) College Administration will develop procedures related to this policy.

Harassment/Sexual Harassment/Sexual Misconduct Procedures

1. Members of the college community or others who believe they have experienced harassment, sexual harassment or sexual misconduct in the college community, are entitled to an investigation and complaint process as detailed in this procedure.
   a. Harassment includes but is not limited to the following:
      i. Unwelcome written, spoken, or physical conduct regarding race, color, religion, national origin, age, gender, sexual orientation, pregnancy, disability, or as defined by law.
      ii. Creating a work environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, attentions, or the display of offensive items that relate to an individual's race, color, religion, national origin, age, gender, sexual orientation, pregnancy, disability, or as defined by law.
   b. Sexual harassment is behavior based on gender, sexuality, or sexual identity of persons that prevents or impairs their full realization of educational or occupational opportunities or benefits. What is often at issue is not sexual attention per se, but intimidation, coercion, or abuse of power. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by the promise of academic or employment rewards or the threat of reprisal.

      The college values and protects academic freedom. Since vigorous, open discussion of controversial issues can cause discomfort, and since vital teaching and learning can itself be the occasion for students, employees, and faculty to face difficult or awkward or painful matters, it is important for all to realize that this policy on sexual harassment is not intended to restrict serious discussion of controversial issues in academic situations.

      No matter how carefully worded a definition of sexual harassment might be, unforeseen situations may arise

which cannot easily be included in any definition. Thus, sexual harassment is defined to include but is not limited to the following:

i. "Quid pro quo" sexual harassment occurs when an individual's submission to or rejection of unwelcome sexual conduct is the basis for decisions affecting such individual. This kind of sexual harassment usually involves administrators, faculty, or others in an evaluative position that uses the following:
Threats--firing, blocking promotion, transferring, or giving a bad evaluation or grade if a person does not submit to sexual advances; and/or
Rewards--hiring, promoting, or giving a salary increase or grade if a person does submit to sexual advances.

ii. "Hostile environment" sexual harassment covers severe, persistent, or pervasive actions which unreasonably interfere with job performance or create an intimidating, hostile, or offensive work environment even if it leads to no tangible or economic job consequences.

iii. Examples of sexual harassment include but are not limited to the following:
    1. Unwelcome requests or demands for sexual favors. This may include subtle or blatant expectations, pressures, or requests for any type of sexual favor, including repeated unwelcome requests for dates, whether or not accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment or student status.
    2. Unwanted and repeated verbal abuse or kidding that is sexual in nature, such as unwelcome sexual jokes or innuendos, graphic verbal commentaries about an individual's body, sexually degrading words, or the display of offensive or sexually suggestive items.
    3. Unwelcome or unwanted sexual advances. This may include patting, pinching, hugging, cornering, kissing, fondling, or any other similar physical conduct of a sexual nature.

c. Sexual assault involving physical contact, sexual battery, and rape are extreme forms of sexual harassment and are felony crimes in the state of Ohio. As required by the Ohio Revised Code, Northwest State Community

College's Chief of Police will notify the Local Sheriff's Department of all reports of sexual assault, sexual battery, and rape for their investigation and prosecution.

   i. In addition to prosecution under Ohio law, a student or an employee convicted of sexual assault, sexual battery, or rape may be disciplined by the college under college policy and procedures up to and including dismissal or termination from the college.

d. Sexual misconduct refers to inappropriate consensual sexual relationships.

   i. Consensual sexual relationships are prohibited when a student is enrolled in a class taught by the faculty member, is an advisee, or is in some other way subject to the faculty member's supervision as the faculty member carries out his/her job responsibilities. Also prohibited are consensual sexual relationships between staff or administrative employees and the students or employees they supervise, professionally advise, or counsel in the course of carrying out their job responsibilities.

   ii. To avoid being in violation of the sexual misconduct policy, those involved have the responsibility to notify the Director of Human Resources about their relationship and to seek a reasonable resolution

2. The College will investigate thoroughly and take appropriate action concerning any reported incidents of harassment, sexual harassment, and/or sexual misconduct. If anyone believes that he or she is being subjected to any of the above-mentioned forms of harassment, sexual harassment or sexual misconduct, or is aware of someone who is being subjected to the above, he or she is legally obligated to bring this to the attention of the appropriate administrators. The registering of a complaint will in no way be used against the employee or student, nor will it have an adverse impact on the individual's employment or student status.

3. The college will make all reasonable efforts to maintain the confidentiality of parties involved in harassment, sexual harassment, or a sexual misconduct investigation; however, confidentiality cannot be guaranteed. Parties involved and individuals cooperating in any investigation, including appearing at a hearing should treat all information as confidential and not engage in public discussion of the case.

4. Reporting

a. The offended party or any employee who has direct knowledge of an alleged incident of harassment, sexual harassment, or sexual misconduct must immediately report that alleged incident to the Title IX Coordinator or Deputy Coordinator(s), any senior level administrator, or the campus police.
b. The Director of Human Resources will serve as the Title IX Coordinator. Deputy Coordinators will include the Vice President for Academics & Student Services for student related issues and the Supervisor Employment & Benefits for employee related issues.

6. Informal process
The college's informal process is intended to resolve a complaint between employees, excluding student workers. The Director of Human Resources and a designee appointed by the President on a continuing basis, who is not the same gender as the Director of Human Resources, will implement the informal process of the college.
   a. The Director of Human Resources will inform the alleged offender that a complaint has been filed against him/her.
   b. Depending upon the nature of the complaint and the wishes of the person(s) claiming harassment, informal resolution may involve but is not limited to one or more of the following:
      i. Discussion of the complaint and advising the person(s) how to communicate the unwelcome nature of the behavior to the alleged harasser.
      ii. Separate discussions with both parties and other appropriate individuals, such as the parties' administrator(s), to work out a resolution.
      iii. If both parties agree, arranging and facilitating a meeting between the person(s) claiming harassment and the person(s) accused of harassment to work out a resolution.
   c. Information about all informal complaints and resolutions will be kept on file in the office of the Director of Human Resources. Should the formal process be used, the information gathered shall be forwarded to the Investigative Team.

7. Preliminary Investigation
Complaints involving students and unresolved complaints from the informal employee process will proceed to a preliminary investigation. The investigative team will investigate and make written recommendations as to whether or not the complaint(s) warrant a formal hearing.

a. Typically the Vice President for Academics & Student Services (Deputy Title IX Coordinator) and a member of the campus police will investigate student related issues.
b. Typically the Supervisor Employment & Benefits (Deputy Title IX Coordinator) and a member of the campus police will investigate employee related issues.
c. The Title IX Coordinator/Director of Human Resources will ensure that the investigative team is:
    i. Trained to investigate harassment, sexual harassment, sexual misconduct issues.
    ii. Not be of the same gender
    iii. Have no reporting or familial relationship to the parties involved.
    iv. Have had no previous involvement in the complaint
d. If a team member does not satisfy the above provisions for a specific complaint, the Director of Human Resources and/or the President will appoint an alternate for that complaint.
e. The investigate guidelines followed by the team are outlined below:
    i. A detailed written statement dated and signed by the complainant(s) must be filed with the Investigative Team. The statement should be as specific as possible including dates, times, locations, a description of the alleged harassing behavior, and the name(s) of the alleged harasser(s). The statement should also identify any person(s) who may have information that would be helpful to the Investigative Team.
    ii. The Investigative Team will contact the respondent(s), provide them with a copy of the written statement, and interview them. The team may request a written response to be submitted within three (3) working days following interview. The response should also identify any person(s) who may have information that would be helpful to the Investigative Team. Within five (5) working days after receiving the respondent's report, the Investigative Team may schedule meetings to discuss the harassment incident(s) with each of the parties and any individuals identified by either party as having information that may be relevant to the investigation.
    iii. To the extent possible, the Investigative Team will protect the privacy interests of those involved and only provide the information to those designated under this procedure. Therefore, all individuals

discussing the complaint with the team will be advised not to comment on their discussions outside of the meeting with the team.

iv. Within five (5) working days after completing their investigation, the team shall recommend whether the complaint warrants going to a hearing. The written determination prepared by the team will have supporting logic and reasoning and will be submitted to the Director of Human Resources.

v. Within five (5) working days of receiving the Investigative Team's recommendation, the Director of Human Resources/Title IX Coordinator will review the team's report and determine if the complaint should go to a formal hearing.

vi. The Director of Human Resources/Title IX Coordinator or Deputy Coordinators can mutually agree on a solution with the respondent and the complainant.

f. If it is determined that no hearing will take place, Director of Human Resources/Title IX Coordinator or Deputy Coordinators will communicate the decision to the complainant(s) and the respondent(s). The complaint will be considered resolved.

8. Hearing
   a. If a hearing is to be held, written notification will be provided to the complainant(s) and the respondent(s). The notice may be hand delivered or postmarked to the last known address of the student or employee, no fewer than ten (10) calendar days prior to the hearing.
   b. The Director of Human resources will select three (3) individuals from the college to serve on the Harassment Review Panel. Panel review candidates will be trained and must commit to one year of service in the Harassment Review Panel Pool.
      i. One panel member will represent the complainant's employment classification; one panel member will represent the respondent's employment classification. If both parties are in the same classification, one panel member may service to represent that classification. In the case of student complaints, one panel member will represent the student.
      ii. The panel will represent diversity
      iii. The panel members will have no reporting or familial relationships to the parties involved.
      iv. The panel members will not be employed in the

same work group or department as any of the parties. Panel members representing a student, will not have the student in any class.

v. Panel members will not have been previously involved in the complaint in any way.

c. Within five (5) working days after the panel has been selected, the Director of Human Resources/Title IX Coordinator will schedule an organizational meeting of the Harassment Review Panel to accomplish the following items:
   i. The panel will select a chairperson and a secretary who will produce the panel's report of findings.
   ii. The Director of Human Resources/ Title IX Coordinator will review the hearing process as described in this procedure.
   iii. The Director of Human Resources/ Title IX Coordinator will provide the panel members and both parties with copies of documentation generated from the procedure to date.
d. Within ten (10) working days after the organizational meeting, the chairperson of the panel will schedule and conduct the hearing according to the following guidelines.
   i. To the extent possible, the Harassment Review Panel will protect the privacy interests of those involved. Therefore, all individuals appearing before the panel will be advised not to comment on their discussions outside the proceedings of the hearing
   ii. The complainant(s) and the respondent(s) will be allowed to have an advocate of their choice, who is a member of the college community. Advocates may consult with their party, they may address the panel, but they may not ask questions. All advocates will be bound by the confidential terms of the hearing panel's rules.
   iii. The Director of Human Resources/Title IX Coordinator will attend the hearing, represent the interests of the college, and ensure compliance with all appropriate laws.
   iv. The panel will consider information it has received in writing from the Investigative Team, as well as the statements and other documents presented to it during the hearing. The panel may request members of the college community and others to appear at the meeting, and if necessary, continue the meeting to a later date.

v. All persons other than the Harassment Review Panel, the Director of Human Resources, and the Investigative Team will be permitted to attend only during their own statements and questioning.
vi. Persons bringing complaints will be invited to make a statement for the hearing panel. Panel members will be permitted to ask questions at the conclusion of these statements.
vii. Persons responding to the complaint will be invited to make a statement to the hearing panel. Panel members will be permitted to ask questions at the conclusion of these statements.
viii. The Investigative Team will be invited to make a statement to the hearing panel members. Panel members will be permitted to ask questions at the conclusion of these statements.
ix. Other persons may be asked to appear before the panel to make statements. Panel members will be permitted to ask questions at the conclusion of the statement.
x. After the panel has heard from all other persons invited to appear, the panel members may ask further questions of all parties, the Investigative Team, and the Director of Human Resources.
xi. The chairperson shall conclude the hearing, and the panel will retire to consider its decision.

