CHAPTER 1: THE BOARD OF TRUSTEES

Policy No. 1-01: DEFINITIONS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) "State community college district" means a political subdivision composed of the territory of a county, or of two or more contiguous counties, in either case having a total population of at least one hundred fifty thousand, and organized for the purpose of establishing, owning, and operating a state community college within the district or a political subdivision created pursuant to division (A) of section 3358.02 of the Revised Code.

(B) "State community college" means a two-year institution, offering a baccalaureate-oriented program, technical education program, or an adult continuing education program. The extent to which the college offers baccalaureate-oriented and technical programs shall be determined in its charter.

(C) "Baccalaureate-oriented program" means a curricular program of not more than two years' duration that is planned and intended to enable students to gain academic credit for courses comparable to first- and second-year courses offered by accredited colleges and universities. The purpose of baccalaureate-oriented coursework in state community colleges is to enable students to transfer to colleges and universities and earn baccalaureate degrees or to enable students to terminate academic study after two years with a proportionate recognition of academic achievement through receipt of an associate degree.

(D) "Technical education program" means a post high school program of not more than two years' duration that is planned and intended to prepare students to pursue employment or improve technical knowledge in careers generally but not exclusively at the semiprofessional level. Technical education programs include, but are not limited to, programs in the technologies of business, engineering, health, natural science, and public service and are programs which, after two years of academic study, result in proportionate recognition of academic achievement through receipt of an associate degree.

(E) "Adult continuing education program" means the offering of short courses, seminars, workshops, exhibits, performances, and other educational activities for the general educational or occupational benefit of adults.

(F) Unless defined otherwise, the word "day" shall mean calendar day. The phrase "workday" shall mean any day excluding Saturdays, Sundays, and holidays listed in Policy 3-07.

Policy No. 1-02: MISSION AND VISION STATEMENTS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Mission: The mission of Northwest State Community College is to serve by providing access to excellent and affordable education, training and services that will improve the lives of individuals and strengthen communities.

(B) 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.

Policy No. 1-03: LEGAL BASIS AND AUTHORITY OF THE BOARD OF TRUSTEES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The powers and duties of the Northwest State Community College District are described in Chapter 3358 of the Ohio Revised Code.

(B) The Northwest State Community College District is chartered as a state community college district by the authority of the Ohio Board of Regents in accordance with Chapter 3358 of the Ohio Revised Code.

(C) The Northwest State Community College District is incorporated as a political subdivision of the state and as a body corporate with all the powers of a corporation as described in Chapter 3358 of the Ohio Revised Code.

(D) The Northwest State Community College District shall include all the territories of Defiance, Fulton, Henry, Paulding and Williams Counties.

Policy No. 1-04: MEMBERSHIP AND APPOINTMENT TO THE BOARD OF TRUSTEES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Nine members shall constitute the full membership of the Northwest State Community College Board of Trustees. The duration of appointment for each trustee shall be for six years, staggered such that three terms will expire every second year. Each term shall end on the same day of June as did the term which it succeeds.

(B) Each member shall be a qualified elector as defined in Section 3503.01 of the Ohio Revised Code residing in the Northwest State Community College District.

(C) Members and officers of the Northwest State Community College Board of Trustees, before entering upon their official duties, shall take and subscribe to an oath that they will honestly, faithfully, and impartially perform the duties of their offices.

(D) No member of the Northwest State Community College Board of Trustees shall, at any time, act or purport to act on behalf of the Board of Trustees without prior authority from the Board of Trustees.

(E) The trustees shall serve without compensation but may be paid for their necessary expenses when engaged in the business of the Board of Trustees.

(F) The members of the Board of Trustees of the Northwest State Community College are appointed by the Governor of the State of Ohio.

(G) Trustees shall continue in office subsequent to the expiration date of their terms until their successors take office or until a period of sixty days has elapsed, whichever occurs first.

(H) Effective January 1, 1995, in accordance with Section 3.17 (A) of the Ohio Revised Code, any member of the Board of Trustees of an institution of higher education who fails to attend at least three-fifths of the regular and special meetings held by that board of trustees during any two-year period forfeits his position on that board of trustees.

(I) If there is a vacancy on the Board of Trustees, such vacancy shall be filled by the Governor of the State of Ohio with the advice and consent of the Senate. Any trustee appointed to fill a vacancy occurring prior to the expiration of the term for which his/her predecessor was appointed shall hold office for the remainder of such term.

(J) Three months prior to the completion of a term of a trustee, or immediately upon the existence of a vacancy on the Board of Trustees, the President will notify the Governor's office of such event.

(K) The Board Chair and the President function as the official spokespersons for the Board.

Policy No. 1-05: ORGANIZATION OF THE BOARD OF TRUSTEES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Officers of the Board of Trustees shall be a Chairperson and a Vice-Chairperson who shall be members of the Board of Trustees and a Secretary who may be a member of the Board of Trustees.

(B) The Chairperson and Vice-Chairperson shall be elected during the organizational meeting held in February for terms of one year. The Secretary shall serve at the pleasure of the Board of Trustees.

(C) The duties of the officers of the Board of Trustees are:

(1) The duties of the Chairperson of the Northwest State Community College District Board of Trustees shall be to preside at all sessions of the Board of Trustees; to preserve order; to enforce rules; to sign all documents, bonds, notes, agreements, deeds, and leases ordered to be executed by the Board of Trustees except as may be delegated to the President by action of the Board of Trustees; and to appoint all standing committees and all special committees not otherwise provided for. In addition to the duties prescribed by law or by the rules of the Board of Trustees, the Chairperson shall exercise such other powers as may be delegated to this office by the Board of Trustees.

(2) In cases of absence or disability of the Chairperson of the Board of Trustees, the Vice-Chairperson shall perform all duties of the Chairperson until the Chairperson resumes office or until such vacancy is filled.

(3) The Secretary of the Board of Trustees may be a member of the Board of Trustees or the President of the college or his/her designee. The Secretary of the Board of Trustees shall perform the duties usually pertaining to this office and such other duties as are imposed by law or by action of the Board of Trustees. A non-member Secretary may be compensated for services by action of the Board of Trustees.

(D) The Board of Trustees may appoint consultants as follows:

(1) The Board of Trustees may request the Ohio Attorney General to appoint an attorney who will act as its counsel on legal matters by direction of the Board of Trustees.

(2) The Board of Trustees will request the Ohio State Auditor to secure auditors who will audit the financial records and status of the Northwest State Community College in accordance with state code.

(3) The Board of Trustees may appoint other consultants who will serve at the pleasure of the Board of Trustees to advise on specific matters pertinent to the planning, development, evaluation, or operation of the college.

(E) Committees of the Board of Trustees may be appointed in concurrence with the following:

(1) The Chairperson of the Board shall appoint members of the Board of Trustees to appropriate committees of the Board of Trustees to consider matters to be acted upon by the Board of Trustees.

(2) The committees of the Board of Trustees may be standing committees and special committees and shall be advisory only.

(3) No member shall be appointed concurrently Chairperson of more than one standing committee.

(4) Standing and special committees of the Board of Trustees may include, as ex officio members, appropriate representation of employees and students as selected by a procedure approved by the Board of Trustees.

(5) The law requires that standing and special committees give public notice of each meeting as well as prepare, file and maintain minutes of the proceedings.

Procedure No. 1-05 (B): ORGANIZATION OF THE BOARD OF TRUSTEES
Effective Date: 10/4/13

(1) The current Chairman of the Board will select a Nominating Committee for election of officers.

(a) The Nominating Committee will be composed of two Board members and the President of the college.

(b) The Nominating Committee will be selected no later than the December Board of Trustees meeting. The election of officers will take place at the February Board of Trustees meeting.

(c) Should the Chairman serve a second term, he/she may serve on the Nominating Committee.

(2) Terms and Responsibilities of Board Officers

(a) Officers will be elected annually.

(b) The Board members are invited and encouraged to attend one Foundation Board meeting per year.

(c) The Board appoints a delegate and an alternate annually to the OACC Governing Board.

Policy No. 1-06: MEETINGS OF THE BOARD OF TRUSTEES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The Board of Trustees may convene for specific types of meetings:

(1) Regular meetings will be convened by the Chairperson at a time and place established by the Board of Trustees during its annual organization meeting. During regular meetings, the Board of Trustees may consider action on items duly presented before the Board of Trustees. During the regular meeting in February, the Board of Trustees will elect its officers and consider action of an organizational nature.

(2) Special meetings may be convened by the Chairperson or the college President or by a majority vote of the members of the Board of Trustees to consider action on specific items for which the meeting was called. A notice of the meeting, including a list of items to be considered, shall be conveyed to the members of the Board of Trustees at least three working days in advance of the meeting.

(3) Special emergency meetings may be convened by the Chairperson or the college President or by a majority of the members of the Board of Trustees to consider action on specific items for which the meeting was called. Items to be considered must be of an emergency nature. A notice of the meeting, including a list of items to be considered, shall be conveyed to the members of the Board of Trustees as far in advance of the meeting as practicable.

(B) The Board of Trustees may hold an executive session only at a regular or special meeting, in accordance with Section 121.22 of the Ohio Revised Code, for the sole purpose of any of the following matters:

(1) Personnel

To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or [to consider] the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee or regulated individual requests a public hearing.

However, the law does not allow a public body to hold an executive session to consider the discipline of an elected official for conduct related to the performance of the elected official’s duties or to consider that person’s removal from office.

(2) Property

A public body may adjourn into executive session to consider the purchase of property of any sort – real, personal, tangible or intangible. A public body may also adjourn into executive session to consider the sale of real or personal property by competitive bid if disclosure of the information would result in a competitive advantage to the person whose personal, private interest is adverse to the general public interest. No member of a public body may use this exception as subterfuge to provide covert information to prospective buyers and sellers.

(3) Pending or Imminent Court Action

imminent if it is on the brink of commencing.

A public body may not use this exception to adjourn into executive session for discussions with a board member who also happens to be an attorney – the attorney should be duly appointed counsel for the public body. Nor is a general discussion of legal matters a sufficient basis for invoking this provision.

(4) Collective Bargaining Matters

A public body may adjourn into executive session to prepare for, conduct or review collective bargaining strategy.

(5) Matters Required to be Kept Confidential

A public body may adjourn into executive session to discuss matters that federal law, federal rules or state statutes require the public body to keep confidential.

(6) Security Matters

A public body may adjourn into executive session to discuss details of security arrangements and emergency response protocols for a public body or public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

(7) Any other matters that may be provided for in future amendments to the Ohio Revised Code.

(C) Any regular or special meeting or executive session may be adjourned for the purpose of considering specific items or issues at a later date(s) established by the Board of Trustees. The reconvened, adjourned session shall be open to the public unless the adjourned meeting was an adjourned executive session which was closed to the public since the items being considered were those specifically permitted to be discussed at a meeting closed to the public.

(D) By a majority vote of Board of Trustees membership present at a regular or special meeting, the Board of Trustees may decide to hold a public hearing or a discussion session at which time the public may be invited to participate in the discussions of specific programs, proposals, issues, or problems. The purpose, time, and place of such hearings or sessions shall be given to the various agencies of public information.

(E) Meetings of the Board of Trustees shall be held in an appropriate location designated by the Board of Trustees.

(F) President of the college shall deliver, at least three working days prior to each regular meeting, unapproved minutes of previous meetings.

(G) Unless in conflict with these rules of procedure or the laws of the state of Ohio, "Roberts Rules of Order" as revised shall govern the procedure of all Board of Trustees meetings.

(H) A resolution, rule, or formal action of any kind by the Board of Trustees is valid only when adopted in a regular or special meeting of the Board of Trustees. A resolution, rule, or formal action adopted in an open meeting of the Board of Trustees that results from deliberations in meetings of the Board of Trustees not open to the public is invalid unless the deliberations were for the purpose specifically authorized above and were conducted at an executive session of the Board of Trustees held in compliance with these regulations.

(I) All regular and special meetings of the Board of Trustees shall be open to the public.

(J) A majority of the Board of Trustees shall constitute a quorum. Less than a quorum may adjourn any meeting to a future date.

(K) The following matters shall be considered non-administrative and require a majority vote of the whole membership of the Board of Trustees: election of officers; approval of contracts, bonds, notes, and agreements; approval of fiscal operating budget and revisions thereof; appointment of a President; amendment or repeal of college policy; approval of student fee schedules; approval of salary programs; approval to propose operating levy to citizens; and suspension of rules during a meeting.

(L) All matters not listed in paragraph (K) above will be considered administrative and require a majority vote of those present when a quorum is in session.

(M) The order of business of regular meetings of the Board of Trustees shall be determined by the Chairperson of the Board of Trustees and/or the college President.

(N) Any policy or procedure related to conducting regular or special meetings of the Board of Trustees not required by law may be suspended by a majority vote of the Board of Trustees, but such suspension shall be in effect only during the meeting at which such suspension was voted.

(O) inspection after adoption by the Board of Trustees. The minutes of executive sessions need only reflect the general subject matter of discussion. If the minutes of the Board of Trustees show that all meetings and deliberations of the Board of Trustees have been conducted in compliance with the above regulations, any instrument executed by the Board of Trustees purporting to convey, lease, or otherwise dispose of any right, title, or interest in any public property shall be conclusively presumed to have been executed in compliance with the Ohio Revised Code insofar as title or other interests of any bona fide purchases, lessees, or transferees of the property are concerned.

(P) Individuals or groups who wish to be heard relative to an item not appearing on the agenda of a meeting of the Board of Trustees shall file such a request, in writing, with the President of the college at least three working days prior to the meeting. The request must state the purpose and topic which the individual or group wishes to present. The hearing will be held at a time of the meeting deemed appropriate by the Chairperson. Individuals or groups who wish to be heard relative to an item appearing on the agenda must make such a request, in writing, to the President of the college prior to the call to order of the meeting. The Chairperson of the Board of Trustees may, on certain occasions within his/her authority, ask for and grant public participation on issue(s) being considered by the Board of Trustees without prior written request having been made.

(Q) Any person or group wishing to place an item on the agenda shall register their intent with the President no later than fourteen (14) calendar days prior to the meeting and include name and address of the participant, group affiliation if and when appropriate, and/or topic to be addressed. Such requests shall be subject to the approval of the President and the Board Chair.

Procedure No. 1-06 (Q): MEETINGS OF THE BOARD OF TRUSTEES
Effective Date: 10/4/13

(1) The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

(a) Public participation shall be permitted as indicated on the order of business and/or at the discretion of the presiding officer.

(b) Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.

(c) Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, and/or group affiliation if and when appropriate.

(d) Each statement made by a participant shall be limited to three (3) minutes duration, unless extended by the presiding officer.

(e) No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.

(f) All statements shall be directed to the presiding officer. No participant may address or question Board members individually.

(2) The presiding officer may:

(a) interrupt, warn or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant.

(b) request any individual to leave the meeting when that person does not observe reasonable decorum.

(c) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting.

Policy No. 1-07: NOTICE OF MEETINGS OF THE BOARD OF TRUSTEES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Any person may ascertain the time and place of all regular meetings of the Board of Trustees and the time, place, and purpose of all special meetings of the Board of Trustees by:

(1) Writing to the following address: Northwest State Community College, 22600 SR 34, Archbold, Ohio 43502, c/o President's Office.

(2) Telephoning the Executive Administrative Assistant in the President's office.

(3) Observing notices posted throughout the college.

(B) Any representative of the news media may obtain notice of all regular and special meetings of the Board of Trustees by requesting in writing that such notice be provided. Such notice will only be given, however, to one representative of any particular publication or radio or television stations. A request for such notification shall be addressed to: President's Office, Northwest State Community College, 22600 SR 34, Archbold, Ohio 43502.

(C) The President's Office shall notify all media representatives on the list described in Section 1-07 (B) of all regular meetings of the Board of Trustees by doing at least one of the following:

(1) Providing an annual schedule of regular meetings.

(2) Providing telephone notice, which must be made no later than twenty- four hours prior to the start of the meeting; such telephone notice shall be complete if a message has been left for the representative or if, after reasonable effort, the President's Office has been unable to provide such telephone notice.