9. Report of Findings
   a. Within one week after the conclusion of the hearing, the panel will issue a written report to the Director of Human Resources/Title IX Coordinator that will contain one of the following findings with supporting rationale.
      i. The college's harassment, sexual harassment, and/or sexual misconduct policies have not been violated;
      ii. The college's harassment, sexual harassment, and/or sexual misconduct has been violated. To issue this finding, the panel must be convinced by the "preponderance of evidence" that it is more likely than not that the sexual harassment took place.
   b. The findings of the Harassment Review Panel will be communicated to all parties involved by the Director of Human Resources/Title IX Coordinator or the Deputy Title IX Coordinator(s). The respondent of the decision will be informed in writing of any plans for corrective or disciplinary action.

c. A record of every complaint received will become a part of a complaint investigation file.
    i. Employee files will be maintained separate from the employee's personnel file by the college Director of Human Resources. If disciplinary action is decided upon, the Director of Human Resources will retain complete documentation of the incident and place it in the offender's personnel file.
    ii. Student files will be maintained in the office of the Vice President for Academics & Student Services.

10. The college reserves the right to use the full range of disciplinary action provided by college policy, up to and including discharge, dismissal, or expulsion if any member of the college community brings a false complaint of sexual harassment. No complaint will be considered "false" solely because it cannot be corroborated.

11. In cases of alleged sexual harassment, whether formal or informal resolution is sought, anonymous complaints will not be brought against any member of the college community.

12. Appeal Process

    a. Employees or students may appeal a decision of the Preliminary Investigation or the Harassment Review Panel.
    b. An appeal must be based upon one or more of the following grounds:
        i. Procedural error,
        ii. Misapplication or misinterpretation of the rule alleged to have been violated,
        iii. Findings of fact not supported by the greater weight of the evidence,
        iv. Discovery of substantial new facts that were unavailable at the time of the hearing, or
        v. The disciplinary sanction imposed is grossly disproportionate to the violation committed.
    c. An appeal of decision must be submitted in writing and postmarked or hand delivered to the Director of Human Resources/Title IX Coordinator within ten (10) calendar days after the date on which written notice of the decision is sent to the student.
    d. Appeals will be reviewed by two (2) individuals.

Eligible individuals are from the Hearing Panel pool, Title IX Coordinator or Deputy Coordinator(s).

e. Appeal Proceedings
    i. The appeal officers shall dismiss the appeal if it is not based upon one or more of the grounds set forth above in section 12.b.
    ii. The appeal officers may decide the appeal based upon a review of the record.
    iii. The appeal officers may request additional written information or an oral presentation from any relevant person(s) and then decide the appeal based upon the enhanced record.
f. Possible disposition by the Appeal Officers may include:
    i. Uphold the original sanction;
    ii. Dismiss the original sanction, or impose a lesser sanction;
    iii. Remand the case to the original hearing body; or refer the case to a new review panel to be reheard. If possible a new hearing officer or committee should be different form the one that originally decided the case. If a case I reheard, the sanction imposed can be greater than the imposed the original hearing.
g. Decisions made by the appeal officers are final and cannot be appealed. If the case is remanded, the second hearing decision is final.

13. Dissemination:
    a. The President of Northwest State Community College shall issue a statement to the college community at least once each academic year, which affirms Northwest State Community College's policy of non-discrimination and policy on the prevention of sexual harassment.
    b. The President of Northwest State Community College shall request all employee and student associations to issue a statement to their respective constituencies regarding NSCC's policy of non-discrimination and policy on the prevention of sexual harassment.

Northwest State Community College shall periodically publish a Notice of Non-Discrimination and Policy on the Prevention of Sexual Harassment to members of the college

community. The Notice of Non-Discrimination and Policy on the Prevention of Sexual Harassment shall contain the name(s) of administrator(s) to whom members of the college community should direct questions or complaints.

Code of Student Conduct Policy

A) The code of student conduct exists to advance the core missions of the college, promote a safe and secure educational environment, foster the academic and social development of students, and protect the persons, property, processes, and academic integrity of the college community. Although the code is intended to be as comprehensive as possible, it makes no attempt to list all activities, behavior, or conduct which may adversely affect the college community.

(B) In order to maintain an orderly process for learning, the instructor/supervisor/administrator has the authority to exclude any student who is considered to be detrimental to an ongoing learning experience. Disciplinary action may include but is not limited to disciplinary probation, suspension, dismissal, expulsion, withholding of transcripts, or other appropriate action.

(C) The code applies to the on-campus conduct of all students and registered student organizations. The code also applies to the off-campus conduct of students and student organizations in direct connection with:

(1) A class assignment;

(2) Academic course requirements or any credit-bearing experiences, such as clinical experiences, externships, internships, field trips, study abroad, or student teaching;

(3) Any activity supporting pursuit of a degree;

(4) Activities sanctioned, sponsored, conducted, or authorized by the College or by registered student organizations;

(5) Any activity that causes substantial destruction of property belonging to the College or members of the college community or causes serious harm to the health or safety of members of the college community; or

(6) Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

(D) All persons are encouraged to report code violations to a college official as soon as possible. Charges must be filed within sixty days of the incident or of the identification of the person having allegedly committed the violation. Students continue to be subject to city, state, and federal laws while at the college. Violations of city county, state, and/or federal laws may also constitute violations of the code.

The college reserves the right to proceed with disciplinary action under the code, independently of any criminal proceedings and impose sanctions for code violation, whether or not the criminal proceedings are resolved or is resolved in the student's favor.

(E) Prohibited Conduct
Any student found to have engaged, or attempted to engage, in any of the following conduct while within the college's jurisdiction will be subject to disciplinary action by the college.

(1) Academic Misconduct
Any activity that tends to compromise the academic integrity of the college or subvert the educational process. (See Academic Honesty Policy)

(2) Endangering Health or Safety
Actual or threatened action that endangers the safety, physical, or mental health or life of any person, whether intentionally or as a result of reckless disregard. Also includes engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical of mental health, or life or property to that person, or creates a reasonable fear of such a threat or action.

(3) Sexual misconduct
Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent. For the purposes of the rule, consent shall be defined as the act of

knowingly and voluntarily agreeing verbally or non-verbally to engage in sexual activity. An individual cannot consent who is obviously incapacitated by any drug or intoxicant; or who has been purposely compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent or resist is obviously impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority (See Sexual Harassment Policy).

(4) Destruction of Property
Actual or threatened damage to or destruction of college/campus property or property of others, whether done intentionally or with reckless disregard.

(5) Dangerous Weapons or Devices
Use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms, explosives, dangerous chemicals, fireworks or other weapons, unless authorized by an appropriate college official or permitted by a college policy, even if otherwise permitted by law.

(6) Dishonest Conduct
Dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of college documents, such as forgery, alteration, or improper transfer; and submission to a college official of information known by the submitter to be false.

(7) Theft/Unauthorized Use of Property
Theft or attempted theft, or the unauthorized use or possession of college property or services, or the property of others.

(8) Failure to Comply with College or Civil Authority
Failure to comply with legitimate directives of authorized college officials, law enforcement or emergency personnel, identified as such, in the

performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

(9) Drugs And Alcohol
Use, production, distribution, sale, or possession of drugs or alcohol in a manner prohibited under local, state, and federal law or college policy.

(10) Unauthorized Presence
Unauthorized entrance to or presence in or on college premises, including campus locations.

(11) Disorderly or Disruptive Conduct
Disorderly or disruptive conduct that unreasonably interferes with college activities or other activities conducted, sponsored, or permitted by the college or any member of the college community.

(12) Hazing
Performing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation into or continued membership or participation in any group, organization, or activity that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include but are not limited to, use of alcohol, reaction of excessive fatigue, and paddling, punching or kicking in any form.

(13) Discipline Proceedings Abuse
Abuse of any college discipline proceedings, including but not limited to:

(a) Falsification, distortion, or misrepresentation of information during an administrative hearing;

(b) Disruption or interference with the orderly conduct of an administrative proceeding;

(c) Attempting to discourage an individual's proper participation in, or use of, a college discipline proceeding;

(d) Attempting to influence the impartiality of a member of an administrative panel prior to, and/or during the course of an administrative proceeding;

(e) Harassment (verbal or physical) and/or intimidation of the administrative hearing official and/or member of the panel prior to, during, and/or after an administrative proceeding; failure to comply with one or more sanctions imposed under the code of student conduct; and

(f) Encouraging another person to commit an abuse of a college disciplinary proceeding.

(F) Computing Resources
Misuse or abuse of the college's computer resources and/or faculties by any means, including, but not limited to:

(1) Use of computing resources to interfere in any way with the normal operation of the college/campus;

(2) Failure to comply with all federal, Ohio, and other applicable law; all generally applicable college rules and policies; and all applicable contracts and licenses (i.e., laws of libel, privacy, copyright, trademark, obscenity, child pornography; the electronic communications privacy act and the computer fraud and abuse act, which prohibit "hacking", "cracking", and similar activities; and all applicable software licenses)

(3) Unauthorized use, including, but not limited to:

(a) Use of identification numbers, accounts, and passwords shared with , or used by persons other than those to whom they have been assigned by the college;

(b) Use of computing resources for

personal commercial purposes or for personal financial or other gain;

(c) Use of computer resources to speak on behalf of the college (implied or stated);

(d) Use of computer resources to access and utilize college trademarks and logos without authorization to do so;

(e) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;

(f) Unauthorized transfer of a file;

(4) Use of computing resources to interfere with, interrupt, or disrupt the work of another student, faculty, or staff member;

(5) Use of computing resources to transmit, menacing, or harassing messages or materials.

(G) Violation of College Rules
Violation of other published college regulations, policies, or rules, or violations of local, state, or federal law.