(3) Sending written notice, which must be mailed no later than three working days prior to the day of the meeting.

(4) Informing such representative personally no later than twenty-four hours prior to the start of the meeting.

(D) In the event of a special meeting of the Board of Trustees not of an emergency nature, the President's Office shall notify all media representatives on the list described in Section 1-07 (B) of such meeting by providing either the notice described in Section 1-07 (C)(2), that described in Section 1-07 (C)(3), or that described in Section 1-07 (C) (4).

(E) In the event of a special meeting of the Board Trustees of an emergency nature, the President's Office shall notify all media representatives on the list described in Section 1-07 (B) of such meeting by doing at least one of the following:

(1) Notifying such representatives by telephone as far in advance of the meeting as possible; such telephone notice shall be complete if a message has been left for the representative or if, after reasonable effort, the President's Office has been unable to provide such telephone notice.

(2) Informing such representatives personally as far in advance of the meeting as possible.

(F) In providing the notices required in Sections 1-07 (C), (D), and (E), the President may rely on assistance provided by any member of the Northwest State Community College; any such notice is complete if given by such a member in the manner provided in Sections 1-07 (C), (D), and (E).

(G) The President's Office shall maintain a list of all persons who have requested, in writing, notice of all meetings of the Board of Trustees of the Northwest State Community College at which specific subject matters designated by such persons are scheduled to be discussed. Any person may have his/her name placed on such list. The President's Office shall, no later than three working days prior to each meeting, send by e- mail, an agenda of the meeting to such persons. The Board of Trustees may establish a reasonable fee for this service.

(H) The President's Office will prepare and distribute the agenda of regular meetings of the Board of Trustees three working days prior to the date of the meeting for proper posting(s) in various areas of the college.

Policy No. 1-08: RESPONSIBILITIES OF THE BOARD OF TRUSTEES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The Board of Trustees may:

(1) Own and operate a state community college.

(2) Hold, encumber, control, acquire by donation, purchase or condemn, construct, own, lease, use, and sell real and personal property as necessary for the conduct of the state community college program on whatever terms and for whatever consideration may be appropriate for the purpose of the college.

(3) Accept gifts, grants, bequests, and devises absolutely or in trust for support of the college.

(4) Employ a President, faculty, and such other employees as necessary and proper for the college and fix their compensation.

(5) Provide for the college necessary lands, buildings or other structures, equipment, means, and appliances.

(6) Establish schedules of fees and tuition.

(7) Grant appropriate associate degrees to students successfully completing the state community college's programs and certificates of achievement to those students who complete other programs.

(8) Prescribe rules and regulations for the effective operation of the college and exercise such powers as are necessary for the efficient management of the college.

(9) Enter into contracts and conduct state community college programs or technical courses outside the college district.

(10) Purchase a policy or policies of insurance insuring the district against loss or damage to property, whether real, personal, or mixed, which is owned by the district or leased by it as lessee or which is in the process of construction by or for the district. Purchase a policy or policies of fidelity insurance in such amounts and covering such trustees, officers, and employees of the district as the board may consider necessary or desirable.

Purchase a policy or policies of insurance insuring its officers and employees against liability on account of damage or injury to persons and property, including

liability on account of death or accident by wrongful act, occasioned by the operation of a motor vehicle, motor vehicles, or auxiliary equipment, or self-propelling equipment or trailers while any such vehicle, equipment, or trailer is being used or operated in the course of the business of the district. Purchase a policy or policies of insurance insuring the district against any liabilities to which it may be subject on account of damage or injury to persons or property, including liability for wrongful death.

(B) The Board of Trustees, on its own behalf, reserves unto itself, without limitation, all powers, right and authority, duties, and responsibilities conferred upon and vested in by the laws and Constitution of the State of Ohio and of the United States in the executive management and administrative control of the college and its properties and facilities and of its employees.

Policy No. 1-09: AMENDMENT OR REPEAL OF POLICY
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Policy for the governance of the Board of Trustees may be amended, repealed, or added to upon motion made in writing for that purpose by any member of the Board of Trustees. A majority of the membership of the Board of Trustees shall be required for the adoption of any amendment, alteration, repeal, or addition to this policy

Policy No. 1-10: HONORARY ASSOCIATE DEGREE
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The Board of Trustees shall establish the following policy for the awarding of honorary degrees at Northwest State Community College:

(1) The honorary degree is the highest award that Northwest State Community College confers. It is given to honor individuals who have distinguished themselves through:

(i) Exemplary service.

(ii) Extraordinary contributions to the welfare and development of the College or the communities of which they are a part.

(iii) Exceptional acts of philanthropy to the college.

(iv) To elevate the college in the eyes of the world by honoring individuals who are widely known and highly regarded for achievements in their respective fields of endeavor.

(2) Conferring of the honorary degree requires Board approval.

Policy No. 1-11: DISTRICT AND COLLEGE NAMES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The official name of the district in which the college operates shall be known as the Northwest State Community College District.

(B) The official name of the institution operated within the district shall be known as the Northwest State Community College.

(C) Northwest State Community College shall also be known as "Northwest State" and "NSCC."

Policy No. 1-12: EMERITUS STATUS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

Emerita/emeritus status is an honorary title awarded for distinguished service to the academic community. There is a long tradition in academia in recognizing such service by trustees, administration, and faculty. The Board of Trustees shall bestow the title on a faculty member or administrator who is entering permanent retirement from Northwest State Community College and who has served the College, community, and profession with distinction. It is expected that emerita/emeritus status will be granted to faculty members and administrators who have contributed continuously throughout their career and have a distinguished professional record.

All faculty and administrators meeting the selection criteria shall be eligible for the honorary title of Emeritus. The honorary title is granted in recognition of exemplary service and dedication to the College, its community and profession. Those eligible for the honor will have made an outstanding contribution to the College, the community it serves and their profession. The status is not automatically conferred as it is an honor that must be earned. Not all retirees will be nominated or qualify for such an honor.

Any faculty or administrators who are deceased at the time of implementation of the policy may be posthumously nominated and so designated. However, college publications will only list those still living unless so directed by the trustees.

The Emeritus status is granted at the pleasure of the Board of Trustees and may be withdrawn by action of the Board for failure to meet the responsibilities associated with that honor.

Procedure No. 1-12 (B): EMERITUS STATUS–ADMINISTRATORS, FACULTY, TRUSTEES
Effective Date: 10/4/13

Administrators and Faculty

Faculty and administrators will have an opportunity to nominate retirees for emeritus status prior to the annual recognition dinner honoring their retirement. This nomination will include an explanation of the individual's outstanding contribution(s). Eligibility will be verified by Human Resources. Those meeting the selection criteria will be forwarded to the Executive Committee of the Board by the College President, who will make a recommendation to the Board of Trustees for appointment.

Selection Criteria:

- nomination form completed by faculty/administration member(s)
- have retired during the past year following the most recent recognition program
- completion of 10 or more years of full-time service at the college.
- retirement according to the provisions of the applicable retirement system
- recommendation of the President or Vice President and Student Services

Privileges Accorded:

- recognition of emeritus status in appropriate college publications
- invited to participate in appropriate college social functions (e.g., recognition dinner, etc.)
- framed certificate
- use of Learning Resource Center, including access to OhioLINK (as resources permit and reviewed on an annual basis)
- e-mail account and internet access same as regular employees (as resources permit and reviewed on an annual basis)
- discounts in the bookstore, consistent with employee discounts
- invitation to march in appropriate academic processionals (i.e., graduation, pinning, etc.)
- priority consideration for part-time teaching assignments in area of expertise as needed by the college
- invitations to participate on appropriate college committees

All benefits are to be reviewed on an annual basis and are subject to change.

Responsibilities:

- represent the college as requested and where appropriate
- supports the mission and purposes of the College and Foundation
- maintains professional standards and conduct reflecting credit on the college
- assists in the development of the College as requested (e.g., serving on committees)

Trustees

Conferring of the Emeritus Status to Trustees shall follow these guidelines:

- A departing Board member who has served as a Trustee of Northwest State Community College for at least six (6) years may be granted Trustee Emeritus
- The recommendation for Trustee Emeritus status may be submitted by a member of the Board of Trustees or by the President of the college. Final approval of Trustee Emeritus status is granted by action of the current Board of Trustees.
- Trustee Emeritus status is without financial compensation but may include privileges normally offered Trustees within the resources of the college.

Policy No. 1-13: FISCAL OVERSIGHT
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) **Independent Auditing Firms.** The President shall not engage the independent audit firm in the performance of non-audit services during its tenure as the independent audit firm auditing the college's annual financial statements.

(B) **Audit Committee.** Acting as a committee of the whole, the Board of Trustees shall perform the functions of the Audit Committee including:

(1) The appointment, retention, and oversight of the work of any registered public accounting firm employed by the college.

(2) The establishment of procedures for the receipt, retention, and treatment of complaints received by the college regarding accounting, internal controls, and auditing matters.

(C) **Certification.** The President shall certify to the Board of Trustees the following:

(1) S/he has reviewed the annual audit report.

(2) Based on his/her knowledge, the annual audit report does not contain any untrue statement of material fact or omission of a material fact necessary in order to make the statement misleading.

(3) Based on his/her knowledge, the financial statements present in all material respects the financial condition and results of operation.

(4) S/he has established and maintained internal controls.

(5) S/he has disclosed to the auditors and to the Board of Trustees all significant deficiencies in the design or operation of internal controls that could adversely affect the college's ability to record, process, summarize, and report financial data and has identified for the auditors any material weaknesses in internal controls.

(6) S/he has indicated in the report whether or not there were significant changes in internal controls or in other factors that could significantly affect internal controls subsequent to the date of his/her evaluation, including any corrective actions.

(D) **Assessing Internal Controls.** The President shall periodically report to the Board of Trustees on an external assessment of the college's internal control structure and procedures for financial reporting.

Policy No. 1-14: COLLEGE BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The Board recognizes the value of memberships and attendance at conferences and meetings at the local, County, State and National level.

(B) Attendance at State and National conferences and workshops is encouraged.

(C) Each Board member is expected to report back to the Board after attending a conference at College expense.

(D) Travel and personal expenses of spouse, children or guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attending as a group will be borne by the college.

Policy No. 1-15: ELECTRONIC MAIL OF THE BOARD OF TRUSTEES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Under no circumstances shall the Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session or could be considered an invasion of privacy if the message were to be monitored by another party.

(B) There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act unless an exemption would apply.

Procedure No. 1-15 (A): ELECTRONIC MAIL OF THE BOARD OF TRUSTEES
Effective Date: 10/4/13

(1) Since E-mail is a form of communications that could conflict with the Sunshine Law, it will be used to conduct business of the Board only for the purposes of communicating:

(a) messages between Board members or between a board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board.

(b) possible agenda items between the President and the Board President.

(c) times, date and places of regular or special Board meetings.

(d) a Board meeting agenda or public record information concerning items on the agenda.

(e) requests for public record information from a member of the administration, College staff or community pertaining to College operations.

(f) responses to questions posed by members of the public, administrators or College staff.

Policy No. 3-01: EMPLOYEE DEFINITIONS
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

An employee is defined as any person holding a position that is subject to appointment, removal, promotion, or reduction by the Board of Trustees. Employees do not include student workers.

(A) A full-time employee is employed in a Board-approved position and normally works forty-hours (40) a week; unless otherwise defined in a collective bargaining agreement. Exceptions are Board approved.

(B) A part-time employee is employed in a Board-approved position normally working less than 25 hours. Exceptions are Board approved.

(C) An adjunct instructor is an employee that works less than twenty-nine (29) hours a week and is employed in a Board-approved position for duration of one semester or less. Appointments may be renewed for additional semesters.

(D) A temporary employee is employed in a Board-approved position that is expected to be six months or less in duration.

(E) A substitute employee is an employee who is employed to fill a fulltime or part-time position on a per diem/hourly basis while the regular employee is absent or on approved leave.

(F) An externally funded employee is employed in a non-Board-approved position which is not funded from the unrestricted general fund resources of the college. Due to the nature of the funding (commonly contracts or grants), externally funded employment is subject to special employment conditions and/or restrictions.

(G) The President will establish procedures that define work categories.

Policy No. 3-02: EMPLOYMENT
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: Northwest State Community College believes in a globally diverse and multicultural environment that promotes equal opportunities to all applicants and employees. This is achieved through a competitive recruitment and employment process that provides qualified and diverse employees.

(A) The Human Resources Department is responsible for classifying positions properly and applying the appropriate pay and grade or class.

The Human Resources Department is responsible for the establishment of procedures for creation and revisions to job descriptions.

The Human Resources Department is responsible for the establishment of procedures for the employment of all employees.

To more adequately safeguard students and staff members, the Board of Trustees of Northwest State Community College requires an inquiry into the background of final candidate upon acceptance of contingent offer of employment. This excludes applicants for student employment.

The final determination of all hiring decisions rests with the President. Former and retired employees of the college are eligible for rehire on a case-by-case basis only after written or electronic approval of the President.

Procedure No. 3-02 (A): JOB DESCRIPTION PROCEDURES
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College excluding Adjunct Faculty

Statement of Purpose: The purpose of the job description is to memorialize the essential functions of the job along with qualifications. Job descriptions will be provided for all positions and will follow guidelines established by the Human Resources Department in collaboration with the President or designee.

(1) Job descriptions will be reviewed annually at the time of the annual performance reviews or when a vacancy occurs.

(2) The Human Resources Department will provide a template to the department head in order to promote consistency.

(3) The Human Resources Department will ensure that job descriptions for all college positions are compliant, on file, and posted electronically on the shared drive.

(4) Job descriptions are to be signed and dated by the employee and their immediate supervisor. The signed original is to be included in the personnel file. Copies are to be retained by the supervisor and the employee.

Procedure No. 3-02 (B): HIRING PROCEDURES FOR ALL EMPLOYEES
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Statement of Purpose: The Board shall approve the employment, and also, when not covered by the terms of a collective bargaining agreement, fix the compensation and establish the term of employment for each person employed by the College.

Internal candidates who meet the definition of an internal applicant will be eligible to apply during the internal posting period.

***Definition of an Internal Candidate*:** Current NSCC employees who hold an appointed position at the College. Interim employees who were hired from outside of the College (without a search) to fill their interim position, are not considered "internal" applicants for the purpose of applying for positions available to internal candidates.

Adjunct Faculty, Students, Substitute, and Temporary workers on the College's payroll or through a staffing agency are not considered "internal" for posting purposes.

Applicants who have been involuntarily separated except if for cause are permitted to apply as internal candidates during their notification period.

(1) Hiring Procedures for Full-Time Faculty

(a) All positions must be approved by the President, and the Chief Fiscal and Administrative Officer, through the budget process which is approved by the Board of Trustees. The request is then forwarded to the Human Resources Department. The President has exclusive authority to bypass this process.

(b) The job description must be reviewed by the Dean and Vice President for Academics and submitted to the Human Resources Department for final approvals.

(c) The position announcement will be developed by the Human Resources Department in cooperation with Academic Dean/Director and Vice President for Academics. The position announcement will be posted on campus for five (5) working days by the Human Resources Department. Working days are defined as Monday through Friday excluding holidays.

(d) If qualified internal candidates apply, they will proceed through the interview process.

(e) The Human Resources Department will determine the need and method for outside advertising in consultation with the hiring authority.

(f) The search committee will be appointed by the Academic Dean/Director in collaboration with the Vice President for Academics. The search committee will consist of a minimum of five (5) individuals including an Academic Dean, two (2) or more faculty from that division, a representative from the Human Resources Department, and other employees from the college. It is recommended that each search committee have at least one member that represents the profession and is not employed by the college. The names of the members of the search committee are to be submitted to the Human Resources Department.

(g) Application information can be received electronically in Human Resources. A completed application consists of the following:

(i) Employment Application

(ii) Letter of Interest

(iii) Resume or Curriculum Vitae

(iv) Three (3) letters of recommendation

(v) Official College Transcripts

(h) Currently employed individuals may submit copies of transcripts and other documents, excluding letters of reference, already on file at the College when applying for a position. All materials are to be submitted to the Human Resources Department for dispersal to the Search Committee.

(i) The applicant's files are submitted to and reviewed by the Search Committee.

(j) Selected candidates are interviewed by the Search Committee.

(k) The Search Committee should recommend two or three candidates to the Vice President for Academics for consideration of interview. Internal candidates who are not selected to fill the position will be notified by the hiring authority. A career counseling meeting may also occur if needed or if requested by the employee. External candidates will be notified by the Human Resource Department.

(l) The Vice President for Academics in consultation with the Human Resources Department recommends a final candidate to the President

(m) The President approves the hire of the new faculty member.

(n) The Board of Trustees affirms the hire.

(2) Hiring Procedures for Graded Employees

(a) All graded positions must be approved by the President and the funding for those positions must be certified by the Chief Fiscal and Administrative Officer through the budget process, which is approved by the Board of Trustees. The request is then forwarded to the Human Resources Department the Director of Human. The President has exclusive authority to bypass this process.

(b) The job description must be reviewed by the hiring manager and submitted to the Human Resources Department for final approvals.

(c) The position announcement may be posted on campus for five (5) working days by the Human Resources Department. Working days are defined as Monday through Friday excluding holidays. The position may be advertised externally at the same time. If qualified internal candidates apply, they will proceed through the interview process.

(d) The Human Resources Department will determine the need and method for outside advertising in consultation with the hiring manager.

(e) The search committee will be assembled by the hiring manager. The committee will be comprised of at least three (3) individuals but not more than six (6), including the hiring manager, at least one (1) person from the department if possible, and one (1) person from Human Resources. The names of the members of the search committee are to be submitted to the Human Resources Department.

(f) Applications will be accepted in accordance to the deadlines approved in the position announcement.

(g) Application information may be received electronically in Human Resources. A completed application consists of the following:

(i) Employment Application

(ii) Letter of interest

(iii) Resume

(iv) Official College Transcript

(v) Three (3) letters of recommendation

(h) The Human Resources Department will submit qualified applicant files to the hiring manager for preliminary screening.

(i) The hiring manager will forward their recommendations on candidates to be interviewed to the Human Resources Department. The HR Department will forward the information to the search committee.

(j) The Human Resources Department will schedule the interviews of the selected candidates.

(k) Internal candidates who are not selected to fill the position will be notified by the hiring manager. A career counseling meeting may also occur if needed or if requested by the employee. External candidates will be notified by the Human Resource Department.

(l) The hiring manager will recommend a candidate or candidates that have been chosen by the search committee to the President or appropriate member of the President's Council.

(m) The President approves the new hire and makes the recommendation of the final candidate to the Board of Trustees.

(n) The Board of Trustees affirms the hire..

(3) Hiring Procedures for Support Employees

(a) All positions must be approved by the President and Chief Fiscal and Administrative Officer through the budget process which is approved by the Board of Trustees. The request is then forwarded to the Department of Human Resources.

(b) The job description must be reviewed by the hiring manager and submitted to the Department of Human Resources for final approvals. The Department of Human Resources will negotiate if required due to significant (>35%) requested changes with the Support Association.

(c) The position announcement must be posted on campus for five (5) working days by the Human Resources Department. Qualified internal candidates will proceed through the interview process as referenced in the collective bargaining agreement.

(d) The Human Resources Department will determine the need and method for outside advertising in consultation with the hiring manager.

(e) The search committee will be assembled by the hiring manager. The committee will be comprised of at least three (3) individuals but not more than six (6), including the hiring manager, at least one (1) person from the department if possible, and one (1) person from Human Resources. The names of the members of the search committee are to be submitted to the Human Resources Department.

(f) Applications will be accepted in accordance to the deadlines approved in the position announcement.

(g) Application information may be received electronically in Human Resources. A completed application consists of the following:

(i) Employment Application

(ii) Letter of interest

(iii) Resume

(iv) Official College Transcript (if a requirement of the position)

(v) Three (3) letters of recommendation

(h) The Human Resources Department will submit qualified applicant files to the hiring manager for preliminary screening.

(i) The hiring manager will forward their recommendations on candidates to be interviewed to the Human Resources Department. The Human Resources Department will forward the information to the search committee.

(j) The Human Resources Department will schedule the interviews of the selected candidates.

(k) Internal candidates who are not selected to fill the position will be notified by the hiring manager. A career counseling meeting may also occur if needed or if requested by the employee. External candidates will be notified by the Human Resource Department.

(l) The hiring manager will recommend a candidate or candidates that have been chosen by the search committee to the President or appropriate member of the President's Cabinet.

(m) The President approves the hiring of the new employee.

(n) The Board of Trustees affirms the hire.

(4) Hiring Procedures for Adjunct Faculty

(a) A position announcement is developed by the respective Department/Division Dean and submitted to the Human Resources Department.

(b) The Human Resources Department will determine the need and method for outside advertising in consultation with the hiring manager.

(c) Applications accepted. A completed application consists of the following:

(i) Employment Application

(ii) Resume

(iii) Three letters of recommendation

(iv) Official college transcripts

All documents may be submitted electronically to the Human Resources Department for processing and dispersal.

(d) Applications are to be reviewed by the Academic Dean.

(e) Candidates are interviewed by the Academic Dean

(f) The Academic Dean hires the adjunct faculty member.

(g) The Vice President of Academics documents the hiring.

(h) The President approves the hire.

(i) The Board of Trustees affirms the hire.

Procedure No. 3-02 (C): ADJUNCT FACULTY PAY SCHEDULE
Revised Date: August 1, 2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: Adjunct Faculty

ADJUNCT FACULTY PAY SCHEDULE

(1) Current approved Board of Trustees Adjunct faculty pay schedule:

Classification	Rate Per Lecture Hour	Rate Per Scheduled Laboratory Hour
Tech III	**$670.00**	**$335.00**
Adjunct Faculty (17 to 25 courses)	**590.00**	**295.00**
Continuing Faculty (9 to 16 courses)	**530.00**	**265.00**
Beginning Faculty (1 to 8 courses)	**470.00**	**235.00**

(2) Current approved Board of Trustees Nursing clinical faculty rates :

Degree	Range On-Campus Lab		Range Off-Campus Lab	
BSN- No teaching Experience	**$25.00**	**$27.50**	**$27.50**	**$32.90**
BSN- With teaching Experience	**$27.70**	**$32.00**	**$33.00**	**$40.00**
MSN- No teaching Experience	**$30.10**	**$32.30**	**$35.00**	**$37.00**
MSN- With teaching Experience	**$32.40**	**$34.60**	**$37.10**	**$44.00**
Doctorate – No teaching Experience	**$35.00**	**$37.50**	**$40.00**	**$44.00**
Doctorate – Teaching Experience	**$37.60**	**$40.00**	**$44.10**	**$48.00**

Procedure No. 3-02 (D): Employment eligibility verification
Effective Date: April 15, 2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

State of Purpose: The Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990 require employers to hire only persons who may legally work in the United States citizens and nationals of the United States and aliens authorized to work.

(a) To the extent practical, candidates will complete the Form I-9 (Employment Eligibility Verification) before their first day of employment. The I-9 form is completed at the time an employee presents himself in the Human Resources Department to complete the pre-employment requirements

(b) The Form I-9 identifies various documents that will satisfy the requirements. The Form 1-9 must be completed and presented in person within three (3) business days of the date employment begins. Persons are ineligible for employment if they are unable to present the required documents. Persons unable to present the required documents are employment eligible if they present a receipt for the application of the document(s) within three (3) business days and the actual document(s) within ninety (90) days

(c) The Human Resources Department has a list of acceptable documents.

(d) Once completed, I9's will remain in a separate file from the employee personnel file.

Procedure No. 3-02 (E): New Employee Orientation
Date: April 15, 2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College excluding student workers

Statement of Purpose: The new employee orientation is provided by the Human Resources Department and is designed to welcome new employees and begin the process of assimilating them to The College.

(a) The Human Resources Department will present a general orientation that introduces new staff to the mission and vision of Northwest State Community College and an in-depth discussion of Northwest State's core values; provide an overview organizational structure and pertinent general policies and procedures and presents information regarding employee benefits and provides relevant enrollment documents.

(b) Each department is responsible for providing new staff an orientation specific to the departmental unit. The department orientation focuses on job responsibilities and competencies, department specific safety policies and procedures, performance expectations, and a general introduction and orientation of campus facilities.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 3-02 (F): New Employee Assessment
Effective Date: April 15, 2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Statement of Purpose: Northwest State Community College will conduct criminal background checks on all final candidates hired or rehired for faculty, staff, substitute, temporary, and undergraduate student employment positions as part of the hiring process. Criminal background checks will be conducted to support the college's mission and to achieve the goal of providing a safe and secure environment.

(a) Individuals applying for positions are required to self-disclose criminal conviction information when they apply. Failure to disclose criminal convictions will make the candidate ineligible for hire.
(b) All offers are contingent upon successful completion of the background check. All offers of employment, oral or written, must include a statement as follows: "This offer is contingent on the college's verification of credentials and other information required by law and/or college policies including but not limited to a criminal background check."
(c) The college may refuse to hire the finalist or may rescind an offer of employment to a finalist that has not successfully completed the background check process.
(d) The background Authorization To Release Information form must be used for any background check performed by a third party vendor.

Assessments of criminal background check information:

(e) Background checks will be assessed on the relevancy of the candidate's criminal history to the position the candidate is seeking using the following principles:
    I. Only convictions will be taken into account when reviewing a final candidate's criminal history. An arrest without a conviction in a closed case will not be considered. Expunged records must not be considered when making a determination of a candidate's eligibility.
    II. Open criminal cases may preclude a final candidate from eligibility for employment depending on the relevancy of the charge to the job responsibilities.
    III. Negative information will be evaluated by considering factors such as
        (i) The nature of the criminal act
        (ii) The frequency of the criminal acts
        (iii) The time since the last conviction
        (iv) The time between convictions
        (v) The relevancy to the job
(f) Adverse Action Notification procedures as required under the Fair Credit Reporting Act (FCRA) – in order to comply with the federal statutory requirements under FCRA, the following two (2) letters will be sent out to applicants when any information contained in the background investigation report could result in the withdrawal of the conditional offer of employment.

IV. 1st Adverse Action Notice letter – this letter will be sent out immediately along with two attachments (1) copy of the background report and (2) a copy of the Summary of Your Rights Under the Fair Credit Reporting Act. Candidate will be allowed to explain the results and provide clarifying information within five business days from date of letter.

V. After review of the supplemental information submitted by the candidate, the final decision to withdraw the conditional offer of employment will be made by Human Resources Department in consultation with the College's Legal Counsel and/or the College Police Department as needed and in accordance with the provisions of this policy. This decision will be based in whole or in part on the adverse information received.

VI. 2nd Adverse Action Notice letter – this letter will be sent out if the final decision is to withdraw the conditional offer of employment along with a copy of the Summary of Your Rights under the Fair Credit Reporting Act.

(g) Candidates not hired due to information revealed on a criminal background check conducted by a third party vendor, must be provided with a copy of the results and the name and contact information of the agency used. Candidates must also be informed that the College made the decision not the agency. Candidates will be informed of their rights to dispute information contained in the report and the right to require an additional free copy of the report within 60 days.

(h) To the extent possible, all information received in connection with the criminal background check process will be treated as confidential except when disclosure is necessary.

(i) For information pertaining to the retention of criminal background check results refer to the College Archive Records Retention schedule. Criminal background check documentation will be stored in a confidential file separate from the official employment file.

Policy No. 3-03: STANDARDS OF CONDUCT
Effective Date: April 15, 2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College excluding student workers

Statement of Purpose: Northwest State Community College goals of excellence are supported by a set of standards of conduct. The College seeks to encourage a safe and pleasant work atmosphere which occurs when everyone cooperates and commits to appropriate standards of conduct.

(a) All vice presidents, deans, and other supervisors are responsible for the appropriate and consistent application of this policy. All vice presidents, deans, and other supervisors are also responsible for initiating the request for disciplinary action as soon as they are aware of a potential situation.

(b) Employees are expected to become familiar with the established rules of the college and the departments in which they work. Employees are responsible for complying with and adhering to all performance expectations, policies and procedures. Employees are expected to conduct themselves in a manner both on and off duty that does not adversely affect the ability of the employee to perform the duties of their position.

(c) General rules of conduct and policies have been established to help achieve the objectives of this policy. The expectation is that all employees are held to the highest standards of conduct in all areas related to their employment. Inappropriate conduct of any kind including but not limited to, disruptive, discourteous, disrespectful, abusive behavior, substandard quality of work, theft, falsifying records, failure to properly record time worked or any other behavior deemed inappropriate will be subject to disciplinary action based on the circumstances of the situation.

(d) Employees should recognize that "failure of good behavior" may be grounds for disciplinary action. Failure of good behavior includes but is not limited to discourtesy to the public, absenteeism, tardiness, insubordination, inappropriate attire, and dishonesty.

(e) In the event any Northwest State Community College employee is convicted of any felony the employee shall within ten (10) days, notify the Human Resources Department. Failure to notify Human Resources may subject the employee to discipline up to and including termination.

(f) It is best to avoid situations that may cause a question as to your integrity or motives. Employees who witness or have knowledge of such behavior are required to immediately report it to their immediate supervisor/manager or to the human resources department.

(g) Disciplinary actions may have an effect on transfers and promotions as well as other situations in which performance is a determining factor.

Policy No. 3-04: EMPLOYEE PERFORMANCE APPRAISAL
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College excluding student workers

The Board delegates all personnel employments and discharges to the President or designee who will establish and implement a program of performance appraisal.

(A) It is the purpose of the employee performance appraisal to:

(1) Review and evaluate an employee's job performance as supported and supplemented by ongoing documentation, continuous monitoring, coaching, and providing feedback so that employees may learn if their job performance is meeting expectations and identify strengths and weaknesses;

(2) Receive recognition for good performance;

(3) Learn what the employee could do to improve their outcomes by stressing the importance of job performance improvement on the part of employees so that each student may be provided a quality education;

(4) Ensure the continuous improvement of administrative and supervisory services that are provided employees; and

(5) Establish a process of continuous and systematic employee performance evaluation.

(6) Establish a plan for employee development and/or training

(B) The evaluation program shall aim at the early identification of specific areas in which the employee needs help so that appropriate assistance may be provided. A supervisor offering suggestions for improvement to an employee shall not release the employee from the responsibility to improve. In the case of an employee, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. In such an instance, all relative evaluation documents may be used in the proceedings.

(C) Evaluations shall be conducted for each employee. Employees shall be given a copy of any documents relating to his/her performance, which are to be placed in the personnel file.

(1) Examples of good documents relating to the evaluation are, position descriptions, the last performance review document, work product files, written observations of

job performance, significant job related incidents, certificates, awards and thank-you notes.

(2) Examples of inappropriate documents for the evaluation are medical records and unsigned observation notes.

(3) The Supervisor conducting the evaluation should be cautious of making subjective judgments' as the review should be based on objective facts that can be documented and consistent with disciplinary or other performance records.

(D) All evaluations will follow the prescribed guidelines within the applicable collective bargaining agreements.

Procedure No. 3-04 (A): EMPLOYEE PERFORMANCE APPRAISAL

Effective Date: 4/15/2014

(1) In an effort to assist probationary employees in becoming proficient in their jobs as quickly as possible, the performance of all new management and staff employees will be reviewed by their managers after thirty, sixty, and ninety calendar days.

(2) Upon completion of the probationary period all employees should be evaluated annually. The Human Resources Department will determine the due date.

(3) The Department of Human Resources will send the manager the appropriate form in a timely manner. The performance of all probationary faculty members will be reviewed by the Department/Division Dean each semester they teach during the first two semesters of employment and once annually thereafter until tenure is awarded or denied. The forms for such reviews will be developed and issued by the Human Resource department in conjunction with the Vice President for Academics.

(4) The evaluator's supervisor will review all annual appraisals. It is recommended that the immediate supervisor's manager also review the evaluation prior to presenting to the employee.