(H) Riotous Behavior
Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Prohibiting behavior in the context of a riot includes but is not limited to:

(1) Knowingly engaging in conduct designed to incite another to engage in riotous behavior;

(2) Actual or threatened damage to or destruction of college property or property of others, whether done intentionally or with reckless disregard;

(3) Failing to comply with a directive to disperse by

college officials, law enforcement or emergency personnel; and

(4) Intimidating, impeding, hindering, or obstructing a college official, law enforcement or emergency personnel in the performance of their duties.

This rule shall not be interpreted as prohibiting peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.

(I) Dress and Appearance

(1) Freedom of dress and appearance is an individual choice; however, guidelines governing sufficient respect for self and others should be followed.

(2) The absence of footwear, shirt and/or blouse, or other covering improperly worn is cause to prohibit the entrance of said individual(s) to any College building.

J. The College shall establish procedures for the adjudication of violations of this policy. The behaviors enumerated in the conduct policy may result in penalties up to and including dismissal from the college.

Code of Student Conduct Procedures

1. Report possible code violations to the Vice President for Academics & Student Services. All cases related to harassment, sexual harassment, or sexual misconduct will follow the procedures outlined in Procedure 3-21 Harassment. In cases where the alleged activity may involve a violation of criminal law in addition to a violation of the code, information and/or complaints should be provided to the campus police and the appropriate law enforcement agency.
   a. Determine if preliminary investigation is warranted.
   b. If preliminary investigation is authorized:
      i. Notify student in writing about alleged violation and investigation
      ii. Schedule meeting with student and other witnesses to gather information.
   c. Determine outcome of preliminary investigation
      i. No further action
      ii. Deferring further action with or without conditions

iii. Initiating disciplinary proceedings.

iv. In the event that there is reasonable cause to believe that the student has violated college rules and that the student's presence on College premises or College activities poses a significant risk of substantial harm to the health or safety of others or to property, the student may be immediately and temporarily suspended from all or any portion of college premises, college-related activities and is not permitted to participate in, or complete academic coursework until the conclusion of a full hearing or administrative decision.

2. Notice of Charges
   a. Formal written complaints must be filed within 60 days of the identification of the student allegedly committing the violation.
   b. Charges may be presented in person, or by mail to the accused student's address on file in the registrar's office. Following notification of changes, students are strongly encouraged to and shall be afforded the opportunity to meet with an identified authorized college official for the purpose of explaining the discipline proceedings, due process, and charges.

3. Hearing
   a. A student who is formally charged with a code violation will have their case heard at an administrative proceeding to be arranged within 14 calendar days of the charges being filed. Failure of the accused student to respond to the initiation of charges or schedule a preliminary meeting will not prevent the college form scheduling an administrative hearing and conducting the hearing in the student's absence.
   b. In cases where a charged student admits such violation, the student may request in writing to have an administrative decision without a hearing.

4. Administrative Decision
   a. In all cases, a student charged with one or more violations of the student code has the right to a hearing. However, in cases where a charged student admits such violations the student may request in writing to have an administrative decision as to appropriate action made by a hearing officer.
   b. In such situations, the student waives the right to a committee hearing and the related procedural guarantees

of a committee hearing.

c. Following an administrative decision, the student retains the right to request an appeal of the original decision, based upon the grounds established under Section 8 (Appeal Process) below.

5. Notice of Hearing
   a. If a hearing is to be held, written notification will be provided. The notice may be hand delivered or postmarked to the last known address of the student, no fewer than ten (10) calendar days prior to the hearing.
   b. Unless already provided to the student, the notification will include the charge(s), date, time and location of the hearing, the designated hearing officer or committee, a statement of the student's rights, information on the hearing procedures, and copies of the code of Student Conduct.
   c. The accused student may request a postponement for reasonable cause, or a hearing separate from other persons who may have been involved in the violation. A request for a postponement for reasonable cause must be made in writing, include supporting rationale and be received in the office of the Vice President for Academics & Student Services, or the person sending the hearing notification at least three (3) calendar days before the scheduled hearing.

6. Hearing Committee
   a. The Hearing committee will be appointed by the Vice President for Academics & Student Services or designee.
   b. Any grade level I or II employee may serve as the Hearing Officer.
   c. Additional members include two faculty or staff members, a currently enrolled student, and a person of the accused student's choice (person must be a present student, faculty member, or other employee of the college). If the accused student does not select a representative, an individual will be appointed.

7. Hearing Procedures
   a. All students have a right to a due process hearing. Hearings are conducted in order to review the facts and circumstances of the allegation in order to determine whether or not a violation of the code occurred.

   b. Case file Review
      1. A student charged with misconduct may review the

witness documents within three (3) calendar days prior to the hearing by contacting the Office of the Vice President for Academics & Student Services.

c. Accused Student Attendance
   1. Because the most accurate and fair review of the facts can best be accomplished when all parties are present, the accused is expected to attend and participate.
   2. If an individual does not choose to attend a hearing, waiving their right to personally appear, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made.
   3. Although no inference may be drawn against a student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented.
   4. No decision shall be based solely on the failure of the accused student to attend the hearing or answer the charges.

d. Attendance limitations
   i. Attendance at hearings is limited to the accused student, advisor, committee members, and witnesses.
   ii. The hearing officer or body will take reasonable measure to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.

e. Advisor
   i. The accused student may have an advisor present at the hearing. The advisor is an employee of the college.
   ii. The advisor may only counsel the student and may not actively participate in the hearing, unless clarification is needed as determined by the hearing officer or committee.

f. Witnesses
   i. The accused may submit a written statement(s), may invite relevant witnesses to attend, may ask questions of witnesses called by others, and will be notified of potential witnesses to be called.
   ii. The College may submit written statements, present witnesses, as well as question those presented by the accused. Witnesses shall not attend the entire hearing, but will be called to present information by

the hearing officer at the appropriate time.

g. Separate hearings
   i. When more than one student is involved in alleged misconduct the College does not provide separate hearings.
   ii. Students may request, in writing, a separate hearing at least three (3) calendar days before the scheduled hearing.
   iii. The Vice President for Academics & Student Services or designee will be responsible for reviewing such requests and promptly informing the student(s) of the decision.

h. Supporting Documentation
   i. Written statements may be used if, for good reason, a witness cannot attend the hearing.
   ii. Written statements must be notarized, absent other clear evidence of authenticity.

i. Consultants
   i. In cases requiring special expertise, the Vice President or designee may appoint individuals with appropriate expertise to serve as consultants to the committee.
   ii. The consultants may be present and provide information as called upon during the hearing but will not vote.

j. Opportunity to Speak
   i. Hearings shall be conducted such that all present have reasonable opportunity to speak and express their views or facts about the issue at hand.

k. Modifications from Procedure
   i. A student and hearing officer may agree in advance to minor modifications from procedure.
   ii. Such deviations are not then subject to appeal.
   iii. Minor modifications are acceptable as long as such modifications are for good cause and are not found to be unreasonably harmful the student or violate due process rights, policies, and rules of Northwest State Community College.

l. Presumption of Innocence
   i. Students are entitled to a presumption of innocence. Hearings, unlike proceedings of courts of law, do

not require conclusive proof; instead the greater weight of evidence is the standard applied for the hearing body to make a decision.

ii. A student will not be found in violation unless the following are achieved:
    1. In cases of academic misconduct preponderance of the evidence supports the charge(s).
    2. In all other cases of prohibited behavior, the greater weight of the evidence supports the charge(s).
    3. A simple majority of the hearing body membership shall constitute a quorum. A quorum of the hearing body must be present to conduct a hearing, unless the student waives the quorum rule in writing.
    4. If the committee determines that exhaustive deliberations have occurred and a majority decision is not reached the student will be found not in violation.

m. Notification of Decision

Sanctions to be imposed by the college are varied and should be commensurate with the violations(s) found to have occurred. In determining the sanctions(s) to be imposed, the consideration should be given to mitigating circumstances and any aggravating factors including, but not limited to, any past misconduct by the student, provocation the subject of the conduct the constituted the violation, failure of the student to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student in committing the violation, and the severity and pervasiveness for the conduct that constituted the violation. Impairment resulting from voluntary use of alcohol or drugs (i.e., other than medically necessary) will be considered an aggravating and not a mitigating factor. One or more of the following courses of action may be taken when a student has been found to have violated the code of student conduct.

i. At the conclusion of the hearing, the hearing officer will submit a written record containing the hearing committee's disposition and suggested sanctions to the Vice President for Academics & Student Services within seven (7) calendar days. Possible sanctions include:
    1. Disciplinary warning

A disciplinary warning to a student represents a formal written admonition for a specific conduct violation. A student under warning shall continue to exercise all right and privileges for the college as a student in good standing. Upon issuance of a formal warning, a discipline file is created in the office of the Vice President for Academics & Student Services. The file will be consulted in determining sanctions for any further proven code violation.

2. Disciplinary probation
Disciplinary probation is a sanction imposed for a specific period of time and may include conditions restricting the student's privileges or eligibility for and participation in activities. Such privileges and eligibility are automatically restored upon completion of the probationary period if the student has complied satisfactorily with all conditions and has refrained from further code violations. Upon issuance of a formal probation, a discipline file is created in the office of the Vice President for Academics & Student Services. The file will be consulted in determining sanctions for any further proven code violations. Allied Health & Public Service and Nursing have program specific warning notice procedures; these reports are filed with the respective Dean.

3. Suspension
Suspension is a sanction that terminates the student's enrollment, separating the student from the college for a period not to exceed two (2) full academic semesters (excluding summer) following the effective date of the imposition of the suspension. Readmission at the end of the suspension period may require satisfactory completion of specified stipulations to be met. Upon issuance of a formal suspension, a discipline file is created in the office of the Vice President for

Academics & Student Services. The file will be consulted in determining sanctions for any further proven code violations.

4. Disciplinary dismissal
Disciplinary dismissal is a sanction by which the student is involuntarily separated from the College for four (4) semesters (including summer) or more following the effective date of the imposition of the dismissal. Upon reinstatement, student may be required to meet other conditions imposed by the vice president such as ineligibility to participate in specified student activities; or periodic contact with a designated college staff member or counseling agency. Upon issuance of a formal dismissal, a discipline file is created in the office of the Vice President for Academics & Student Services. The file will be consulted in determining sanctions for any further proven code violations

5. Expulsion
Expulsion is a sanction by which the student is involuntarily separated from the college permanently. Upon issuance of an expulsion, a discipline file is created in the office of the Vice President for Academics & Student Services.