(5) Managers will schedule a time to meet with the employee. The employee will complete a self-evaluation and should be encouraged to participate in the process. The employee should be permitted to write notes in the comment section or provide a supplemental statement to be attached to the performance evaluation.

(6) Upon request, The Human Resources Department will conduct training sessions that review techniques for conducting performance evaluation feedback sessions and the process of performance evaluations.

(7) The Human Resources Department will work with the local manager on developing a performance improvement plan if needed.

(8) An up to date job description signed by the manager and the employee should be attached to the performance evaluation.

Policy No. 3-05: EMPLOYEE SALARIES AND DEDUCTIONS
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(A) Salary schedules for all jobs shall be maintained by the Department of Human Resources with the approval of the President.

(B) Changes to employee salaries require approval of the Board of Trustees.

(C) The Board of Trustees shall determine the salary of the President.

(D) Initial placement of employees in the salary schedule will be made in accordance with:

(1) Professional Agreement – Northwest State Community College and Northwest State Community College Education Association.

(2) School Support Personnel Agreement – Northwest State Community College and Northwest State Community College Education Association

(3) Administrative Salary Procedure

(E) Professional Association employees who earn an academic degree more advanced than they already possess shall be compensated for earning that degree in accordance with:

(1) Professional Agreement – Northwest State Community College and Northwest State Community College Education Association.

(F) The College will comply with all legal requirements concerning the garnishment of pay that is directed by a court order. The Human Resources Department is directed to develop a procedure that will meet all legal requirements.

(G) Deductions from the salary of the President and Graded Employees is defined in Procedure 3 – 05(G)

(H) Deductions for all other employees is defined in Procedure 3 – 05(H)

Procedure No. 3-05 (A): DEDUCTIONS FROM SALARY FOR PRESIDENT AND GRADED POSITION EMPLOYEES

Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) A deduction from an employee's salary because of absence from duties not covered by sick leave is a matter of determination by the Human Resources Department in compliance with the Fair Labor Standards Act (FLSA).

(2) The following deductions shall be made for any absence which is determined to be an invalid absence:

(a) Graded non-exempt employees: Twelve (12) month employees - 1/260 of contract salary per day

(b) Graded exempt employees: Deductions will be made only in full day increments

(3) Deductions include those that are mandated by law and deemed appropriate by the Chief Fiscal and Administrative Officer.

Policy No. 3-06: OVERTIME
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Statement of Purpose: Overtime compensation policy that complies with the Fair Labor Standards Act ("FLSA"),

(A) Staff who are defined as non-exempt in current wage-hour regulations as they apply to the college are eligible for overtime compensation.

(B) Overtime is generally defined as hours outside regularly scheduled hours and above and beyond the full-time workweek of forty (40) hours.

(C) The rate of overtime compensation will be one and one-half times the employee's regular rate of pay.

(D) The appropriate manager must approve overtime in advance of the work.

(1) No overtime eligible employee shall begin work prior to his or her scheduled work hours or continue to work after his or her scheduled work hours or during a scheduled lunch period without advance approval by the appropriate manager.

(E) Employees are expected to work overtime when requested by their managers, especially during an emergency situation or during peak periods such as before semesters.

(F) Assignment and payment for overtime shall be in accordance with procedures adopted by the School Support Personnel Agreement – Northwest State Community College and Northwest State Community College Education Association

Procedure No. 3-06 (A): OVERTIME
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) Please refer to the **School Support Personnel Agreement – Northwest State Community College and Northwest State Community College Education Association** Article VII (E).

(2) Overtime for non-exempt graded employees will be paid in compliance with the Fair Labor Standards Act.

Policy No. 3-07: BENEFITS ADMINISTRATION
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

The Board of Trustees of Northwest State Community College directs the President and/or designee to develop procedures for the implementation of the benefits described below.

(A) Eligibility

Full-time and part-time employees who work more than 15 hours per week are eligible to participate in the college's fringe benefits program provided in this section. Part-time who work less than 15 hours, temporary employees, adjunct instructors, and guest lecturers are not eligible to participate in the program, except as required by federal and state regulations or as may be specifically defined in this policy.

(B) Retirement

All eligible employees participate in the State Teachers Retirement System, the School Employees Retirement System, or an Alternative Retirement Plan, if applicable. Eligibility for participation in these systems is governed by Chapters 3307 and 3309 of the Ohio Revised Code.

Effective March 1, 1999 all full-time employees who meet the qualifications established by O.R.C. 3305.01 and/or STRS/SERS shall be eligible to enroll in an Alternative Retirement Program. The guidelines are established by the Northwest State Community College Chapter 3305 Alternative Retirement Plan Document adopted by the College Board of Trustees February 4, 1999. This document is housed in the college Human Resources Department.

(C) Insurance

Medical insurance, Dental insurance, Vision Care insurance is available to full-time and part-time employees and their dependents for those who work more than 15 hours per week. Life insurance coverage is available to full-time and part-time employees who work more than 15 hours per week. These insurance offerings are within the salary and benefit program approved by the Board of Trustees.

(D) Fee Waiver

Northwest State Community College encourages employees to become avid learners and to continually develop their knowledge, skills, and abilities. To that end, the college provides a Fee Waiver Program.

The Fee Waiver Program will provide full-time and part-time employees and their dependents, and adjunct instructors the opportunity to take credit courses at Northwest State Community College.

The Fee Waiver procedure for bargaining unit employees is detailed in the respective collective bargaining agreements. The Human Resource department will write a procedure for graded employees and adjunct instructors.

(E) Vacation

Full-time twelve (12) month employees will accrue time off annually for vacation.

Vacation time will accrue monthly on a prorated basis.

(F) Holidays

The College schedule of holidays is defined in Article XXVI of the Professional Agreement and Article XVI of the Support Agreement. Graded employees shall follow those schedules.

(G) Employee Assistance Program (EAP)

All employees will experience problems and challenges at one time or another. Whether it's a personal or a workplace issue, the resulting anxiety or stress can threaten their mental and physical well being and impact productivity and job performance.
For these reasons, the Trustees provide an Employee Assistance Program (EAP) to all employees. An EAP will cover all or part of the cost for employees to receive initial counseling, referrals, and advice in dealing with stressful issues in their lives. These may include substance abuse, bereavement, marital problems, weight issues, or general wellness issues.

The EAP services will be provided by a third-party and the College will receive only summary statistical data from the service provider. Employee names and services received will be kept confidential by the provider.

(H) Employee Discounts

A ten percent (10%) discount is given on purchases for non-edible products from the College Bookstore for staff and faculty members, full-time and part-time, who are under current contract. The discount does not apply to student workers employed on college work-study or a part-time student employee basis.

(I) Fitness Room

The college feels that staying physically fit is important to overall health. With that in mind, a fitness room is provided for faculty, staff and students. The facility is available during regular college hours.

(J) Voluntary Payroll Deductions

For the convenience of the college employees, there are a number of voluntary deductions available. Information on available deductions is available through the payroll processing office.

(K) Development Fund

Northwest State Community College promotes the continuing education of it employees. Employees may be reimbursed through the Employee Development Fund for authorized education within established guidelines and within budget constraints.

(L) Severance Pay

All graded employees shall receive sick leave payout upon retirement. The Professional and Support Staff will receive sick leave payout as outlined in their respective collective bargaining agreements.

(M) Parking

Northwest State Community College provides parking on campus free of charge for faculty, staff and students.

Procedure No. 3-07 (A): ELIGIBILITY
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) Full-time and part-time employees who work more than 15 hours per week are eligible to participate in the college's fringe benefits program provided in this section. Part-time employees who work less than 15 hours, temporary employees, adjunct instructors, and guest lecturers are not eligible to participate in the program, except as required by federal and state regulations or as may be specifically defined in this section.

(2) The Human Resource Department will administer the enrollment of eligible employees in the various insurance plans. Details and rules concerning eligibility will be discussed during orientation, where you will have an opportunity to enroll.

Procedure No. 3-07 (B): RETIREMENT – SICK LEAVE PAYOUT
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Retirement Eligibility

(a) Northwest State Community College employees are public employees, who are eligible to participate in one of the state of Ohio's retirement systems and in some cases, may be eligible to instead participate in an alternative retirement plan. Eligibility for retirement is dependent upon the rules of the state of Ohio retirement system or, if applicable, according to the terms of the Alternative Retirement plan document.

(b) Payment of Sick Leave at Retirement.
Employees who retire from employment with the College through their respective retirement system of the State of Ohio are eligible to receive a portion of accrued but unused sick leave as provided for under the Ohio Revised Code.

Procedure No. 3-07 (C): INSURANCE
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) Northwest State Community College offers a comprehensive list of insurance programs. Newly hired fulltime and part-time employees that are hired into a position that meets the minimum hour requirements are eligible for Medical, Dental and Vision Insurance that is effective on your first date of employment provided you enroll within the first 30 days of hire. Current information regarding insurance options can be found on the college's web-site www.northweststate.edu, or through the Human Resource Department. From the home page click the "Faculty-Staff" tab. Next click the "Human Resources" tab, then click the "Current Employees" tab and scroll down to the insurance information.

Insurances currently provided are:

(a) Medical/Prescription Drug

(b) Dental

(c) Vision

(d) Life

(e) Flexible Spending Account

These insurances vary in cost depending on the plan, with a portion of the cost paid by the College and a portion paid by the employee.

(2) The insurances listed below are voluntary and are meant to enhance the benefit plan for employees while taking advantage of the purchasing power of the College to provide reasonable rates. As an employee you are responsible for the full cost of the benefit, which is made through payroll deduction. They are:

(a) Short-term disability

(b) Long-term disability

(c) Additional employee life insurance

(d) Spouse and dependent life insurance

(e) Accident Insurance

(f) Critical illness insurance

(g) Hospital indemnity insurance

Procedure No. 3-07 (D): FEE WAIVER
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) The Fee Waiver procedure for the Professional Staff is found in the Professional Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association -- Article XXI. The fee waiver should be applied to cover tuition expense prior to any type of financial aid for all covered by the Professional Agreement.

(2) The Fee Waiver procedure for the college Support Staff is found in the School Support Personnel Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association -- Article XXV. The fee waiver should be applied to cover tuition expense prior to any type of financial aid for all covered by the Support Agreement, with the exception of dependents covered under Article XXV, Section B. The dependent must apply for FAFSA. If they are eligible for grants, the grant money would be used first to cover the cost of tuition and the waiver would cover any additional tuition costs not covered by the grant.

(3) Graded Employees Fee Waiver Procedure

(a) **Credit Courses**

The College will waive the instructional fee, general fee, and out-of-state tuition surcharge for all courses, excluding independent studies. The employee will pay all other fees.

(b) **Non-Credit Courses**

Noncredit community service course instructional fee will be waived up to the equivalent cost of six (6) credit hours per semester. These classes must have a sustainable enrollment of non-employees.

(c) Eligibility

Graded employees working 20 hours per week or more, their spouse and unmarried dependents (as defined by the Internal Revenue Service), retirees and their spouse are eligible.

(d) **Payment**

The order of payment for employees, spouses, retirees and/or dependents will be: fee waiver first then other sources such as but not limited to grant, scholarship money, etc. The employee will pay all other fees, such as laboratory, supplies, and textbooks, etc.

(e) **Deceased Employee**

In case of death of a full-time employee who has completed five consecutive years of successful employment at the College, the waiver of instructional fee and out-of-state tuition surcharge shall continue for the surviving spouse as long as s/he has not remarried and for any unmarried dependent children (as defined by the Internal Revenue Service) up to a maximum age limit of twenty-one (21).

(f) **Termination of Eligibility**

If an employee is no longer employed by the College when a fee waiver is being used by that person, spouse, or dependent, s/he will be responsible for the pro-rated cost of the instructional fee and out-of-state tuition surcharge. If a dependent child or spouse loses eligibility status, and a fee waiver is in effect for that dependent or spouse, the employee is responsible for the pro-rated cost of the instructional fee, general fee, and out-of-state tuition surcharge.

Process for Obtaining the Instructional Fee Waiver

(a) Obtain and complete a fee waiver form prior to each semester. Copies of the form are available in the Human Resource office and copy center and shared drive forms folder.

(b) Submit the completed form to the related division head or Dean for his/her approval. The forms are then routed through remaining required approvals.

(c) The employee, spouse, and/or dependent shall register for class in the same manner as any other student and is considered registered only when all additional fees are paid.

Procedure No. 3-07 (E): VACATION
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) Vacation procedures for the Professional Staff can be found in the Professional Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association Article X.

(2) Vacation procedures for the Support Staff can be found in the School Support Personnel Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association Article XII.

Vacation Procedures for Graded Employees

(a) Vacations may be advanced with the approval of the immediate supervisor and the College President. Upon resignation or termination any advanced vacation beyond that earned will be deducted from the employee's final pay(s).

(b) Vacation may be accrued to a maximum allowed of two and one-half years through December 31. Upon December 31 of each year, an accrual over the maximum allowed of two years will be forfeited.

(c) Upon termination of employment, payment will be made at the current per diem rate for all accrued and unused vacation up to the maximum allowed for two years of accrual.

(d) In case of death, accrued and unused vacation time up to the maximum allowed for two years of service shall be paid accordance with Section 2113.04 of the O.R.C.

(e) Vacations require proper approval of the employee's immediate supervisor.

(f) In the event any paid legal holiday falls during the employee's scheduled vacation, said day shall not be charged as a vacation day or deducted from the employee's vacation balance.

Vacation Accrual Rates for Graded Employees
Grades I through V

(a) Employees in grades I through V will accrue vacation monthly at the rate of twenty (20) vacation days per calendar year.

(b) A full-time grade VI employee with less than four (4) years of continuous full-time service with the College will accrue vacation monthly at the rate of ten (10) vacation days per calendar year.

(c) A full-time grade VI employee with four (4), but less than seven (7), years of continuous full-time College service will accrue vacation monthly at the rate of fifteen (15) vacation days per calendar year.

(d) A full-time grade VI employee with more than seven (7), years of continuous full-time College service will accrue vacation monthly at the rate of twenty (20) vacation days per calendar year.

(e) Vacation dates must have the approval of the immediate supervisor prior to usage.

Procedure No. 3-07 (F): HOLIDAYS
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) Holiday procedures for the Professional Staff can be found in the Professional Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association Article X.

(2) Holiday procedures for the Support Staff can be found in the School Support Personnel Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association Article XII.

Holiday Procedures for Graded Employees

(1) All full-time 12-month graded employees shall receive paid holidays under the schedule listed below. Employees scheduled to work less than 40 hours/week for twelve (12) months are not eligible to receive holiday pay.

(a) Labor Day

(b) Thanksgiving Day

(c) Friday after Thanksgiving Day

(d) Christmas Eve and Day and New Year's Eve and Day and Special Holidays (see calendar)

(e) Martin Luther King Day

(f) Memorial Day

(g) Independence Day

(2) See the College calendar for specific dates of all college recognized holidays.

Procedure No. 3-07 (G): EMPLOYEE ASSISTANCE PROGRAM
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) Northwest State Community College has established an Employee Assistance Program (EAP) to provide an opportunity for employees to obtain professional assistance when they are experiencing personal problems which may have the potential to adversely affect job performance or overall quality of life. The purpose of the EAP is :

(a) to assist employees directly seeking assistance through confidential self-referral;

(b) to assist employees referred by supervisors through confidential assessment, referral, and follow-up;

(c) to assist family members (family member is defined as someone who is either included in the employee's health plan or living in the employee's household).

(2) All discussions with EAP counselors are held in strict confidence. When employees are referred by supervisors, they will be asked by counselors to sign a release enabling the counselor to share certain specific information limited to the following: (1) that the employee has kept appointments with the EAP counselor; and (2) that the employee has followed the steps prescribed by the counselor. However, confidentiality laws and regulations provide that in any situation of imminent danger (e.g. imminent suicidal/homicidal behavior or child abuse), written consent is not required and measures would be taken to protect the participant or others as needed.

(3) The College has secured the services of an outside vendor to provide EAP services. Employees may access services by contacting Human Resources for brochures detailing EAP services.

(4) The EAP provides assistance for issues including but not limited to:

(a) alcohol and substance misuse

(b) relationships and family issues

(c) emotional stress

(d) concerns about children

(e) financial and legal problems

(f) grief and bereavement

(g) health and lifestyle issues

(h) trauma and critical incidents

Procedure No. 3-07 (H): DEVELOPMENT FUND PROCEDURES
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

The Employee Development Fund program provides employees the opportunity to obtain skills, knowledge, and abilities that may improve the effectiveness of their performance in their current positions and/or for career-related opportunities within the college through participation in credit courses at accredited colleges and universities.

(1) Employees eligible to apply for funding include:

(a) All full-time employees after they have successfully completed one full year of employment at NSCC, unless the course work is required as part of an employment agreement.

(b) Adjunct faculty are eligible to apply for funding if the additional education is needed to meet accreditation requirements. Individuals must have successfully completed one full year of employment at NSCC, unless the course work is required as part of an employment agreement. The adjunct faculty must be currently employed to receive funding.

(2) Development funds are not to be used after an individual's first masters or PhD, unless required for certification or necessary for their job position. Multiple degrees at the same level will not be funded.

(3) Qualifying Educational Expenses

(a) Full-time employees: The College will reimburse up to a maximum of 15 semester credit hours or quarter hour equivalent per year at the maximum rate of the median undergraduate or graduate tuition cost per credit hour for University of Toledo, Bowling Green State University, and Defiance College as of their current fall term. Employees who are enrolled in accelerated programs may be reimbursed for classes in excess of the above limits if required for their position and approved by their supervisor.

(b) Adjunct Faculty: The College will reimburse on a pro-rated basis up to a maximum of 15 semester credit hours or quarter hour equivalent per year at the maximum rate of the median undergraduate or graduate tuition cost per credit hour for University of Toledo, Bowling Green State University, and Defiance College as of their current fall term.

(i) Adjunct faculty teaching 6 contact hours or less in the requested term would be reimbursed at a maximum of 25%.

(ii) Adjunct faculty teaching 7 or more contact hours in the requested term would be reimbursed at a maximum of 50%.

(4) The Application Process will require a statement of the employee's goals as related to individual professional development and the college's derived benefit. The employee's supervisor must submit a statement clearly indicating the future benefit to the college and indicate approval or non-approval for the application.

(5) The Human Resources Office will administer the fund and will supply timely communications to development fund applicants regarding information about the guidelines and approval or denial of requests for funding.

(6) There will be two submission cut off periods for funding and a deadline for application:

(a) August 30 for January reimbursement

(b) January 31 for June reimbursement

(c) Requests for reimbursement must be filed no later than 30 days after the start of class to be considered for reimbursement for the Development Fund.

(7) Approved applications will receive funding at the identified reimbursement periods within the approved budget allocation approved by the Board and based upon equitable distribution of funds.

(a) Disbursement will be triggered by the submission of a proof of payment and proof of course grade (B or better).

(b) The Development Fund Committee will serve as review committee for employees who wish to challenge a funding decision.

(8) Funds will be distributed as follows:

(a) The January disbursement will be up to 100% of the approved qualified amount for requests submitted by August 30 of the preceding year within budget constraints and based upon equitable distribution. Up to 50% of the Development Fund budget will be allocated for January disbursement.

(b) The June disbursement will be up to 100% of the approved qualified amount for requests submitted by January 31 within budget constraints and based upon equitable distribution. Approved applications not funded at 100% for the January disbursement will be eligible for funding up to 100% at the June disbursement contingent upon the availability of funds and equitable distribution.

(c) Funds will be disbursed in accordance with IRS 1098-T Qualified Tuition and Related Expense guidelines.

(d) The reimbursement percentages will be reviewed by the Chief Fiscal and Administrative Officer if the total of approved qualified requests exceeds available funds.

(9) Full-time employees who choose to leave employment at NSCC of their own volition will be required to re-pay any Development Fund money that they have received in the one-year period preceding their departure. Adjunct faculty who choose to leave employment at NSCC of their own volition will be required to re-pay any Development Fund money that they have received in the two-year period preceding their departure.

(10) The College reserves the right to deduct tuition reimbursement monies owed to the College from the final pay(s) of an employee who violates this provision.

(11) The Development Fund Committee will be appointed by the President and will serve as a review committee for employees who wish to challenge a funding decision. The Vice President for Academics will serve as a member of the review committee when the review relates to a faculty employee.

Procedure No. 3-07 (I): SEVERANCE
Revision Date: 04/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) Upon normal retirement or disability retirement under either STRS or SERS, the Board will provide severance pay in the amount of $400 for each year worked at the College, or twenty-five percent (25%) of all accumulated but unused sick leave to a maximum of forty-five (45) days at the per diem rate in effect at the time of severance. Either the $400 per year worked or 25% of accumulated sick leave to forty-five (45) days maximum, will apply, whichever results in the greater amount.

(2) Death of an employee while under contract of employment with the employer shall also establish eligibility for severance pay.

(3) The Professional and Support Staff will receive severance as outlined in their respective collective bargaining agreements.

Policy No. 3-08: TRANSITIONAL WORK
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

The purpose of this policy is to promote an efficient return to work program for employees who have missed work through injury or illness. The efficient return to work of these employees benefits both themselves and the College.

(A) The Board of Trustees of Northwest State Community College directs the President and/or designee to develop procedures for the implementation of the transitional work program.

Policy No. 3-09: LEAVES OF ABSENCES OTHER THAN FMLA
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: The college supports a work environment that offers solutions to the complex issues individuals face in balancing their work and family commitments. This policy is intended to explain the various leaves of absence except Family Medical Leave Act leave. Specifically covered in this policy are the following.

(A) Other leaves of absence approved by the Board of Trustees include:

(1) Sick Leave

(2) Personal Leave

(3) Maternity/Paternity Leave

(4) Military Leave

(5) Jury Duty

(6) Professional Leave

(7) Other Leaves of Absence without pay.

(B) The above-mentioned leaves are defined in detail in the Professional Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association and the School Support Personnel Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association and procedures.

(C) The President shall provide procedures for the Graded Staff.

Procedure No. 3-09 (A): LEAVES OF ABSENCE - PROFESSIONAL/SUPPORT STAFF
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) A comprehensive list of leaves of absence with administration guidelines for professional staff can be found in the Professional Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association -- Articles XIV, XV, XVI and XVII.

(2) A comprehensive list of leaves of absence with administration guidelines for support staff can be found in the School Support Personnel Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association -- Article XVIII.

Procedure No. 3-09 (B): LEAVES OF ABSENCE – GRADED EMPLOYEES
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) The procedure for sick leave for all covered employees is as follows:

(a) Sick Leave

(i) Sick leave shall be granted for absence due to personal illness, pregnancy, injury, and exposure to contagious disease, which could be communicated to others, and for absence due to illness, injury or death in the employees' immediate family.

(ii) Each employee shall be entitled to accrue fifteen (15) days sick leave with pay for each year under contract accrued at the rate of one and one-fourth (1.25) days for each calendar month under contract up to a maximum of three hundred (300) days. Unused personal leave hours will be added to this sick leave bank each year at June 30th.

(iii) The employee will complete the appropriate form to be approved by his/her immediate supervisor and/or acknowledged by the appropriate department head. The signed form must state that the absence was caused by illness or other cause set forth in Section (b)(i).

(iv) Each employee under regular, full-time contract but absent on paid sick leave will continue to accumulate sick leave at the rate of one and one-fourth (1.25) days per month.

(v) Sick leave may be taken in units as small as one-half (.5) hour rounded to the nearest one-half (.5) hour. Sick leave is earned at rates equivalent to 1.25 days per month. Sick leave accumulation will be posted on the MyNSCC account for each eligible employee.

(vi) Graded employees will be deducted at 40 hours per week or 8 hours per day

(vii) A certificate stating the general nature of the illness and fitness to return to duty may be required in case of frequent absences or absences of three consecutive days or more. When required, this certificate will be attached to the sick leave form, and remain on file with the form. Absences may be considered frequent whenever the sick leave usage rate exceeds 50 percent of the accumulation rate for the year.

(b) Advancement of Sick Leave

(i) Each new full-time employee or an employee who has exhausted his/her leave can request on the sixth work day after actual service begins with five days of sick leave which may be used in case any such employee is unable to work because of personal illness or death in the immediate family.

(ii) If any of said five days of sick leave are used, these days will be deducted from the total sick leave accumulated during the year of service as provided in these regulations. If an employee uses all or part of said five days of sick leave advancement and terminates employment before such sick leave has actually accrued, the employee shall reimburse the College for sick leave used but not earned at the per diem rate of the employee.

(c) Exhaustion of Leave and Separation Benefit

(i) An employee with five (5) years or more seniority who is unable to work in accordance with items in Section 7, usage A, and who has exhausted all sick leave available shall upon application be granted a leave of absence without pay for the duration up to two (2) years. If the employee has less than five (5) years of seniority, the two (2) years will be prorated accordingly. The College will comply with the COBRA law concerning the continuation of benefits provided by this agreement.

(b) Sick Leave Transfer

(i) An employee who has accumulated unused sick leave in any public agency in the State of Ohio shall be credited with the unused sick leave balance upon receipt of an official sick leave certification from the employee's most recent public employing agency, providing that such employment takes place within ten years of the date on which the employee was last terminated from public service. A person transferring from any Ohio public agency to the College shall be credited with the unused balance of accumulated sick leave up to the maximum of sick leave accumulation permitted by the College.

(ii) The responsibility for the transfer of unused sick leave shall rest with the incoming employee.

(c) Immediate Family

(i) Immediate family is designated as husband, wife, child, mother, father, brother, sister, grandmother, grandfather, mother-in-law, father-in-law,

step-mother, step-father, step-sister, step-brother, half-sister, half-brother, grandchild, step-grandchild or anyone who has held the position of parent or child or is a permanent member of the employee's home.

(ii) Employees may use up to five (5) days of sick leave for each illness, injury or death in the immediate family (see above), with additional days approved by the immediate supervisor or designated representative.

(iii) Employees shall be permitted to use sick leave for bereavement for an uncle, aunt, nephew, niece, cousin, brother-in-law, sister-in-law, or any relative, close personal friend, or neighbor. Up to three (3) days per occurrence, will be allowed, if such things as travel time are needed. Additional days may be approved by the supervisor or designated administrator.

(d) Calamity Days

(i) Unit members employees absent for purposes of sick leave when the College is closed due to calamity will not be charged for any hours missed during periods when the College was not actually in session.

(2) Personal Leave

Personal leave with pay will be authorized for all employees who are full-time employees, up to at least three unrestricted personal leave days per year. They cannot be taken immediately before or after vacation days and/or holidays, or the first or last student calendar day, except in case of emergency. Personal leave should not be used for activities or situations for which other provisions for paid time, such as illness, have been provided. Notification (a filled out request form) for personal leave shall be made to the employee's supervisor at least two (2) days prior to such leave, except in case of emergency. Personal leave time will be deducted on the basis of one-half (1/2) hour of personal time for one-half (1/2) hour of absence.

Personal leave with pay will be pro-rated for those employees hired after the beginning of a fiscal year.

All unused personal days per year will be rolled over into accumulated sick leave at the end of each contract year.

(3) Personal Leave – Part-time Employees

Beginning January 1, 2001, an employee whose position by the job description shows 18 hours or more per week will earn unrestricted personal hours

For employees with less than five (5) continuous years of service for every one hundred twenty (120) hours worked, they will have one hour credited to their account to be used

as unrestricted personal time; one (1) hour for every one hundred (100) hours worked for employees with at least five (5) continuous years of service but less than ten (10) years, and one (1) hour for every eighty (80) hours worked for employees with at least ten (10) continuous years of service. An employee can accumulate up to 22.5 hours. Hours accumulated above 22.5 hours will be forfeited. Normal personal day provisions apply. An exception is given to the part-time employee to use this time for holiday hours.

(4) Maternity/Paternity Leave

(a) Request for leave of absence for the care of a newborn infant or newly adopted child shall be granted up to a maximum of one full year to a full-time employee. Such request must be submitted to the Supervisor at least eight (8) weeks prior to the beginning of such leave except in emergency circumstances.

(b) A written notice of return to active duty must be submitted to the Supervisor not later than the first week of the month preceding the month in which the employee will return.

(c) Upon timely written notice and at the expiration of such leave, the employee shall be returned to duty in the same position vacated, unless the position itself has been substantially changed, suspended or eliminated, in which case the College will reassign the affected employee to a position closely matching that prior to the leave.

(d) Upon return to employment the same contract status attained prior to the leave of absence will be retained unless the contract is affected by a reduction in force.

(5) Military Leave

All employees who are members of the Ohio National Guard, the Ohio Defense Corps., the Ohio Naval Militia, or members of other reserve components of armed forces of the United States are entitled to leave of absence from their respective duties and pay for the difference between their regular salary and their military service pay for which they are in the military service on field training or active duty for periods not to exceed thirty-one (31) calendar days in any calendar year.

(6) Jury Duty

Employees will receive their regular rate of pay while serving as jurors, or acting as witnesses in court. Any money paid to the employee by the court shall be returned to the College. The employee is required to present proof of jury duty before payment by the College is made.

(7) Professional Leave

Absence with pay will be allowed for professional meetings or field trips involving College business, which the President or his designated representative determines to approve. Approval is required in advance and the appropriate form must be submitted to the department head for approval.

Professional leave of absence requiring travel outside the United States must have advance approval of the Board of Trustees.

Policy No. 3-10: INTERRUPTION OF CAMPUS OPERATIONS
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: The President has responsibility and authority to interrupt all or a specific part of the operations of the college due to weather conditions, natural calamity, at the direction of state or federal offices, or if in his/her judgment the health, safety, or well being of employees and students is jeopardized.

(A) When an interruption occurs, compensation of employees will be determined using Procedure 3 – 10(B)

(B) In the event the operation of the college is interrupted for more than two days per semester, the Board of Trustees or the President will decide if the interrupted days will be rescheduled and, if so, the nature of that schedule. Employees may elect to use vacation in lieu of work for the rescheduled days.

(C) The President will determine when an emergency is declared.

(D) The President will establish procedures to administer this policy.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 3-10(A): INTERRUPTION OF CAMPUS OPERATIONS FOR INCLEMENT WEATHER
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Statement of Purpose: This procedure is intended to clarify and summarize our expectations for ongoing operation of Northwest State Community College due to weather conditions.

(1) Weather related closing

(a) There are times in which the college will **close** due to weather conditions. At those announced times the expectation is that only essential personnel may be required to be working once that decision as to a time for closing the college has taken place. We are truly closed.

Essential personnel are defined as those required to maintain the facility for access and in emergency situations.

(b) In the event of extreme severe weather conditions or other emergencies, the president (or an administrative designee) may decide to close Northwest State classroom, office or support functions for all or part of the day. If that occurs, affected employees will be notified as soon as possible through the Northwest State "Rave" alert system. Information will also be posted on Northwest State's website and a notice will be provided to local radio and television stations. Please keep in mind that we are not responsible for a misreporting of information by the radio or television stations.

(2) Severe Weather

(a) There are also times when we may make the decision to **cancel** classes at a certain time during the day, thereby not bringing additional students & faculty to our campus. In this situation the expectation is that employees are responsible to work their shift, unless at their own discretion due to their individual circumstances, they decide that they need to go home. We hope that with this decision also comes the awareness that we have a community obligation to continue to meet the needs of our students as best we can even when the weather is challenging.

(b) Always, individual employees need to determine whether the dangers of weather-related travel are such that arrival or departure times from work need to be adjusted for reasons of personal safety. This decision should be made in consultation with the employee's supervisor on a case-by-case basis, recognizing that not all employees are in similar circumstances regarding travel. Every effort

should be made to keep offices and support functions operating unless the college is officially announced as being closed.