6. Other sanctions
Other sanctions identified through the hearing proceedings deemed appropriate to the student and the conduct violation in question may be imposed, singularly or in combination with any of the above-listed sanctions. Examples include, but are not limited to, research assignments, community service projects, and special workshop participation, making restitution for property damage or misappropriation of college property or service, or the property of any person, restriction of access to specified campus facilities and/or property, and /or referral to medical

resources or counseling personnel. These can be assigned as recommended sanctions or as conditions to another sanction. Upon issuance of formal sanctions, a discipline file is created in the office of the Vice President for Academics & Student Services. The file will be consulted in determining sanctions for any further proven code violations.

ii. Within fourteen (14) calendar days of the hearing, the Vice President for Academics & Student Services or designee shall notify the student(s) of the decision and, where applicable, imposition of sanctions.

iii. If the student has been found to have violated the code, the letter shall inform the student of his/her right to appeal the decision.

n. A student who has been dismissed or suspended form the college shall be denied all privileges afforded a student and shall be required to vacate campus at a time determined by the hearing panel. In addition, after vacating campus property, a suspended or dismissed student may not enter upon campus and/or other college property at any time, for any purpose, in the absence of express written permission from the Vice President for Academics & Student Services or designee. To seek such permission, a student must file a written petition to the Vice President for Academics & Student Services or designee.

8. Appeal Process
   a. A student found to have violated this code has the right to appeal the original decision of the Hearing committee or Administrative decision.
      i. A student may continue to attend classes and exercise other rights and privileges of a registered student during the appeal process, but the College reserves the right to impose the sanction(s) retroactively to the date of sanctions(s) cited in the original notification from the Vice President or designee.
      ii. A hold will be placed on a student's record pending completion of the due process appeal.
      iii. An appeal must be based upon one or more of the following grounds:

1. Procedural error,
2. Misapplication or misinterpretation of the rule alleged to have been violated,
3. Findings of fact not supported by the greater weight of the evidence,
4. Discovery of substantial new facts that were unavailable at the time of the hearing, and
5. That the disciplinary sanction imposed is grossly disproportionate to the violation committed.

iv. An appeal of decision must be submitted in writing and postmarked or hand delivered to the Vice President for Academics & Student Services or designee within ten (10) calendar days after the date on which written notice of the decision is sent to the student.

b. Appeals will be reviewed by two (2) hearing officers.

c. Appeal Proceedings

i. The appeal officers shall dismiss the appeal if it is not based upon one or more of the grounds set forth above in section 8.a.

ii. The appeal officer may decide the appeal based upon a review of the record.

iii. The appeal officer may request additional written information or an oral presentation from any relevant person(s) and then decide the appeal based upon the enhanced record.

d. Possible Dispositions by the Appeal Officers

i. The Appeal Officer, after a review of the record may pursue the following:
   1. Uphold the original sanction;
   2. Dismiss the original sanction, or impose a lesser sanction;
   3. Remand the case to the original hearing body; or refer the case to a new hearing officer or committee to be reheard. If possible, a new hearing officer or committee should be different from the one that originally decided the case. If a case is reheard, the sanction imposed can be greater than that imposed at the original hearing.

ii. Decisions made by the Appeal Officers are final and cannot be appealed. If the case is remanded, the

second hearing decision is final.

9. Maintenance and Confidentiality of Student Conduct Records
    a. A single record consisting of written notes, audio or video recording or other medium selected by the hearing committee will be made of all hearings.

    b. Such record will remain the property of the College.

    c. A completed file for each case of misconduct shall be maintained in the office of the Vice President for Academics & Student Services or designee for two years. In the case of a dismissal of more than two years, the file will be maintained for one year after the term that the dismissal expires.

Please contact your Dean or the Registrar for assistance.

Family Educational Rights and Privacy Act (FERPA)

FERPA was enacted to protect the privacy of students' educational records, to establish the rights of students to inspect and review their educational records, and to provide students with an opportunity to have inaccurate or misleading information in their educational records corrected. The College has designated the following as "Directory Information" and may be released by the College at its discretion: name, major, dates of attendance, degrees conferred, birth date, full-time or part-time status, address*, and email* (*for legitimate educational purposes only).

Avoid violations of FERPA, DO NOT:

- Publically disclose the name of a student and that student's social security number, NSCC ID number. Illustrations of how these rules may be violated include:
    - Use SSN or NSCC ID of a student in a public posting of grades.
    - Leaving graded tests in a stack for students to pick up by sorting through the papers of all students.
    - Circulate a printed class list with student name and ID numbers, or grades as an attendance roster.
- Print a student's academic transcript and release to a third-party. Only the Registrar's Office is authorized to release a transcript with a student's written authorization.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.

- Provide anyone with student schedules or assist anyone other than a college employee in finding a student on campus.
- Leave your computer unattended and an unauthorized person retrieves information from the computer.
- Release GPA, grades, or other non-directory information in a letter of recommendation without obtaining a signed release from the student specifying what may be disclosed, the purpose of the disclosure, and the third-party to whom the disclosure can be made. Statements made by a person based on that individual's personal observation does not require a written release from the student.
- Confidentiality is an important thing in your job. **When in doubt, do not give it out.**

Protection of Human Subjects Research

Northwest State Community College will comply with the federal provisions of the protection of human subjects in research policy in accordance with 45 CFR 46 and 21 CFR 56. Research proposals must be reviewed and approved prior to any research activity.
Certain types of research may be designated as exempt under 45 CFR 46.101. Investigators do not have the authority to make an independent determination that research involving human subjects is exempt from the review process. Research that meets the following requirements will not require a full IRB review.

Research study for a class at NSCC

- Research proposal submitted that includes the following:
  - Research purpose
  - Research questions / intentions
  - Research procedures
  - Identification of participant risk
  - Confidentiality
  - Describe how the data will be reported
  - Copy of Consent agreement (if required)
- It is assumed that the research proposal will fall within the exempt category.
- Research Proposal needs approval from Instructor, Dean, and the Vice President for Academics & Student Services.
- Student is notified of decision.

For the full policy, please see the VP for Academics.

Student Internships, Field Experiences, and Practicum's

Procedures

1. Students wishing to participate in an internship, field experiences or practicum must be registered for the

appropriate course.

2. Students will meet with the faculty teaching the course to determine potential sites for the learning experience.
3. Faculty and/or Dean will make the initial contact with the agency/employer to request student placement.
4. The Dean will verify that affiliation agreements are in place prior to the placement. Affiliation agreements must be reviewed by the Vice President for Academics & Student Services prior to signing.
5. The faculty/Dean will be responsible for collecting any information needed prior to placement, such as health requirements, background checks, or expectation forms.
6. Students are responsible for submitting their experience schedule to the faculty member.

****Note: Any out of state placements may require state authorization. Please contact the Vice President for Academics & Student Services to determine if state authorization is needed.**

Northwest State
Community College

INSTITUTIONAL SUPPORT

2014-2015

Campus Emergency & Public Safety Procedures

Campus Police: 419.267.1452 (office) or 419.572.1773 (cell)

Quick Alert

Northwest State Community College utilizes the Quick Alert Emergency Communication System as a fast and reliable means of sending urgent information to the campus community. It is important that all employees login to their Quick Alert account to update their contact information and communication preferences. This can be done by logging on to myNSCC and clicking on the Quick Alert link in the middle of the Home tab.

Announcements made through the Quick Alert system include, campus emergencies, school closings and important student information and reminders.

Inclement Weather Procedures

The college's decision to delay, cancel classes, or close is based on the condition of our parking lot and the area businesses and industries closing. If you believe the conditions are such that you should not be traveling, you are responsible to make the decision. The college does not provide transportation to our students and thus does not follow the same factors to determine if we have school as the K – 12 school systems. If the college is in session during that time and you are uncomfortable driving, you are responsible to make up the missed class time as per the arrangement with your Dean.

The college will initiate the QuickAlert system which will call, text, and email you automatically when there is a delay or closing. In addition, the college will announce delays or closings over radio/television stations.

It is important to read and listen to the delays or closing announcements carefully. The college offers classes at many locations and only the location in the announcement will be closed (except for our synchronous classes which will close when the main campus closes). Also, the college may close only for the morning, the afternoon, or the evening classes. Morning closings will be announced by 6:00 a.m. (classes starting between 7:30 and 11:45 a.m.), afternoon closing will be announced by 10:00 a.m. (for classes starting between 12:00 noon and 5:30 p.m.) and evening will be closed by 4:00 p.m. (for those classes starting after 5:45 p.m.). The quickest place for you to find any weather related updates will be the college website (www.northweststate.edu). The second quickest way is to watch or listen to the radio and television stations listed below. A message will be placed on the college switchboard but you may experience a longer than normal wait until your call is answered due to high call volume.

Call Letter	Station
WMTR	Archbold 96.1 FM
WBNO & WQCT	Bryan 100.9 FM and 1520 AM
WAJI, WLDE, WFFT, 55 Fox TV	Fort Wayne 95.1 FM
WBCL	Fort Wayne 90.3, 89.5, 88.1 FM
WNDH, WDFM, WZOM, WONW	Clear Channel Communications 103.1, 98.1 FM, 105.7 FM & 1280 AM
WTOL TV	Toledo, Channel 11
WNWO TV	Toledo, Channel 24
WUPW	Fox Toledo
WOWO	Fort Wayne 1190 AM
WTVG	Toledo, Channel 13
WCSR	Hillsdale 1340 AM & 92.1 FM
WERT	Van Wert 99.7 FM
WKKO, WRQN, WTOD, WWWM, WXKR, WRWK, WLQR, WTWR	Cumulus Broadcasting Toledo
WLZZ	Montpelier, 104.5

In the event it is announced that the College is closed on such days, all employees will be excused from reporting except those employees whose presence is necessary to correct the situation so the College may open. (Example: Custodial staff will be required to report so that snow or ice may be removed.)

1. If the closing of the College is due to conditions at the College site such as water, electrical, heating failure, etc. and it has been announced as closed due to these conditions, Maintenance, Custodial Personnel, Deans, Vice President for Academics & Student Services and President will be the only personnel expected to report. These persons required to report under such conditions will be granted compensatory time off. The President or his designated representative may excuse any or all of these persons from reporting if it is deemed necessary.

   In case the above conditions affect the pay date, this pay date may be moved back the corresponding number of days that these conditions are in effect.

2. The President or his designated representative will make the decision on whether or not to call off school.

Tornado Protocol

Tornado Watch: This alert notifies you that weather conditions are considered favorable for a tornado to form in and near the watch area.

Tornado Warning: This emergency alert indicates that a tornado has been observed or radar has detected extreme weather that can spawn a tornado. **TAKE SHELTER IN DESIGNATED SAFE AREAS IMMEDIATELY.**

NOTIFICATION: While every attempt will be made to warn students and employees of severe weather situations, threatening conditions may arise suddenly.