(c) During bad weather conditions, both salaried and hourly staff employees are expected to be able to make it to work, unless the college has been officially closed (as described above) or the county in which they reside is under a level 3-road condition emergency situation. Out of fairness to those who do come to work during inclement weather, hourly employees will not be paid for work missed (unless a personal time day is taken) and salaried employees are also required to take a personal or vacation day if they cannot come in.

(d) Please understand that everyone's safety is of the utmost concern and we, as a college would never put anyone intentionally in harm’s way. We will use the expertise of our service county officials to assist us in making our decisions.

Procedure No. 3-10(B): INCLEMENT WEATHER PAY SCHEDULE
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College
:

(1) A calamity day is a day (or portion of a day) when the College is closed by the administration for reasons beyond their control.

(2) Support Employees

(a) Full-time employees will receive their regular pay for calamity days in accordance with the School Support Personnel Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association.

(b) Part-time employees will be paid for calamity days for their scheduled hours up to their calculated banked hours. Payroll and HR have a list of the banked hours available for part-time employees.

(c) If employees **are asked** to work on a calamity day, they will receive their regular pay or flex time for time worked in addition to their regular pay for the calamity day. If a person worked on a calamity day **without being asked**, they get regular pay for actual hours worked and calamity hours to cover any remaining scheduled hours. Example: Employee that normally is scheduled to work 8.0 hours, came in not knowing college was closed and chose to work 3 hours then left for the day. Pay for this day would be 3 hours of regular pay and 5.0 hours calamity pay.

(3) Faculty

(a) Both full and part-time faculty will not have their pay reduced as a result of hours missed from their load sheet due to a calamity day called by administration.

(4) Non-teaching Professionals

(a) Both full and part-time employees, if scheduled to work, will receive their regular pay in accordance with School Professional Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association

(5) Graded Employees

(a) Both full and part-time employees, if scheduled to work, will receive their regular pay. If a person worked on a calamity day **without being asked**, they get regular pay for actual hours worked and calamity hours to cover any remaining scheduled hours.

Example: Employee normally scheduled to work 8.0 hours, came in not knowing college was closed and chose to work 3 hours then left for the day. Pay for this day would be 3 hours of regular pay and 5 hours calamity pay.

Policy No. 3-11: CONFLICTS OF INTEREST/ NEPOTISM
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: This policy is established to ensure that hires, transfers, promotions, disciplinary action, supervision, and all other aspects of the college's day-to-day operations are conducted in a manner which helps prevent partiality, preferential treatment, improper influence, or conflict of interest or the appearance thereof. This policy is necessary to ensure the efficient operation of the college and to increase public confidence that officials and employees of the college act with integrity to promote the goals and welfare of the college.

(A) Nepotism - No employee or trustee shall use his or her authority or influence because of his or her position at the college to transfer, effect promotion for, give preferential treatment to, or to hire or cause to be hired any person closely related by blood, marriage, or other significant relationship to serve in any position at the college. This includes: parent, sibling, grandparent, child, spouse, parents-in-law, children-in-law, sibling-in-law, grandchild, stepparents, stepchildren, a legal guardian or other person who stands in the place of a parent, other persons residing in the home of the employee, or a domestic partner. No employee shall directly supervise a relative as defined above.

(1) The college recognizes that occasionally, relationships develop in the workplace that may present the possibility of a conflict of interest/nepotism when co-workers marry or an employee's relatives come to work for the college.

(2) No immediate relative of a member of the Board of Trustees shall be appointed as an employee of the college without the Board of Trustees' being specifically informed of the relationship prior to the appointment.

(3) No immediate relative of an employee of Northwest State Community College shall be appointed as an employee of the college without the President being specifically informed of the relationship prior to the appointment.

(B) Conflict of Interest - Employees, trustees, and their families will neither solicit nor accept personal gifts or services from vendors or potential vendors to the college. Gifts do not include advertising or promotional items such as pens, calendars, or note pads, nor do they include complimentary copies of textbooks that are being considered for adoption. Northwest State Community College complies with the law as set forth by the Ohio Ethics Commission. Vendors include firms or individuals that provide equipment, materials, or professional services to the college.

(C) Individual employees shall not solicit nor accept, for their personal gain, special discounts from vendors. Employees shall not use their employment status with the college to seek/receive anything of value for personal gain or for the avoidance of taxes.

(D) In making statements as private citizens, employees have the responsibility to make it clear that they are not representing the college.

(E) Procedures to monitor this policy will be adopted by the President.

Procedure No. 3-11(A): CONFLICT OF INTEREST/NEPOTISM - PERSONAL RELATIONSHIPS
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) In the event employees marry or develop a significant relationship after the college employs both, the college shall take reasonable steps to ensure that such employees do not work for the same immediate supervisor. If this is not possible, the college shall take steps to ensure that the employees do not have a supervisor/subordinate relationship.

(2) If a situation mentioned in (1) above occurs, it is the responsibility of the affected employees to notify their supervisor. The supervisor and the employees will meet with the appropriate administrator to determine the best resolution of the situation. Specific steps will be taken by the administrator to ensure that the affected employees are not in a direct supervisor/subordinate relationship. Such steps may include but are not limited to one of the following:

(a) Transfer the affected subordinate employee to another position in the college as long as there is a need for that position and the transfer does not create a new violation of the Conflict of Interest/Nepotism policy.

(b) Transfer the supervisor to another position in the college as long as there is a need for the position and the transfer does not create a new violation of the Conflict of Interest/Nepotism policy.

(c) Voluntary resignation.

(d) Termination of one of the affected employees if there is no other way to resolve the supervisor/subordinate relationship

Procedure No. 3-11(B): CONFLICT OF INTEREST/NEPOTISM – PROFESSIONAL RELATIONSHIPS

Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) No employee will engage in any non-college activity for which the employee receives financial remuneration or equivalent goods or services if such activity occurs during the employee's assigned working hours without the express consent, in writing, of the President. In the case of faculty members who have a non-traditional teaching schedule such as distance learning, practicum, or primarily night or weekend classes, such faculty may not engage in non-college activity for the purpose of profit or gain to the degree that such activity hinders their ability to fully carry out the duties of their instruction/counseling. As Northwest State Community College continues to meet the needs of learners in the community, faculty schedules shall be subject to change on a semester basis. Any faculty member who has a non-traditional teaching schedule and wants to engage in non-college activity for profit or gain shall notify the President of the college prior to commencing the activity.

(2) Employees shall not represent any vendor nor be an employee of any vendor that does business with the college without the express consent, in writing, of the President.

(3) Employees shall not engage the services of any vendor on behalf of the college with a person closely related by blood, marriage, or other significant relationship as defined in Policy No. 3- 11 without the express consent, in writing, of the President.

(4) Employees shall not conduct classes under their own auspices or on behalf of another educational institution or agency using the college's resources without the express consent, in writing, of the President. This includes use of institutional time and facilities for personal purposes

(5) Employees shall not use confidential information obtained as a result of their association with the college for personal gain. Employees shall not knowingly permit unauthorized disclosure of confidential information.

(6) Failure to obtain consent for activities mentioned in this procedure shall be grounds for disciplinary action, up to and including immediate discharge.

Policy No. 3-12: PERSONNEL RECORDS /PUBLIC RECORDS
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: It is the policy of Northwest State Community College that openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of Northwest State Community College to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

(A) All requests for public records should be directed to: Records Custodian c/o Business Office, Northwest State Community College, Room C107, 22600 State Route 34, Archbold, Ohio 43502. The Records' Custodian may also be reached by phone at 419-267-5511. The Records Custodian will distribute the request to the proper Northwest State Community College Office and coordinate the response to the requestor.

(B) The Support Staff files will be managed in accordance with the School Support Personnel Agreement – Northwest State Community College and Northwest State Community College Education Association Article IX.

(C) The Professional Staff files will be managed in accordance with the Professional Agreement – Northwest State Community College and Northwest State Community College Education Association Article XIII.

(D) The President and Graded Employee Personnel Files will be managed in accordance with the Procedure 3 – 13 (E)

(E) Public Records - Northwest State Community College, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of Northwest State Community College are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

It is the policy of Northwest State Community College that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Procedure 3 – 13 (F)(3) for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently

Policy No. 3-13: EMERITUS STATUS
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: Emerita/emeritus status is an honorary title awarded for distinguished service to the academic community. There is a long tradition in academia in recognizing such service by faculty and administration. The Board of Trustees shall bestow the title on a faculty member or administrator who is entering permanent retirement from Northwest State Community College and who has served the College, community, and profession with distinction. It is expected that emerita/emeritus status will be granted to faculty members and administrators who have contributed continuously throughout their career and have a distinguished professional record.

(A) All faculty and administrators meeting the selection criteria shall be eligible for the honorary title of Emeritus. The honorary title is granted in recognition of exemplary service and dedication to the College, its community and profession. Those eligible for the honor will have made an outstanding contribution to the College, the community it serves and their profession. The status is not automatically conferred, as it is an honor that must be earned. Not all retirees will be nominated or qualify for such an honor.

(B) Any faculty or administrators who are deceased at the time of implementation of the policy may be posthumously nominated and so designated. However, college publications will only list those still living unless so directed by the trustees.

(C) Faculty and administrators will have an opportunity to nominate retirees for emeritus status prior to the annual recognition dinner honoring their retirement. This nomination will include an explanation of the individual's outstanding contribution(s). Human Resources will verify eligibility. Those meeting the selection criteria will be forwarded to the Executive Committee of the Board by the College President, who will make a recommendation to the Board of Trustees for appointment.

(D) The Emeritus status is granted at the pleasure of the Board of Trustees and may be withdrawn by action of the Board for failure to meet the responsibilities associated with that honor.

Policy No. 3-14: EQUAL OPPORTUNITY
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(A) It is the established policy of Northwest State Community College not to discriminate against any individual employee or student, groups of employees or students, or prospective employees or students for reasons of race, color, religion, ancestry, national origin, sex, age, disability, or veteran status. This college is fully committed to providing equal opportunities in all employment related activities, and educational programs, including, but not limited to, recruiting, hiring, advancement, compensation, training, benefits, transfers, tuition assistance, terms of employment, physical access to facilities, and social and recreational programs, within the financial resources of the college. The college will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the college through a positive and continuing affirmative action program. Northwest State Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this college will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Concerns or complaints regarding equal employment opportunities and affirmative action should be filed with the Human Resource department of the college.

Policy No. 3-15: SEPARATION FROM EMPLOYMENT
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: Northwest State Community College recognizes that employees may separate their employment with the College for various reasons. Any employee who separates employment at the College is required to participate in the separation process. The employee's department is responsible for initiating the separation process.

(a) Employees leave the College for various reasons that may be either voluntary or involuntary including:

(1) Resignation
(2) Retirement
(3) Contract, grant, temporary assignment expiration/Funding ends
(4) Event of an employee's death
(5) Reduction in Force
(6) Disciplinary actions

(b) The Board of Trustees will be notified of all employee separations of employment.

Policy No. 3-16: GRIEVANCE PROCEDURE
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: The purpose of this policy is to promote fair, expedient, and equitable treatment, reduce dissatisfaction, and resolve problems at their point of origin for full-time employees (including temporary full-time employees) so that constructive, work-producing relationships can be maintained.

(A) This policy provides for the consideration of employee complaints on matters for which a procedure is not otherwise provided. This policy does not, therefore, apply to disputed employee performance appraisals, sexual misconduct, disciplinary separation from employment, sexual harassment issues, or any aspect of cases involving appeals of promotion or tenure.

(B) This policy applies to graded employees, professional staff and support staff, although it is not meant to supplant any negotiated labor agreement.

(C) The Human Resource Department is responsible for development of a procedure to implement this Policy.

Policy No. 3-17: DISIPLINE AND DISCHARGE POLICY GRADED EMPLOYEES
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: the College has adopted standards of conduct and makes them applicable to all persons. These rules are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct and allow the department and ultimately the College to attain its objectives in an orderly manner. The purpose of employee disciplinary action is to correct unacceptable employee behavior. This unacceptable employee behavior may be disregard of college policy, failure to complete job assignments, or other behavior unacceptable in the work environment. The disciplinary action will generally be progressive: verbal warning, written warning, time off without pay, and discharge. Any of the progressive steps may be omitted depending on the nature of the behavior.

(A) Discharge is generally, but not necessarily, preceded by progressive and corrective discipline.

(1) Behaviors upon which discharge may be based include, but are not limited to, the following:

(2) Illegally bringing or bearing firearms or other lethal weapons on campus.

(3) Misuse or misappropriation of college equipment, materials, funds, or other resources.

(4) Insubordination, defined as "a willful disregard of express or implied directions of the employer and/or refusal to obey reasonable orders."

(5) Falsification of college records.

(6) Conviction of any violent offense covered by Section 2901.01 of the Ohio Revised Code, which automatically effects discharge from the college.

(7) The unlawful possession or use of illicit drugs, a controlled substance, and/or alcohol on college property.

(8) The unlawful distribution of illicit drugs or a controlled substance.

(9) Violation of the college’s policies on Harassment, Sexual Harassment, or Sexual Misconduct.

(10) Failure to call or report to work for three consecutive, assigned working days ("no call-no show").

(11) Assault.

(B) The President shall adopt procedures for disciplinary action.

Procedure No. 3-17(A): DISCIPLINARY ACTION
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) Disciplinary action pertaining to a professional employee can be accessed in the Professional Agreement – Northwest State Community College and Northwest State Community College Education Association Article IX.

(2) Disciplinary action pertaining to a staff employee can be accessed in the School Support Personnel Agreement – Northwest State Community College and Northwest State Community College Education Association Article XX.

(3) Disciplinary action pertaining to a graded employee is as follows:

(a) Each supervisor of a graded position employee is responsible for counseling and administering discipline. Guidelines for discipline are:

(i) Verbal warning

(ii) Written warning

(iii) Suspension with or without pay

(iv) Termination

(b) Verbal and written warnings should be initiated by the supervisor and coordinated through the Human Resources Department. Suspensions must be approved by the President and terminations approved by the College Board of Trustees.

Policy No. 3-18: COLLEGE PROPERTY
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: Due to the fact that the College is supported by the taxpayers of the State of Ohio and also due to concerns regarding liability it is necessary for the Board of Trustees to prohibit the removal of College property for the personal use of employees. The President and/or designee will write a procedure that is designed to give direction to this policy and enumerate any possible exceptions.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Policy No. 3-19: HARASSMENT/SEXUAL HARASSMENT /SEXUAL MISCONDUCT
Effective Date: April 1, 2012
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: 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.

(A) 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.

(B) 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.

(C) 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.

(D) 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.

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

NORTHWEST STATE COMMUNITY COLLEGE
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Policy No. 3-20: CONFLICT OF INTEREST
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: No employee will engage in any activity for which the employee receives financial remuneration or equivalent goods or services if such activity occurs during the employee's normal working hours without the express consent, in writing, of the President and on file with the Chief Fiscal Office.

(A) Employees shall not represent any vendor nor be an employee of any vendor that does business with the College without the express consent, in writing, of the President and on file with the Chief Fiscal Office.

(B) Employees shall not conduct classes under their own auspices or on behalf of another educational institution or agency using the College's course outlines, materials, equipment, or supplies without the express consent, in writing, of the President and on file with the Chief Fiscal Office. This includes use of institutional time and facilities for personal purposes.

(C) Employees shall not use confidential information obtained as a result of their association with the College for personal gain. Employees shall not permit unauthorized disclosure of confidential information.

(D) Failure to obtain consent for activities mentioned in paragraphs (A), (B), (C), and (D) of this section shall be grounds for disciplinary action, up to and including immediate discharge.

(E) Employees, trustees, and their families will neither solicit nor accept personal gifts or services from vendors or potential vendors to the College. Gifts do not include advertising or promotional items such as pens, calendars, or note pads, nor do they include complimentary copies of textbooks that are being considered for adoption. Gifts do not include a reasonable number of meals or travel provided by vendors as may be necessary in the usual conduct of business. Vendors include firms or individuals that provide equipment, materials, or professional services to the College. Any gifts received are subject to the provisions of the NSCC ethics policy and appropriate provisions of the Ohio Revised Code.