Tornado Watch/Warning Procedure:

- In the event of a tornado watch, all designated safe rooms will be unlocked by, or under the direction of, the on duty Campus Police Officer.
- When a tornado watch or a severe weather warning is issued for Henry County, the Campus Police will notify administration and the floor captains.
- The Child Development Center and Maintenance Department will be notified of a Tornado Watch by the Welcome Center.
- When a **tornado warning** is issued for Henry County, the campus police will contact the President, VP of Academics, Chief Fiscal and Administrative Officer and Director of Facilities. The office of Vice President for Academics & Student Services & Student Services/Chief Fiscal and Administrative Officer will issue a Rave alert to the campus community. These members of administration will report to the Command Center located in the Bookstore.
- The maintenance department will be notified by the welcome center and will respond to the Atrium to lower the steel doors that separate "A" Building and the Atrium.

CLASSES WILL BE TEMPORARILY SUSPENDED AND ALL STUDENTS, FACULTY, STAFF AND VISITORS WILL MOVE TO THE DESIGNATED SAFE LOCATIONS. OCCUPENTS ARE INSTRUCTED NOT TO LEAVE THE BUILDING.

Faculty/Staff and Floor captains:

- Will aid in orderly evacuations to safe locations and maintain their position overseeing their areas of responsibility.
- Will ensure that all lights are turned off and doors are closed.
- All occupants of the Atrium, "B" Building and "C" Building shall proceed to the designated safe areas in "E" Building.

- All occupants of "E" Building shall proceed to designated safe areas in "E" Building.
- All occupants of "A" Building shall proceed to designated safe areas in "A" Building.
- **DO NOT** use elevators.
- If requested, assist persons with disabilities to the safest area available.
- Stay inside and away from windows.
- Sit against walls, place head on knees and cover head with hands.
- When a warning has been lifted, Campus Police will communicate the "all clear" via the campus radio, a Rave alert will be issued and classes will resume.

BE AWARE OF SAFE PLACES IN THE BUILDINGS YOU REGULARLY OCCUPY

WHERE TO GO

Room Number	Description	Secure Location
A101	**Library**	**Inside – West Wall**
"A" Building	**Book Store**	**Inside – West Wall**
A120	**Women's Restroom**	**Inside**
A104	**Custodian's Closet**	**Inside**
A128	**Men's Restroom**	**Inside**
A100	**Storage Closet**	**Inside (overflow)**
A130	**Storage Closet**	**Inside (overflow)**
E104	**Mechanical Elevator Closet**	**Inside**
E120	**Women's Restroom**	**Archway and Inside**
E122	**Men's Restroom**	**Archway and Inside**
E124B	**Room Inside E124**	**Inside E124B**
E124C	**Room Inside E124**	**Inside E124C**
Stairway Hall - 1st floor	**Hallway to Plastic Shop**	**Next to stairs**
E111	**Kitchen**	**Inside**
E116	**CAM Room**	**Inside – West Wall**

Fire Evacuation Protocol

- Evacuate all people from affected areas to a safe assembly location away from the building. DO NOT use elevators.
- Assist the handicapped in exiting the building. Evacu-trac evacuation chair devices are available on second floors in A-Building, B-Building and E-Building.
- Exit the building using the closest safe exit.
- The last person leaving a room should turn off lights and close the door.

- In the event of inclement weather or for other pertinent reasons, evacuees may be directed to the shelter of Four County Career Center.
- DO NOT RETURN TO AN EVACUATED BUILDING unless directed by a college official. The fire alarm will be turned off when the building is evacuated. This is NOT a signal to reenter the building.

Faculty and Staff response:
Command Center:

- The Command Center will include: The President, Chief Fiscal and Administrative Officer, Vice President for Academics & Student Services, Director of Facilities and the Police Officer on duty. All members will respond to the Command Center immediately to direct the operations.
- The desired Command Center will be located in the Campus Police Office. This will be the point of contact for the fire and rescue teams and responding agencies.
- The Command Center will notify the Office of Institutional Advancement to send Rave alerts, update website and field media calls.
- The Command Center will issue the order to silence the fire alarm when the building is evacuated. This is NOT a signal to reenter the building.
- In the event of a false alarm, the College Police Officer will contact the Henry County Sheriff's Office to cancel the Ridgeville Fire Department's response.
- In the event the evacuees need shelter, the Chief Fiscal and Administrative Officer or the Vice President for Academics & Student Services will contact Four County Career Center and alert them to the situation. Evacuees will then be directed to take shelter in the designated area at Four County Career Center.
  - The Four County Career Center Superintendent's Office can be reached at 419-267-3331 ext# 2210 or 2216.
- The Command Center will issue the directive for the evacuees to re-enter the College once there is verification of a false alarm or by order of the Fire Chief.
- Once the Fire Department is on site they are the controlling authority.

Floor Captains:

- Will direct the evacuation of their designated area.
- Will direct those who may be enlisted to assist with the evacuation.
- Will ensure that any handicapped person is assisted.
- Will ensure their area of responsibility is clear of people.

- Will ensure that all lights are turned off and doors and windows are closed.
- Will notify the Command Center, via radio, when their building is clear.
- Will, unless otherwise notified, exit the building and assist with moving the evacuees to a secure area that is not in conflict with the Fire Department or EMS.
- Will provide information to the evacuees to re-enter the building at the direction of the Command Center.

Welcome Center:
- Will immediately notify the maintenance department of the fire alarm.
- Will work directly with the Command Center to assist with communications.

Maintenance Personnel:
- Will respond immediately to the alarm board to determine the nature of the alarm.
- Will investigate the cause of the alarm.
- Will inform the Command Center of the status and nature of their finding.
- Will meet with the responding fire agency at the Command Center.

Faculty Staff:
- If capable, assist with Floor Captains in the evacuation of the building.
- Will assist with the evacuees outside in the designated areas.
- Will assist with the re-entry of evacuees when the all clear is given by the Command Center.

Custodial:
- Will evacuate the building and help direct other evacuees to the designated area where they will not be in conflict with the fire department and other emergency response teams.
- Will assist in directing evacuees to Four County Career Center if necessary.
- Will assist with the re-entry of evacuees when the all clear is given by the Command Center.

Overview:
- After the incident, as soon as practical, the response to the incident should be critiqued by the emergency response team.

Emergency Response Team:

- President
- Vice President for Academics & Student Services
- Vice President of Institutional Advancement
- Chief Fiscal and Administrative Officer
- Campus Police
- Welcome Center
- Floor Captains
- Director of Facilities

Bomb Threat/ Explosion Protocol

Person receiving the call:

- It is very important to remain calm and listen to what the caller is saying. The call may be very brief.
- Information obtained from the call and about the caller should be documented immediately.
- Document the exact time and date of the call.
- Do not interrupt; do not place the caller on hold or try to transfer the call.
- Document as closely as possible the exact words of the caller.

Questions to ask:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Are you the one that placed the bomb?
- Why?
- Where are you calling from?
- What is your address?
- What is your name?

Caller's Voice (choose all that apply):

• Calm	• Deep	• Excited	• Angry
• Slow	• Loud	• Disguised	• Rapid
• Crying	• Broken	• Sincere	• Stressed
• Slurred	• Giggling	• Normal	• Nasal
• Stutter	• Accent	• Squeaky	• Lisp

If Caller's voice is familiar:

- Whom did it sound like?
- Were there any background noises?
- What was said?
- Telephone number of call received.
- Contact Campus Police immediately.

Campus Police: (Campus Police: #452 or 419-572-1773 & Welcome Center #0 or #213)

- Will notify the Administration and provide the information received.
- Will notify the Welcome Center if they are not already aware.
- Floor Captains will be notified of the bomb threat and provided direction.

Floor Captains:

Possible scenarios:

- Immediate evacuation to a safe distance.
- Complete evacuation to another facility.
- Partial evacuation to a "safe area" of the school.
- A search with no evacuation.

****NOTE: A SEARCH OF THE BUILDING CANNOT BE A GUARANTEE THAT THERE IS NO BOMB.**

The Sheriff's Office (419-592-8010) and the Ridgeville Fire Department (#911, 419-267-3344 and 419-267-3684) may be called at any point of the incident.

If a search is made it is wise to have those who feel comfortable doing so, search the immediate work areas for any suspicious looking package or article. If one is found, **DO NOT TOUCH IT!!!**

****LEAVE SUSPICIOUS ITEMS UNTOUCHED!**

****ADMINISTRATION SHOULD BE NOTIFIED IMMEDIATELY!**

Action in case of an explosion:

- If an explosion occurs prior to the evacuation, seek cover under desks, tables, or other heavy furniture. Cover head with hands or books for protection.
- If possible, evacuate to nearest safe exit.
- Notify Campus Police immediately.
- Notify Administration immediately.
- Henry County Sheriff to be called with a request for Fire and EMS unites to respond. Sheriff to notify Henry County EMA.
- Command Center will be activated if possible.
- Notify Floor Captains.

Course of Action:

- Evacuate building using fire evacuation procedures unless special conditions warrant otherwise.
- Floor Captains along with Faculty and Staff will assist with evacuation to a predetermined location.

Active Shooter Protocol

Active shooter events are unpredictable, dynamic and rapidly evolving. No one can predict what may occur next or provide definitive directions on how to respond in every event.

Everyone should be mindful that such incidents do occur and that awareness with a proactive thought process is a positive step in facing an event. The best defense we have is **YOU!** If you see or hear something that makes you uncomfortable or that you think is suspicious **CONTACT CAMPUS POLICE IMMEDIATELY!**

Active Shooter Procedure:
A potential shooter is observed outside of the building:
- Remain calm.
- Move away from the shooter and/or the sounds of gun fire.
- While moving, try to utilize cover as much as possible until you are in a safe area.
- Warn others and call Campus Police or 911 as soon as possible.

Active shooter is present in the building:
- Remain calm.
- Contact Campus Police by using a campus emergency phone.
- If you are able to flee the area safely and avoid danger, do so. Evacuate the building to a safe location away from the building.
- Warn others in your path as you are calmly and quickly evacuating.
- If you cannot safely flee, hide.
- Lock the door of the room you are in or try to barricade the door.
- Turn off lights, and work to be invisible, staying out of the line of fire.

The active shooter comes into your room:
- Remain calm.
- You will have to determine what your best course of action is at that time.
- Take cover if possible.
- If there are multiple people in the room, spread out, do not huddle together.
- If you cannot flee safely you may have to try to negotiate with the individual.
- You may have to attempt to overcome the aggressor.

- If the shooter leaves your area evacuate immediately if possible.

Important things to remember:
- Remain calm.
- Think clearly.
- Prepare yourself by thinking through what you might do if the situation occurs.
- Contact Campus Police or 911 as soon as possible.

Police Response:
- Police will quickly respond to the area where shots were last heard, and attempt to immediately engage/contain the active shooter(s).
- First responding officers will not stop to assist the injured or evacuate people.
- Remain calm.
- Do exactly as police tell you.
- Keep your hands empty and visible at all times.
- **DO NOT MAKE QUICK MOVEMENTS.**
- If you know where the shooter is quickly tell officers.
- **DO NOT** get in the officers way.

Campus Police: (Extension #452 or 419-572-1773)
- Will respond to the location where the individual is located to take necessary action as the situation dictates.
- Will communicate with the Henry County Sheriff's Office, advising them of the situation and request backup assistance.
- Will, if possible, communicate with the Welcome Center providing information so emergency action can begin.

Welcome Center: (Extension #0 or #213)
- Will notify Campus Police of the shooter situation on campus.
- Will notify 911 of the shooter situation on campus.
- Will notify administration of the shooter situation on campus.
- Will assist with evacuation instructions as needed.

Administration:
- Will immediately initiate a RAVE Alert.
- Will direct the evacuation or direction to safety of those on campus.

Floor Captains, Faculty and Staff:
- Will notify Campus Police or the welcome center of the situation or possible situation.
- Will direct safety efforts and assist with evacuation where needed.

****It is important that each person be mindful of personal safety and only employ actions that will maintain their own safety and the safety of others during an incident.**

Hostage Situation Protocol

- Notify Campus Police immediately (Extension #452 or 419-572-1773).
- Evacuate people from the immediate area of the hostage situation to a location away from the violence.

If you see/hear/witness a hostage situation:

- Get away quickly to avoid danger.
- Notify Campus Police (Extension #452 or 419-572-1773).
- Provide as much information as possible; your name and location, location of incident, number of assailants and number of possible hostages, weapons involved, and physical description of assailant(s).

If you are taken hostage:

- Remain calm and cooperative.
- Avoid heroics and do not act aggressively.
- Do not try to be a negotiator.
- Do not attempt to escape unless there is an extremely good chance of survival.
- Do not draw attention to yourself with sudden body movements, comments or hostile looks.
- Speak normally. Do not complain or become belligerent. Comply with all orders and instructions.
- Carefully observe the captor(s) and try to memorize their physical traits, voice patterns, clothing and other details that can help provide a description later.
- Try to establish a positive relationship with your captor(s). Captors are generally less likely to harm you if they have a personal connection or respect for you.
- Try to stay low to the ground or behind cover from windows or doors if possible.

Command Center: (Extension #452)

- Will be located in the Police Office, or designated location.
- Will be manned by the President, Vice President for Academics & Student Services, Chief Fiscal and Administrative Officer and the Director of Facilities.
- Will direct RAVE Alerts to the campus community to inform them of the situation.
- Will be the contact point for emergency responders.

- Will act under the direction of law enforcement and will provide instruction for re-entry to the campus community once the emergency situation has been controlled.

Welcome Center: (Extension #0 or 213)
- Will notify the Emergency Response Team of the incident.
    - President
    - Vice President for Academics & Student Services
    - Vice President of Institutional Advancement
    - Chief Fiscal and Administrative Officer
    - Campus Police
    - Floor Captains
    - Director of Facilities
    - Maintenance Director
- Will assist the Command Center with operations.
- Will assist with communications for the Campus Police.

Maintenance Personnel: (Extension# 226 or by radio)
- Will be available to Command Center to assist emergency responders.

Floor Captains, Faculty, Staff and Custodial:
- Will assist and direct evacuees away from the danger area to a safe location as determined by the Command Center.

Campus Police: (Extension #452 or 419-572-1773)
- Will respond to the hostage location to secure the scene and attempt to initiate negotiations.
- Will communicate with the Henry County Sheriff's Office and other emergency responders as necessary.

BEHAVIORAL DISTURBANCES PROTOCOL **Other Emergency Protocol**

Faculty or Staff:
- When a faculty or staff member encounters an individual who is threatening or disruptive to the learning process or to the general order, safety and security of the campus they should immediately contact Campus Police to alert them of the incident.

Campus Police: (Extension #452 or 419-572-1773)
- Assess the situation by gathering information, and /or by taking a formal/informal statement.
- Contact Henry County Sheriff Office (Phone# 419-592-8010) for back up assistance if needed.

REPORTING A CRIME PROTOCOL
- Use an emergency phone located in all hallways of the college to

contact Campus Police.
- Visit the Campus Police in their office located in the Atrium.
- Give information to the staff at the Welcome Center in the Atrium.
- Call the campus police at 419.572.1773 or extension #452.
- Notify any campus employee.

Reporting information:
In the event of an emergency provide as much information as possible. It is important to address:
1. Who is involved while giving an accurate description, including age, height, hair, clothing, and if a vehicle is involved, the make, model and license plate information.
2. What was observed or is expected to occur.
3. When the incident took place or is expected to take place.
4. Where did the incident occur or is expected to occur.
5. Any other pertinent information including the names of others who witnessed the incident.

Suspicious Person:
If you see a suspicious person or suspicious activities, notify the Campus Police immediately. Supply as much detail as possible, physical description, clothing, car description and license plate number if applicable.

Faculty/Staff:
- Will work to assist students or visitors on campus with the reporting any criminal or suspicious activity.

****WHILE OUR CAMPUS POLICE ARE RESPONSIBLE FOR ENSURING THAT OUR CAMPUS REMAINS SAFE, THE PRIMARY RESPONSIBILITY FOR CRIME PREVENTION AND PERSONAL SAFETY RESTS WITH EACH INDIVIDUAL. EACH PERSON MUST TAKE RESPONSIBILITY FOR THEIR OWN SAFETY, AS WELL AS FOR THE ENTIRE CAMPUS COMMUNITY.**

DEATH/SUICIDE PROTOCOL

To address emergency situations where a student may threaten or attempt to commit suicide during school hours.

THREATENING:
Faculty/Staff response:
- Contact Campus Police (Extension #452 or 419-572-1773) immediately.
- Attempt to communicate with the student in a calm fashion until Campus Police arrive.

Campus Police response:

- Notify the Administration and provide the information received.
- Notify the Welcome Center (Extension #0 or #213).

Welcome Center response:

- Contact EMS if needed.
- Contact First Call for Help (Phone# 419-599-1660).

DEATH/SUICIDE:

Faculty/Staff response:

- Contact Campus Police (Extension #452 or 419-572-1773) immediately.

Campus Police response:

- Contact Administration and direct to the Command Center.
- Notify the Welcome Center (Extension #0 or #213).
- Secure the scene.

Welcome Center response:

- Contact Henry County Sheriff's Office (Phone# 419-592-8010) as well as EMS and the Henry County Coroner (Phone# 419-592-8783).
- Contact the Office of Institutional Advancement to deal with media.

Note: Trauma Counseling may be made available for those in need.

CHEMICAL SPILLS PROTOCOL

The spilling of hazardous materials on or near the school could pose a serious threat to the safety of the students, staff and visitors. Immediate communication with responders, as well as preventative action, is essential for the safety of everyone.

Outdoor Spill Procedure:

- Notify Campus Police (Extension# 452 or 419-572-1773) and Maintenance (Extension# 226 or by radio) immediately. Area will be assessed and secured if necessary.
- Administration will be notified and will respond to the Command Center at the Police Office.
- Contact Henry County Sheriff's Office (Phone# 419-592-8010) to notify Ridgeville Fire Department, Henry County EMA and Ridgeville Fire. If notified by County Authorities this is not necessary.
- Floor Captains will be contacted for an emergency meeting.
- Faculty and Staff will assist with moving or directing students and visitors.
- Close outside window and doors.
- Turn off ventilation systems.
- Turn off ignition sources.
- If people have been exposed they should be kept quarantined.

Decontamination may be required in the shower room.
- Medical assistance may be provided by first responders or the Campus Police.

Indoor Spill Procedure:
- Notify Campus Police and Welcome Center.
- Notify Maintenance immediately.
- Contact Administration for response to the Command Center if necessary.
- Henry County Sheriff's Office will be called and asked to notify Ridgeville Fire Department, Ridgeville EMS and Henry County EMA.
- Floor Captains will be contacted with emergency directions.

Possible Courses of Action:
- Complete evacuation to a safe distance.
- Complete evacuation to Four County Career Center (Phone# 419-267-3331 ext# 2210 or 2216).
- Partial evacuation to safe zones within the college.

Direction to Potential Victims:
- Have people in the affected area stay as a group. Inform other people to stay clear of the group and the area.
- Tell affected individuals to keep hands away from their face to help prevent spreading of any substance internally.
- If clothes are contaminated and causing chemical burn, direct individuals to remove heavily contaminated clothing and place them in plastic bags or other containers.
- Individuals may need to be decontaminated in showers.

Medical Emergency Procedure:
- If an individual is found to be in need of medical assistance and cannot be moved, contact Campus Police (Extension #452 or 419-572-1773) or the Welcome Center (Extension #0 or # 213) , or by utilizing a campus emergency phone.
- Provide information concerning the individual's condition.
- Try to keep the individual calm.
- Keep people away from the ill or injured person.
- If the individual is mobile they should be accompanied to the Welcome Center. Campus Police or First Responder will be summoned for assistance.
- A sick room is available if needed. The sick room is located on the first floor of the "B" Building.

Campus Police/First Responder:

- Will respond to the location of the ill or injured person to provide necessary medical support.
- May direct the Welcome Center to contact the Henry County Sheriff's Office (419-592-8010) to dispatch Ridgeville EMS.

Power Failure

Should a power failure occur, you should attempt to conduct classes as best you can until the power is restored, which usually takes anywhere from 5 to 40 minutes. During the evening classes, you may wish to recess your class until the lighting is restored or until you receive official notification from the Campus Police.

Parking

Faculty should park in areas designated as faculty parking or use the north lot. If parking in the east faculty lot, please obtain your parking pass from the reception desk in the Atrium.

Smoking

Smoking is not allowed in the buildings or vehicles of Northwest State Community College. Please look for signs denoting the smoking areas. Otherwise Northwest State is a smoke-free campus.

Drug-free Workplace

Northwest State Community College shall comply with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act of 1989.