(F) In making statements as private citizens, employees have the responsibility to make it clear that they are not representing the College.

(G) Vendors may offer special considerations such as discounts to employees of the College only if these considerations are available equally to all employees of the College. Individual employees shall not solicit nor accept, for their personal gain, special discounts from vendors. Employees shall not use their employment status with the College for the avoidance of taxes.

(H) The Human Resource Department shall provide a copy of this policy to new employees during their orientation program. The policy will be available on the college shared drive.

Policy No. 3-21: DRUG FREE WORKPLACE
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

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

Policy No. 3-22: ETHICS
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: It is the policy of Northwest State Community College (NSCC) to carry out its mission in accordance with the strictest ethical guidelines and to ensure that Board of Trustees members and employees conduct themselves in a manner that fosters public confidence in the integrity of Northwest State Community College, its processes, and its accomplishments.

General Standards of Ethical Conduct

(A) NSCC officials and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of these laws is provided by the NSCC, and receipt acknowledged, as required in R.C. 102.09(D).) Board of Trustees members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

(B) A general summary of the restraints upon the conduct of all members and employees is found in Procedure No. 3-22 (A)

Changes

(C) This policy may be changed only by a majority vote of the NSCC Board of Trustees.

Procedure No. 3-22(A): ETHICS
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) A general summary of the restraints upon the conduct of all members and employees includes, but is not limited to, those listed below. No member or employee shall:

(a) Solicit or accept anything of value from anyone doing business with Northwest State Community College;

(b) Solicit or accept employment from anyone doing business with the Northwest State Community College Board of Trustees, unless the official or employee completely withdraws from Northwest State Community College Board of Trustees activity regarding the party offering employment, and the Board of Trustees approves the withdrawal;

(c) Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;

(d) Be paid or accept any form of compensation for personal services rendered on a matter before, or sells goods or services to, the Northwest State Community College Board of Trustees;

(e) Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, any state agency other than the Northwest State Community College Board of Trustees, unless the member or employee first discloses the services or sales and withdraws from matters before the Board that directly affect officials and employees of the other state agency, as directed in R.C. 102.04;

(f) Hold or benefit from a contract with, authorized by, or approved by, the Northwest State Community College Board of Trustees, (the Ethics Law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under R.C. 2921.42 are met);

(g) Vote, authorize, recommend, or in any other way use his or her position to secure approval of a contract Northwest State Community College Board of Trustees including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;

(h) Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H)) ;

(i) During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the Northwest State Community College Board of Trustees;

(j) Use or disclose confidential information protected by law, unless appropriately authorized; or

(k) Use, or authorize the use of, his or her title, the name "Northwest State Community College Board of Trustees," or the Northwest State Community College logo in a manner that suggests impropriety, favoritism, or bias by the Northwest State Community College Board of Trustees or the official or employee.

(2) For purposes of this policy:

(a) "Anything of value" includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. "Value" means worth greater than de minimis or nominal.

(b) "Anyone doing business with the Northwest State Community College Board of Trustees" includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the Northwest State Community College Board of Trustees.

(3) Financial Disclosure

(a) Every Northwest State Community College Board of Trustees member or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by April 15 of each year. Any member or employee appointed, or employed to a filing position after February 15 and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

(4) Assistance

(a) The Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Law and related statutes. The Commission can be contacted at (614) 466-7090. The Commission's web site address is: www.ethics.ohio.gov. Northwest State Community College Board of Trustees counsel and counsel for the Governor's office are available to answer questions involving this policy.

(5) Penalties

(a) Failure of any Northwest State Community College Board of Trustees official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

Policy No. 3-23: RE-HIRE OF RETIREES
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(A) The President and the College Board of Trustees have final and complete authority to offer or not to offer employment to persons after they retire from Northwest State Community College.

(B) Each person will be entitled to the same benefits, including but not limited to: insurance, sick leave, personal leave, vacation time and holidays as any other employee in the same classification. Any new unused vacation time will be paid to the employee at their second retirement as per the policy.

(C) Northwest State Community College will continue to pay the board's approved retirement contribution into the person's STRS or SERS annuity.

(D) A person who is employed by the college on a Retired Re-hired Person basis will be eligible for salary increases and merit pay as deemed appropriate by the President and the College Board of Trustees.

(E) A Retired Re-hired Person is not eligible for any future Retirement Incentive Plan.

(F) Retired Re-hired Person Salary**:**

(1) The person will be offered employment at a salary that is based on the needs of the College and the circumstances of their retirement.

Policy No. 3-24: ORGANIZATIONAL CHART
Revision Date: 04/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Policy Statement: The Board of Trustees of Northwest State Community College understands the importance of maintaining an up-to-date Organizational Chart that describes the reporting structure of the employees of NSCC.

(A) Northwest State Community College shall maintain an up to date Organizational Chart that will be available on the college web site.

(B) The Human Resources Department or President's designee shall have responsibility for the maintenance of that chart.

Procedure No. 3-24(A): ORGANIZATIONAL CHART PROCEDURE
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

(1) Human Resources Department or President's designee shall maintain the College's Organizational Chart. The Chart will be updated at least once per year in January and/or July.

(2) The master Organizational Chart is maintained on the Northwest State Community College web-site www.northweststate.edu.

(a) Retrieve the Northwest State Community College 'Home Page'

(b) Click in the title bar 'Faculty and Staff'.

(c) Click 'Human Resources'

(d) Click 'Organizational Charts'

(e) The Organizational Charts will be displayed in PDF format.

Policy No. 3-25: VACATION DONATION POLICY FOR GRADED EMPLOYEES
Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: Graded employees of the College

Policy Statement: Northwest State Community College is committed to recruiting and retaining quality employees in the administrative areas. To accomplish this goal the college strives to stand out as an employer of choice. The college goal is to create a community that supports graded employees and their families and the college regards family care concerns as legitimate and important.

(A) The purpose of the vacation donation policy is to provide financial assistance during approved unpaid leaves of absence due to serious, life-threatening or terminal illness and/or injury to self or immediate family members. This policy visibly demonstrates the college's commitment to work/life integration. The Human Resource department will be responsible for the administration of this policy and procedure.

Procedure No. 3-25(A): VACATION DONATION PROCEDURES FOR GRADED EMPLOYEES

Revision Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: Graded employees of the College

(1) Graded Employees Eligibility:

(a) The recipient may request to receive donated vacation to provide care for themselves or an immediate family member.

(b) The recipient must have a position that is eligible to accrue sick time and must have exhausted all paid leave balances before using days from the donated vacation pool.

(c) The recipient must have donated a minimum of 8 hours of vacation time to the pool as of January 31 of each calendar year. The donation period will be December 1 to January 31annually.

(d) The recipient may use up to 4 weeks (160 hours) of donated vacation provided there are available hours in the college's vacation donation pool. The President's Cabinet will consider additional requests.

(e) The recipient will pay back to the pool 20% of the time received after they return to work. The 20% will be re-paid at a rate of 5 vacation hours per month.

(f) An employee may not receive donated vacation time if the employee becomes eligible for another leave benefit, including but not limited to, long-term disability, workers' compensation or disability retirement.

(g) The President's Cabinet will evaluate all requests and exceptions to this policy.

(2) Graded Donor's Eligibility:

(a) The donor must have a minimum balance of 40 hours of vacation remaining after donation to this pool.

(b) The donor understands the gift is irrevocable.

(c) Sick and personal time cannot be donated.

(d) The donor must be in a graded position that is currently accruing vacation time.

(e) The donor may donate a minimum of 8 hours of vacation time to the pool.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Policy No. 3-26: Non-Retaliation
Effective Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

State of Purpose: This policy is intended to protect any individual who engages in good faith disclosure of alleged wrongful conduct to a designated college official or public body. More specifically it:

(1) Encourages individuals to disclose wrongful conduct engaged in by others to the appropriate College official so that the college can take prompt, corrective action.

(2) Informs individuals how allegations of wrongful conduct can be disclosed,

(3) Protects individuals from reprisal by adverse employment action or other retaliation as a result of having disclosed wrongful conduct (individuals who self-report their own misconduct are not afforded protection by this policy), and

(4) Provides individuals who believe they have been subject to reprisal or false allegations a fair process to seek relief from these acts.

Any communication that proves to have been both unsubstantiated and made with malice or with knowledge of its falsity is not protected by this policy. This policy is also intended to protect individuals against false allegations of wrongful misconduct.

Nothing in this policy is intended to interfere with legitimate employment decisions.

Definitions:

(a) Wrongful conduct. A serious violation of college policy; a violation of applicable state and federal laws; or the use of college property, resources or authority for personal gain or other non college-related purpose except as provided under college policy.

(b) Protected disclosure. Communication about actual or suspected wrongful conduct engaged in by a college employee, student, volunteer, agent or contractor (who is not also the disclosing individual) based on a good faith and reasonable belief that the conduct has both occurred and is wrongful under applicable law and/or college policy. Individuals who are aware of or have reason to suspect wrongful conduct should report the conduct to:

(1) The disclosing individual's supervisor, either verbally or in writing, or

(2) A central office – reporting violations, either verbally or in writing, or

(3) The appropriate governmental unit, law enforcement office or ethics commission after first providing a written communication about the wrongful conduct to the appropriate college administrator.

Individuals who wish to be protected by the Ohio Whistleblower Protection Act must provide a written report that provides sufficient detail to identify and describe the violations.

Regulations

(a) Retaliation. Adverse action against an individual because she or he has made a protected disclosure or has participated in an investigation, proceeding or hearing involving a protected disclosure.

(b) Acting in good faith. Anyone making a protected disclosure or filing a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy.

(c) False allegations. Any employee or volunteer who knowingly or with reckless disregard for the truth gives false information or knowingly makes a false report of wrongful conduct or a subsequent false report of retaliation will be subject to disciplinary action, up to and including termination. Any student who makes false allegations in the non-employment setting will be subject to judicial action. Allegations that are not substantiated yet are made in good faith are not subject to corrective action.

(d) Confidentiality. Protected disclosures may be made on a confidential basis by the complainant or may be submitted anonymously through the College's anonymous reporting line. Protected disclosures and investigatory records will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, and in accordance with the Ohio Public Records Act.

(e) Handling protected disclosures. The offices receiving the protected disclosure will notify the disclosing individual (if his or her identity is known) and acknowledge receipt of the report.

Procedure No. 3-26 (A): Non-Retaliation
Effective Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Procedures for reporting violations

(a) Individuals should share their questions, concerns, suggestions or complaints with a college administrator who can address them properly. In many cases the individual's supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, or is not satisfied with the supervisor's response, individuals should take their concerns to a next higher level of reporting office that will investigate and address the concern as appropriate.

(b) Supervisors who receive protected disclosures are required to contact the appropriate office.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Policy No. 3-27: FAMILY AND MEDICAL LEAVE ACT
Effective Date: 4/15/2015
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Statement of Purpose: To establish and notify employees of rules and procedures concerning the Family and Medical Leave Act (FMLA). In accordance with federal law, Family and Medical Leave (FMLA) is a benefit available to all eligible employees. Northwest State Community College is subject to the Family and Medical Leave Act (FMLA), a federal law enforced by the United States Department of Labor, and strives to comply with its FMLA obligations.

A. The College administers FMLA leave in accordance with the rights and restrictions in the FMLA statutes, regulations, and interpretive case law. The College reserves the right to use any procedures or requirements permissible under law whether or not specifically mentioned in this policy or subsequent procedure. See 29 U.S.C. 2601, et seq. and 29 C.F.R. 825 for specific statutes and regulations governing the FMLA.

1. Basic Leave Entitlement - FMLA requires covered employers to provide up to 12 weeks (26 weeks for Qualifying Exigency) of unpaid, job-protected leave to eligible employees for the following reasons:

    a. For incapacity due to pregnancy, prenatal medical care or child birth,
    b. To care for the employee's child after birth, or placement for adoption or foster care,
    c. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
    d. For a serious health condition that makes the employee unable to perform the employee's job
    e. For a qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a contingency operation.

        i. During a twelve month period, an employee is entitled to a combined total of twenty-six workweeks of leave. The twelve month period is measured as a 12 month look back for eligibility.

2. Eligibility Requirements - Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Policy No. 3-28: Consolidated Omnibus Budget Reconciliation Act (COBRA)
Effective Date: 4/15/2014
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

Northwest State Community College complies with the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) regarding continuation coverage to eligible employees. The Human Resources Department shall provide notice to eligible employees as required by law. Full descriptions of continuation coverage, eligibility, and procedures shall be maintained by the Human Resources Department.

CHAPTER 5: ACADEMIC SERVICES

Policy No. 5-01: DEGREES AND DIPLOMAS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The academic degrees awarded by Northwest State Community College are the Associate of Applied Business, the Associate of Applied Science, the Associate of Arts, the Associate of Science, the Associate of Individualized Studies, the Associate of Technical Studies, and academic certificates.

(B) Degrees are conferred by the President as authorized by the Board of Trustees to individuals who have met the graduation requirements of Section 5-11 of this policy.

(C) Diplomas are issued for each degree within a technology. Students applying for a certificate and associate degree within the same technology at the same time will only be awarded the higher degree.

Policy No. 5-02: ACADEMIC COURSES AND CREDITS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The college will issue academic credit based on the standard definitions of instructional arrangements and guidelines from the Ohio Board of Regents.

(B) A credit course is a course which fulfills a requirement for graduation in an associate degree or certificate program.

(C) The college, at its discretion, may offer courses in an independent study mode.

(D) A developmental educational course is a course designed for students who need a refresher in specific areas of study to succeed in credit and special course work.

Procedure No.5-02(C): REVISED INDEPENDENT STUDIES PROCEDURE

Effective Date: January 30, 2009

(1) Independent study courses are initiated by the dean of the division in which the independent study course is to be offered.

(2) An independent study contract must be requested and approved prior to the 14th day of the length of the course.

(3) The student is responsible for registering for the course.

(4) The independent study of a course must be the last resort method of instruction considered only when program requirements, electives, and appropriate substitutes are not available.

(5) The independent study must satisfy the following three (3) criteria:

(a) The student is capable of successfully completing the course independently.

(b) The course is appropriate for the independent study methodology.

(c) The College is willing to offer the course independently.

(6) The independent study must be approved by the instructor, Division Dean, and Vice President for Academics.

Policy No. 5-03: ADOPTION OF COURSES OF STUDY
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The College shall provide a comprehensive instructional program to serve the educational needs of the students. In furtherance of this goal, the Board shall adopt educational programs as appropriate.

(B) Each course of study is intended to provide a basic framework for instruction and learning. All associate degrees will have between 60 – 72 credit hours with a minimum of 30 hours in the general education and basic courses. The NSCC general education core must be met.

(C) All degrees and degree programs must be reviewed and approved by the Board of Trustees and the Ohio Board of Regents before being offered. The approval process shall be in accordance with procedures adopted by the Vice President for Academics.

(D) Changes in degree programs will require different levels of approval:

(1) Changes in degree programs that cause a major change in philosophy, mission, or goals of the degree program shall be approved through the Councils and the Vice President for Academics with the concurrence of the Ohio Board of Regents.

(2) Changes in degree programs that do not cause a major change in philosophy, mission, or goals of the degree program or administrative in nature shall be approved through the Councils after appropriate curriculum review.

(E) All degrees and degree programs offered will comply with requirements of outside agencies, such as the Ohio Board of Regents, accrediting bodies, etc.

(F) Within this framework, each advisor shall use the course of study in a manner best designed to meet the needs of the students. Deviation from its content must be approved by the Dean.

R.C. 3354.09

Procedure No.5-03(C): COURSE PROGRAM APPROVAL

Effective Date: June 03, 2011

(1) Establishing and implementing programs of study require adherence to procedures established by the Ohio Board of Regents, governing the establishment of new degree offerings in the public two-year colleges, and procedures established by NSCC.
   (a) All new programs and curricular changes will be submitted on the Program and/Course Proposal forms for review and approval to Academic Affairs and Faculty Council as well as Administrative and Staff Councils.
   (b) Appropriate OBR forms, which can be found in the *Board of Regent's Operating Manual*, should be completed with program proposals.
   (c) New programs require NSCC Board and Ohio Board of Regents approval.