Human Resources

Employment Requirements

The following documents must be completed and sent to Human Resources in order to be employed by the College:

- Official college transcripts mailed directly to:
  For part-time instructors:
  Chief Fiscal and Administrative Office, B105
  Northwest State Community College
  22600 State Route 34
  Archbold, OH 43502
  419.267.1321

  For full-time faculty:
  Human Resources, A106
  Northwest State Community College
  22600 State Route 34
  Archbold, OH 43502
  419.267.1334

- Background Check authorization form
- Application
- Three letters of recommendation
- Resume

In addition to the above, the following forms must be completed in order for payroll to be processed:

- Payroll forms (federal, state, and city tax forms, State Teachers Retirement (STRS) form, direct deposit authorization with account documentation (ex. voided check))
- I-9 Employment Eligibility Verification
  - Please note that the Employment Eligibility Verification (Form I-9) requires that you produce one item from List A or one item from both List B and C - these items must be verified by a member of the HR team, or other College representative. The I-9 form must be complete and on file in HR within three days from the start of employment.
- Other forms (e.g. SSA, FERPA, Voluntary Self-Identification form, and Ohio Auditor of State's Fraud Hotline)

*__Important:__ The state of Ohio requires all of our employees to belong to the State Teachers Retirement System. If you are self-employed, or have your own tax deferred or tax deductible program (i.e. 401K), you should contact your tax consultant to see if your belonging to the State system has any adverse effect on your taxable income.

Change of Address Information

In the event that an employee has an address change during the period of employment, it is the employee's responsibility to complete a Personal Information Change form, update appropriate tax forms, and notify the proper retirement system.

The Personal Information Change form can be found on the College website at http://northweststate.edu/hr/current-employees/ and in the HR office. This form along with updated W-4, Ohio State Tax, and City tax forms (if applicable) will need to be returned to Human Resources for processing.
For questions regarding change of personal information, please contact the Office of Human Resources.

Conditions of Employment & Load Sheets

You will receive your semester load sheet that includes the Conditions of Employment via your NSCC email. Your semester load sheet is issued by your Dean and will state your pay. You will need to electronically sign this load sheet and return via email to the Administrative Assistant to the Vice President for Academics & Student Services. Your electronic signature will be created with your hire in packet, or you can obtain one from the Administrative Assistant to the Vice President for Academics & Student Services. The form must be processed before your first pay will begin.

Benefits

Part-time instructors are not authorized to exceed 29 hours of work per week. Part-time instructors are not eligible for NSCC sponsored medical, dental, vision, or life insurance plans based on Affordable Care Act and NSCC policies.

Instructional Fee Waiver

Part-time credit instructors are eligible for the Instructional Fee Waiver during the semester in which instructor is teaching. The instructional fee, general fee, and out-of-state tuition surcharge for all courses taken for credit within the College, excluding independent studies or courses by appointment, will be waived. All other fees will be paid by the employee. Noncredit community service course instructional fees will be waived up to the equivalent cost of six (6) credit hours per semester. Please complete the Tuition Waiver Form available on the College website at http://northweststate.edu/hr/current-employees/ and in the HR office.

Bookstore Discount

During the semester(s) in which the instructor is teaching, the employee is eligible for a 10% discount on items purchased in the College bookstore. This discount excludes food and beverages.

Free Access to Fitness Center
The college fitness center is available (C wing) for all NSCC employees.

Payroll **Payroll Information**

Payroll is processed two times a month. On the 15th and the end of the month unless these dates fall on a weekend or holiday then it is the prior Friday. Depending on when payroll information is submitted to the Payroll office determines when an employee is paid.

The number of pay dates for adjuncts receiving load sheets is determined by the Vice President for Academics & Student Services and follows the payroll calendar.

The W-4 is required at the beginning of employment. Payroll sends out an email to all employees each year with their current status. If any of this information needs to be changed the form is available on the website under Faculty/Staff - Human Resources – Current Employees. You may make a change at any time during the year if your reporting status changes, or if you wish to make a change in your withholding allowance. Employees who claim exempt from personal income tax withholding must renew their W-4 by February 15 of each year if they wish to remain exempt. Your SW-4 should be returned with your signed contract.

Deductions:

You can expect to see deductions on your NSCC paycheck for:

Federal/State Income Tax Withholding
Local Tax (such as city if applicable) or if an employee works at one of the satellite sites they could have city tax withheld for the city they work in.
State Teachers Retirement System (STRS)
School District Tax (if applicable)
Medicare

Please note that no Social Security deductions will be made. Also, all employees are covered by Workman's Compensation.

Pay Rate Schedule:

Adjunct Faculty

Adjunct faculty are paid on the 15th and the last day of the month after their contract starts. Direct Deposit is mandatory; payroll checks will NOT be mailed. In order to be paid you must have all of the Employment Requirements on file.

The pay rate schedule for part-time faculty is below:

Classification	**Rate per**	**Rate per Scheduled**

	Lecture Hour	**Lab Hour**
Beginning Faculty 1 – 8 courses, less than 2 years work experience, and/or Bachelor's degree	$470.00	$235.00
Continuing Faculty 9 – 16 courses, 2 – 5 years work experience, and/or Master's degree	$530.00	$265.00
Adjunct Faculty 17+ courses, 5+ years work experience, and/or Ph.D.	$590.00	$295.00
Engineering/Nursing Courses	$670.00	$335.00

The degree and work experience must be related to the courses that the instructor is teaching

Full-Time Faculty
See Professional Agreement.

Direct Deposit Pay Stubs

Direct deposit pay stubs are available through Banner Self-Service.

1. Go to http://www.northweststate.edu. On the bottom left side corner click on "myNSCC"
2. Login to myNSCC using your Banner ID and PIN and click "Login."
3. Click on "Banner Self-Service" located in the "myNSCC Self-Service Menu" box
4. Click on "Employee", then "Pay Information" and then "Pay Stub".
5. The current year will appear and you can click on "Display" to list the pay periods for the year. Click on the Pay Stub Date you want to view. You can view or print from this screen.

Electronic W-2 Form

Northwest State Community College is required by the IRS to furnish all employees each calendar year with a Form W-2 to be used in completing the employees' annual tax returns. The Form W-2 details the employee's compensation and tax withholding amounts for the year.

In the past, employees have received paper copies of their Form W-2; however, we now have a new option available.

Beginning with the 2011 W-2 forms, instead of paper copies, Northwest State Community College employees may choose to receive their W-2 online through the Employee Self Service system.

Consent
The IRS has approved the use of electronic W-2 statements; however, employees must provide their consent to receive their W-2 in electronic format in lieu of paper format. For this reason, if you wish to attain all future W-2 statements in electronic format, follow the instructions given below.

Instructions to Consent to Receive Your Form W-2 in Electronic Format in Lieu of Paper Format:

1. Go to http://www.northweststate.edu. On the bottom left corner clock on myNSCC
2. Login to myNSCC using your Banner ID and PIN click Login
3. Click on "Banner Self-Service" located in the myNSCC Self-Service Menu box
4. Click on "Employee" then "Tax Forms" and then "Electronic W-2 Consent"
5. After reading the disclosure, click the box under My Choice
6. Click Submit

Instructions to Access Your Form W-2:
Once you consent to receiving your W-2 electronically, you may access it by completing the following steps:

1. Go to http://www.northweststate.edu. On the bottom left side corner click on "myNSCC"
2. Login to myNSCC using your Banner ID and PIN and click Login
3. Click on "Banner Self-Service" located in the myNSCC Self-Service Menu box
4. Click on "Employee" then "Tax Forms" and then "W-2 Wage and Tax Statement"
5. Select the tax year for the corresponding W-2
6. Click Display

For questions regarding electronic W-2 forms, please contact Nancy Dunson in the Business Office at 419. 267.1391.

Photo ID's

All students, faculty, and staff are required to have a Northwest State Community College Photo ID. These IDs are your library cards and are

required in the bookstore for purchases. Your photo ID can be taken at the Campus Police Office right next to the receptionist's desk in the Atrium. If no one is available, please contact the receptionist area. They will contact someone to process your photo ID. **There is a $10.00 fee for replacement of lost IDs.**

Evaluations

Annual evaluations are completed by the employee and supervisor. The electronic forms can be found on the shared drive in the forms folder. Two evaluation forms are in the folder, one for faculty and one for graded and support employees.

The employee will initially complete the evaluation form and submit it to their supervisor for review. A meeting will be scheduled to review the evaluation where the supervisory will present their evaluation of the employee. Once both evaluations have been discussed and signed they will be sent to Human Resources to be filed in the employee's records.

Institutional Support Services

Bookstore

Copies of the text materials for your course should be provided by your division dean. You may purchase other texts, supplies, and NSCC clothing currently in stock using your 10% employee discount by showing your employee badge. Items not stocked by the bookstore may be purchased by checking with the bookstore manager.

Bookstore hours are:

Monday - Thursday	7:45 a.m. – 6:00 p.m.
Friday	7:45 a.m. – 4:00 p.m.

Food Services

Food service is available on Monday through Thursday from 7:45 a.m. to 6:00 p.m. in the Food Court in A Building across from the Library. The NSCC Café is located upstairs in the C building that is open Monday – Thursday from 10:30 a.m. to 1:30 p.m. Vending machines are available on the first floor of building A and on the first floor in building E. The bookstore also has cold sandwiches and sides available in a cooler.

Switchboard

The college has an automated telephone system which includes many features along with phone mail. If questions arise please contact the college switchboard by dialing "0" from any campus phone, or by calling 419.267.5511 and press "0" at the prompt (you may have to press "0" twice).

The college switchboard will be open to receive calls on the following schedule during the academic terms:

Monday – Thursday	7:30 a.m. – 6:00 p.m.
Friday	7:30 a.m. – 4:30 p.m.

Teaching & Learning Center (TLC)

The Teaching and Learning Center (TLC) has been established to assist faculty in excelling in face-to-face and online instruction. The purpose is to better implement best-case instructional practices within courses to improve student success. TLC has online as well as face-to-face assistance available through the Instructional Design and Distance Learning Coordinator. For additional information call 419.267.1428.

Northwest State
Community College

Appendix

2014-2015

Course Syllabus Format

Minimum Information Requirements

Part I – Standard for All Sections of a Given Class

Instructor:

Include your name, office location, office hours, office phone, and college email address. Your home phone number is not required.

Course Information:

- Include basic information: Course title and number, term (e.g. Fall 2012).
- **Course Description:** (as given on the Course Overview)
  Use the official course description. This will be the description listed in the current college catalog (unless the division has adopted a new description since the catalog was published).
  Include the credit hours, contact hours, and any lab hours.
  If the course has an official Ohio TAG number, be sure to include it.
- **Prerequisites:** (as given on the Course Overview)
  List all course prerequisites for this course as well as other expectations for student preparation as listed in the catalog. Be sure to cover this material with students on the first day of class to insure they are clearly aware of these expectations.
- **Withdrawal Statement:** (as approved through Academic Affairs & Faculty Council)
  Refund and withdrawal dates for this course can be found under the Calendars/Schedule link on the NSCC homepage (www.northweststate.edu). Select the semester and scroll down to the course number. Withdrawing from a course can affect your financial aid eligibility. The student accepts full responsibility and consequences for withdrawing from classes.

Textbook(s)/Supplies:

Textbooks(s): include the title, author, edition, publisher, and other required materials for the course.

Learning Outcomes:

Use the Learning Outcomes listed on the Course Overview. Course learning outcomes should not be changed without agreement among the full-time staff who teach the course. All revisions need to be submitted through Academic Affairs.

Required Information for Post-Secondary Educational Opportunity (PSEO) Students:

The Ohio Attorney General has indicated that these statements should be included –

- We do not provide extraordinary protection for the student who is a minor.
- We do not filter or monitor the computers on our campus.
- Class subject matter may contain provocative content.
- FERPA rights belong to the student.

Part II – Required Information for Your Class

Evaluation: Grading and Policies:

Include grading and evaluation procedures and the policy on class attendance. Show the method you will use to calculate the final grade. Include information on the treatment of absences, late assignments, make-up tests, and any optional or extra credit work. If the class has a lab component, be sure to include evaluation procedures in the syllabus. This is also a topic which should be presented to students at the first class session (since they will probably ask anyway).

Instructional Methods:

- Materials to be presented and methods - e.g. lectures, readings, and additional resources.
- Specific activities required - e.g. reports, papers, presentations, group work, field experiences, observations, labs, etc.

General Classroom Procedures:

Include your individual course policies on such topics as attendance, lateness, class participation, missed exams or assignments. Be as specific as possible since this syllabus is essentially a contract between you and the student. Include the statements such as: "No video or audio recording in class without the instructor's permission" and "Cell phones should be turned off and put away during class".

Academic Honesty

Plagiarism of any type will not be tolerated. Be sure to include any special penalties for your class. At a minimum, plagiarism must be dealt with according to the College Catalog (also available at the Northwest State website, www.northweststate.edu).

Student Responsibility:

- Clarify expectations for work missed in class and how you expect the student to stay on target.
- Include your policy about make-up work. It is wise to set a very short time span, but be specific and clear.
- You should have statement about changes in this syllabus. Be clear the students are responsible to be in attendance for any changes announced. You could use a statement like, "The instructor reserves the right to amend or adjust this syllabus if necessary. If changes are required, they will be announced in class. It is the responsibility of the student to be in attendance to record changes."
- Syllabi should contain the following statement, or one similar: Any student who feels he/she may need an accommodation based on the impact of a disability should contact me privately to discuss specific needs. Also, please contact the Accessibility Services Office in office A105B or via phone at 419-267-1265 to coordinate reasonable accommodations arising from documented disabilities.

Include other statements about student responsibilities such as:

- Students are responsible for material assigned on this syllabus as well as for additional information announced in class. The instructor will not rely totally on material from the books, so the student is responsible for any additional material covered in class lectures.
- If you miss more than three sessions, you may have serious trouble in attaining the necessary knowledge to pass this course.
- Students are expected to complete all assignments on time. Program assignments will be penalized ___% per day they are late. Maximum late penalty will be ___%.
- There will be no eating, or drinking in the classroom or lab.
- The student will be expected to conduct him/herself in an orderly and safe manner in the classroom and lab.
- Posting certain information on social networking sites is illegal and violation of existing statues and administrative regulations may expose the offender to criminal and civil liability. In addition posting of certain material may violate the college's *Code of Student Conduct*.

Schedule of Activities and Assignments:

List a specific schedule of assignments, labs, papers, tests, etc. Including the topic of work to be covered is helpful for students.

Sample Format:

Week or Class Session	**Topic**	**Assignments and other learning activities**

Other considerations in course design:

- Vary the types of assignments so that students with different learning styles can be accommodated.
- Vary the types of evaluations used including different kinds of tests, written, oral, in-class, take-home, computer-based, short-answer, essay, etc.
- Incorporate systematic feedback to students about their performance in the class.
- Balance assignments from class to class. Try not to load too much work into the same time span.
- Review course design for logical flow of content.
- Define terms that may be new to students and are necessary to the understanding of the syllabus.
- Check the spelling carefully.
- Leave enough white space on the pages of the syllabus for students to add notes.

Northwest State Community College

REQUEST FORM FOR COLLEGE SPONSORED TRIPS

Requested by: _____ Date of Request: _____

Course Name & Number (if applicable): _____

Destination: _____

Date and time of trip: _____

Reason for trip/course objective to be met: _____

Number of Students involved: _____

Is there an alternative assignment available for students unable to participate? ☐ Yes ☐ No

Students Names - attach additional names if needed (Release and Waiver Liability Form must be submitted prior to trip)

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Any Medical Requirements? If yes, describe: _____

_____

Any Terms and Conditions required (if yes, attach documentation) ☐ Yes ☐ No

Transportation: ☐ Instructor will drive college vehicle ☐ Students drive independently

☐ Other (specify) _____

****

☐ Approved ☐ Disapproved ☐ Approved ☐ Disapproved

_____ _____

Dean's Signature Date VP of Academics Signature Date

RELEASE and WAIVER OF LIABILITY FORM

To be completed by all participant(s).

Please read the following carefully. If you have any questions, have them answered **before** signing this doc Please turn in your signed forms to the designated College Employee.

I, _____ desire to participate in the following College Sponsored activity:

_____

It is agreed that in consideration of participation in this activity and the receipt of educational and other benefits from this activity I voluntarily assume all risks of accident or personal damage to my property and I release Northwest State Community College, its agents, and employees from every claim, liability, or demand of any kind sustained, whether caused by negligence of the aforementioned institution, their agents, employees, or otherwise. This release shall be binding upon any heirs, administrators, executors, and assigns of the undersigned.

I understand and admit that my participation in the Northwest State Community College activity is solely at my own risk. I assume full responsibility for any injuries or damages resulting from my participation in this program including responsibility for using reasonable judgment in all phases of participation of the program and travel to and from the location.

I recognize and understand that the activities may be hazardous, and I assume full responsibility for any resulting injuries and damages. I affirm that I am in good health. I further declare that I am physically fit and capable to participate in such activities. I acknowledge that it is the recommendation of Northwest State Community College that I obtain general medical/health insurance if I am not already covered. I understand that it is my responsibility to notify the appropriate person at the college of emergency medical information. I also understand that this waiver of liability and release form binds my heirs, executors, administrators, and assigns as well as myself.

I, the undersigned, by affixing my signature to this release of liability form, certify that I have read and fully understand the conditions provided. In the event that I volunteer to drive my personal vehicle to this activity, I comply with the minimum amount of automobile insurance as is required by the State of Ohio.

_____ _____

Date Signature

Office Use Only:		
Received by Dean	_____	Date
Retain 3 years in VP office	_____	Date

_____

Parent signature if under 18

INCOMPLETE GRADE CONTRACT

(To be completed and submitted to the Registrar's Office by the final grade deadline**.)

Criteria:

- Student was unable to complete the work due to reasons beyond their control
- Student is currently passing the course
- To date 75% of course work is completed
- Course completion can be done without classroom instruction

Name _____ ID _____ Date _____

Sem./ Year _____ Course & Section # _____ CRN _____ Course Title _____

Person Requesting Incomplete Grade ☐ Student ☐ Faculty

Faculty Supervising completion (print): _____

Current Course Average (%) _____

Assignments to Complete	Deadline**

Tests/Exams to be Taken	Deadline**

Final Grade Calculation Instructions:

_____

_____

_____ _____

Faculty Granting Incomplete Signature/Date Student Signature/Date

_____ _____

Faculty Supervising Completion Signature/Date Academic Dean Signature/Date

Note: Final grade is due in the Registrar's Office by: **end of next semester for fall and spring terms and Sept. 15 for summer term.

Northwest State Community College

Room Change Request

Instructions:
1. Instructor fills out request form and submits it to the appropriate division dean.
2. If Dean approves, signed form is sent to the Academic Vice President's Office by the Dean.
3. If approved and room is available, a new room will be assigned along with an effective date.
4. Signed form is returned to the Dean. Instructor is notified and room charts are changed by the dean.
5. Copies of the approved request are distributed as listed below.
6. Class meets in the new room assigned on the effective date.

Instructor: _____
Semester: _____
Class Number/Section: _____ CRN: _____
Class Name: _____
Time & Days: _____
Current Enrollment _____ Current Room Assignment _____

Reason for Change:

Room Facilities Required:

Dean Approval: _____ Date: _____
Acknowledgment: _____ Date: _____
Room Changed To: _____
Effective As Of: _____

☐ Room Charts Changed

cc. Computer Center
Maintenance
Switchboard
Instructor
Dean

President's Council Members

Name	Title	Office	Ext.
Lynda Cramer	Executive Administrative Assistant – President	B100	1366
Todd Hernandez	Vice President for Innovation	A223A	1445
Cindy Krueger	VP for Academics & Student Services, Title IX Deputy Coord.	B105A	1233
Kathy Soards	Chief Fiscal and Administrative Officer	B105C	1314
Thomas Stuckey	President	B100	1310
Mari Yoder	Vice President for Institutional Advancement	H109D	1268

Academic Divisions

Department	Name/Title	Office	Ext.
Allied Health & Public Services	Lori Robison – Dean	A213S	1342
	Janet Koepplinger – Department Chair	A213P	1258
	Brianna Bartley – Division Secretary	A213	1345
Arts & Sciences	Lana Snider - Dean	A229E	1225
	Carrie Baines – Division Secretary	A229	1247
Business	Michael Wolfe - Dean	B107	1322
	Bev Robinson - Division Secretary	B106	1351
Math, Science & Engineering Technologies	Daniel Burklo - Dean	E128B	1273
	Julie Curry - Division Secretary	E128	1394
Nursing	Lori Bird - Dean	A213A	1253
	Marsha Buehrer - Division Secretary	A213	1246
	Linda Arnold – Academic Coordinator, Van Wert	VW	1508
Industrial Technology	Tom Bowes – Associate Dean	E194A	1468
	Julie Curry – Division Secretary	E128	1394
Community & Workforce Development	Tom Wylie – Associate VP Special Projects	A101B	1203
	Carla Hinkle – Division Secretary	E126	1332

Support Services

Name	Title	Office	Ext.
Gretchen Boose	Retention Coordinator	A105H	1316
Dave Donaldson	ADA Coordinator	A105B	1265
Dennis Giacomino	Dean of Student Services	C102A	1470
Connie Klingshirn	Registrar	C106C	1239
Mary Kruse	Administrative Assistant – Student Services	A105C	1242
Tim Nelson	Director of Facilities, Construction & Renovation	A102A	1374
Jason Rickenberg	Transfer Coordinator	A105J	1353
Kristi Rotroff	Library Director	A101A	1271
Lisa Schroeder	Supervisor of Employment & Benefits	A106B	1334
Crystal Steffel	Director of Admissions	C107A	1470
Natalie Welker	Career Services Coordinator	C102B	1330
Amber Yocom	Director of Financial Aid	C103C	1504
Campus Police	419.572.1773 (cell)	A191	1452