(2) The following minimum number of credit hours is required for a technical education program that leads to the Associate of Applied Science or Associate of Applied Business degrees:
   (a) Eighteen credits in general education core
      (i) ENG111 Composition I
      (ii) ENG112 Composition II
      (iii) Humanities Core Course
      (iv) Mathematics Core Course
      (v) Natural Science Core Course
      (vi) Social/Behavioral Science Core Course
   (b) Minimum of additional 12 credit hours in general education / basic education courses.
   (c) Minimum of thirty credit hours in technical course work.
   (d) Total credit hours for the degree are between 60 – 72 credit hours.
   (e) A minimum of 30 percent of course work must be completed at NSCC.

(3) The following minimum number of credit hours is required for an Associate of Arts degree:
   (a) Six credits in Composition
   (b) Fifteen credits in Humanities that includes
      (i) One literature course
      (ii) One humanities survey course (HUM209 or HUM210)
      (iii) No more than 6 hours in the applied arts
   (c) Fifteen credits in Social/Behavioral Sciences
      (i) PSY110 General Psychology required
      (ii) SSC101 Sociology required
   (d) Ten credits in Mathematics and Science
      (i) Statistics required

(ii) At least one science course must have a lab
(iii) Courses must be from at least two prefixes
(iv) Demonstrate MTH090 Intermediate Algebra proficiency

(e) Three credits in Computer Literacy
(f) Eleven elective credits
(g) Total credit hours for the degree are between 60 – 72 credit hours.
(h) A minimum of 30 percent of course work must be completed at NSCC.

(4) The following minimum number of credit hours is required for an Associate of Science degree:

(a) Six credits in Composition
(b) Twelve credits in Humanities that includes
(i) One literature course
(ii) One humanities survey course (HUM209 or HUM210)
(iii) No more than 6 hours in the applied arts
(c) Twelve credits in Social/Behavioral Sciences
(i) PSY110 General Psychology required
(ii) SSC101 Sociology required
(d) Sixteen credits in Mathematics and Science
(i) Statistics required
(ii) At least two science courses must have a lab
(iii) Courses must be from at least two prefixes
(iv) Demonstrate math proficiency at MTH112 Trigonometry or MTH213 Calculus
(e) Three credits in Computer Literacy
(f) Eleven elective credits
(g) Total credit hours for the degree are between 60 – 72 credit hours.
(h) A minimum of 30 percent of course work must be completed at NSCC.

(5) The following minimum number of credit hours is required for an Associate of Individualized studies:

(a) Six credits in Composition
(b) Fifteen credits in Humanities that includes
(i) One literature course
(ii) Course work for at least three different prefix categories within the humanities: ART, ENG, HUM, PHI
(iii) No more than 6 hours in the applied arts
(c) Fifteen credits in Social/behavioral Sciences
(i) Course work for at least two different prefix categories within social/behavioral sciences: ECO, GEO, HIS, PSY, SSC
(d) Ten credits in Mathematics and Science
(i) Statistics required
(ii) At least one course must have a lab
(iii) Courses must be from at least two prefixes: BIO, CHM, PHY, MTH
(iv) Demonstrate MTH090 Intermediate algebra proficiency

(e) Three credits in Computer Literacy
(f) Eleven elective credits
(g) A maximum of 12 semester credit hours can be earned through portfolio assessment.
(h) Total credit hours for the degree are between 60 – 72 credit hours.
(i) A minimum of 30 percent of course work must be completed at NSCC.
(j) Program of study must have approval of Dean and Vice President for Academics.
    (i) A minimum of 30 semester credit hours of supervised course work after acceptance into the AIS program.
    (ii) Must earn at least 12 of the final 30 credit hours from NSCC.

(6) The following minimum number of credit hours is required for an Associate of Technical Studies degree:
(a) Eighteen credits in general education core
    (i) ENG111 Composition I
    (ii) ENG112 Composition II
    (iii) Humanities Core Course
    (iv) Mathematics Core Course
    (v) Natural Science Core Course
    (vi) Social/Behavioral Science Core Course
(b) Minimum of additional 12 credit hours in general education / non-technical education courses.
(c) Minimum of thirty credit hours in technical course work.
    (i) Fifteen credits are to be concentrated in a single discipline.
(d) Portfolio course work may not exceed 24 percent of the total credit hours.
(e) Total credit hours for the degree are between 60 – 72 credit hours.
(f) Program of study must have approval of Dean and Vice President for Academics.
(g) A minimum of 30 percent of course work must be completed at NSCC.

(7) The following minimum number of credit hours is required for a one-year technical certificate:
(a) Minimum of 18 credit hours and no more than 22 credit hours of technical course work.
(b) Minimum of 8 credit hours of general education / non-technical course work.
(c) Total credit hours for the certificate are between 30 - 37 credit hours.

(8) The following is required for a short-term technical certificate:
(a) Total course work is less than 30 credit hours.
(b) The certificate is designed for a specific employment situation.

Policy No. 5-04: ADVISORY COUNCIL
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Program advisory committees provide advice, information, guidance, and evaluation in establishing and operating occupational and technical programs. The committee members contribute by effectively maintaining high standards of education and training to students leading to employment opportunities. Advisory committee members also act to inform community stakeholders about college activities.

(B) The role of the advisory committee is to provide consultation and information on the needs of the industry, potential employers, and the general public. It provides a dialog between the college and the community which is essential to all educational programs. It does not have legislative nor administrative authority; its function is to give advice.

(C) The Vice President for Academics will adopt procedures for appointment to advisory committees.

(D) One of the strengths of applied education programs is the use of community leaders on advisory committees. Members serving on advisory committees of Northwest State Community College should represent the best resource persons in the area.

Procedure No.5-04(C): ADVISORY COMMITTEES

Effective Date: May 10, 2011

(1) Advisory Committees are appointed and maintained for all approved Career and Technical Programs and other programs as identified by the Vice President for Academics.

(2) Potential appointees should be selected from a broad cross section of program or accreditation related organizations, primarily from our six (6) county service district; have demonstrated competence in the specified academic program area; have an interest in the ongoing improvement of such programs, and have adequate time to serve in an advisory capacity.

(3) Number of Members, Length of Service, and Frequency of Meetings:

(a) The number of members appointed to an Advisory Committee may range from six (6) to fifteen (15). No more than 20 percent of the membership will be employed by the college; this includes members such as adjuncts, students, and administrators. If the committee votes on a recommendation only members not associated with the college may vote.

(b) Advisory committee members will be appointed to a three-year term and may be reappointed to a second consecutive three-year term. Committee appointments should be staggered to allow for continuity of experience among committee members. The division Dean may waive the term limitation in circumstances where industry/educational committee members represent the primary industry/consumer organizations for that program and /or not having a certain organization represented on the Advisory Committee would be detrimental to the program.

(c) The division Dean or appointee will serve as an ex-officio member of the committee and will serve as the chairperson of the committee.

(d) Advisory committees shall meet at least once a year; however, committees are encouraged to meet as often as needed to address important issues and concerns.

(e) A written report of each meeting shall be disseminated to all committee members and kept on file by the Division Dean.

(4) All full-time faculty in the program are encouraged to attend Advisory Committee meetings for the purpose of providing information to the Advisory Committee and to hear the input and suggestion(s) of the committee.

(5) Advisory committees will report and make recommendations to the faculty, the division dean, and under some circumstances, make recommendations to other members of the college's faculty and administration.

Policy No. 5-05: CURRICULUM DEVELOPMENT
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) All degrees and degree programs must be reviewed and approved by the Board of Trustees and the Ohio Board of Regents before being offered. The Vice President for Academics shall establish procedures for curriculum development.

(B) The curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Vice President for Academics. As educational leader of the College, the Vice President for Academics shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

Policy No. 5-06: COURSE OUTLINES AND SYLLABI
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Master course outline of all degree-credit courses shall be prepared in accordance with a format and procedures adopted by the college and shall be placed on file as designated.

(B) Syllabi of all degree-credit courses shall be prepared in accordance with a format and procedures adopted by the college and shall be placed on file in the appropriate department offices and distributed to students enrolled in the course.

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Procedure No.5-06(B): COURSE SYLLABUS
Effective Date: December 16, 2008

(1) A course syllabus is required for every credit course taught at the college and is to be filed with the appropriate department dean each term the course is offered.

(2) On the first day of class the faculty member will distribute, or make available online for web-based courses, the course syllabus to each student and explain its contents. The course syllabus must be consistent with the course information sheet.

(3) The syllabus should contain at least the following sections:

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 2010), and last day to withdraw.
- **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 and 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.

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 A105F 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.

Policy No. 5-07: INSTITUTIONAL/GENERAL EDUCATION LEARNING OUTCOMES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

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

(A) Communication

(1) Graduates from Northwest State Community College will demonstrate effective communication skills.

(B) Computation

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

(C) Critical Thinking

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

(D) Diversity

(1) Graduates from Northwest State Community College will demonstrate awareness of the impact of cultural differences.

(E) Sustainability

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

Policy No. 5-08: CODE OF STUDENT CONDUCT
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(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 or 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.

Procedure No.5-08(J): CODE OF STUDENT CONDUCT
Effective Date: July 01, 2012

(1) Report possible code violations to the Vice President for Academics. **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, 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 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.

(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 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 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. 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. 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. 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. 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.

(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. 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 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 or designee. To seek such permission, a student must file a written petition to the Vice President for Academics 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 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 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.

Policy No. 5-09: GRADING AND ACADEMIC REQUIREMENTS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Northwest State Community College (NSCC) is proud of its commitment to open-access admissions. At NSCC, teaching and learning are our most important assets; thus, student academic success is encouraged, nurtured, and valued.

(B) The College will establish the criteria for satisfactory Academic progress and achievement.

(C) For academic credit courses, the instructor's assessment of each student's achievement will be in accordance with the grading system defined by the college. The student will be informed of the criteria via the course syllabus for each course

(D) The student must take full responsibility to be cognizant of the college policy and procedures on grading requirements in the various instructional programs.

(E) The College shall establish procedures to administer this policy. All fees related to procedures will be approved by the Board.

(F) The College will establish college readiness expectations that are aligned with Ohio Board of Regents recommendations.

Procedure No.5-09 (B-1): ACADEMIC FRESH START

Effective Date: December, 2008

(1) Once in a lifetime, a student may apply for a change of grade from D, F, WF, or U, to a W. The fresh start requirements for application are:

(a) The student must be currently enrolled in credit courses and have a declared major at Northwest State Community College;

(b) The student must have demonstrated satisfactory academic progress for at least one academic term (12 cumulative credit hours beyond fresh start course(s) request) with a GPA of 2.0 at Northwest State Community College including developmental courses; and

(c) Courses requested for fresh start must have been taken during the first 30 credit hours attempted.

(2) The application for Academic Fresh Start must be in writing and is subject to review and approval by the Division Dean and Vice President for Academics.

(3) A nonrefundable application fee of $10.00 per requested course change must be paid at the time of the application.

(4) A transcript placement fee of $20.00 per approved course must be paid within ten (10) days of notice of final approval.

Procedure No.5-09 (B-2): ACADEMIC HONESTY
Effective Date: December, 2008

(1) 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.

(2) Examples of academic dishonesty include but are not limited to:

(a) Plagiarism – representing the words or ideas of another person as your own without identifying the source.

(i) 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.

(ii) 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.

(iii) Quoting from an unacknowledged source during an oral presentation.

(iv) Patching together a work using phrases and ideas borrowed from a number of different sources.

(v) Accepting assistance or collaborating with other students beyond what is explicitly permitted by the faculty.

(b) 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.

(c) 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.

(d) Copying from or looking at another person’s exam or allowing another student to copy your exam.

(e) Obtaining unauthorized copies of an exam prior to exam time.

(f) Intentionally falsifying information in an academic exercise or clinical/ laboratory record.

(g) Unauthorized resubmission of coursework for more than one course.

(3) 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 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 will inform the faculty member of the second offense, and the faulty member will impose the grade. The Vice President for Academics 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 form the College immediately for one (1) semester (excluding summer). Upon readmission the College, any future offense will cause the student to be dismissed immediately with no right to readmission. The Vice President for Academics will be responsible for imposing dismissal.

(e) The student may appeal any disciplinary action by following the steps of the grievance procedure.

(4) 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

(i) The particular violation alleged;

(ii) When the incident occurred;

(iii) When it was discovered;

(iv) The names of all students involved in the incident;

(v) The action taken.

(vi) The division dean will forward the report to the Vice President for Academics to be placed in an academic dishonesty history file.

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

Procedure No.5-09 (B-3): ACADEMIC STANDING
Effective Date: December, 2013

(1) Academic Standing is verified at the end of each semester. Students remain in good academic standing with a grade point average of 2.0 or higher. Students are placed on Academic probation or suspension when the cumulative grade point average falls below minimum levels. Students on probation or suspension will work with the retention coordinator to develop academic success plans.

(2) Academic Probation

(a) Students will be placed on academic probation at the end of any semester, including summer session, in which their cumulative grade point average falls below the following minimum levels:

Credit hours Attempted	Minimum cumulative GPA required
1-15	1.4
16-30	1.6
31-45	1.8
46+	2.0

(b) Students will remain on academic probation until such time as their cumulative GPA meets or exceeds the minimum levels referenced above.

(c) While on probation, students may register for a maximum of 12 credit hours.

(3) Academic Suspension

(a) A student on probation will be suspended at the end of any semester, including summer session, if the minimum cumulative grade point average is not reached while on probation. There will be no suspension if semester grade point average is 2.0 or the student shows significant progress, as determined by the Vice President for Academics.

(b) The period of suspension will be for one (1) academic semester, excluding summer session.

(c) Students will be required to develop a success plan that is approved by the Division Dean prior to being released from Academic Suspension by the Vice President for Academics.

(d) A student may register for 6 credit hours the first semester returning from suspension.

Procedure No.5-09 (B-4): ATTENDANCE

Effective Date: May 10, 2011

(1) Instructors are required to verify attendance and non-attendance by the 14-day for a full term course (or 20% for flex courses; information published at www.northweststate.edu).

(a) If a student is reported for "non-attendance" in all courses then the student is dropped from those course(s), tuition is refunded at 100%, any payment made by the student is refunded, and financial aid is deleted (if applicable).

(b) If a student has a mixture of attendance and non-attendance for courses, then the student will be administratively withdrawn as of second week (due to 14 day attendance verification) from the non-attended courses.

(2) 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 filed an official withdrawal from a course.

(a) 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.

(3) 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.

(a) 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.

(b) 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.

(c) All Title IV refunds will be calculated using the student's last date of attendance.

Procedure No.5-09 (C-1): REPORTING STUDENT ACADEMIC PROGRESS

Effective Date: December 17, 2013

(1) Grade Reports

(a) Grades are accessed electronically through myNSCC link at www.northweststate.edu at the end of the semester.

(b) The grades reported at the end of the semester are recorded on the student's permanent transcript.

(c) Once a grade is assigned to a student for achievement in a course, it can be changed (higher or lower) only when there has been an error in evaluating or entering the grade. If it is obvious to the Dean that a clerical or data entry error has been made, they may order the grade corrected with the concurrence of the instructor of record, unless the instructor of record is no longer with the college and/or unavailable. Until an official grade change has been submitted to the Registrar, a grade assigned by the instructor of record shall be assumed correct and of full effect.

(d) Students will be named to the Dean's List based on the graded credit hours for the semester and the grade point average.

(i) For the purposes of Dean's List calculations, a full-time student is defined as a student carrying at least twelve (12) graded credit hours for the semester. A half-time student is defined as a student carrying 6 – 11.99 graded credit hours for the semester.

(a) Each full-time student earning a grade point average of 3.5 or above on a 4.0 scale will be named to the Full-time Dean's List for that semester.

(b) Each half-time student earning a grade point average of 3.5 or above on a 4.00 scale will be named to the part-time Dean's List for the semester.

(2) Marking and Credit System

(a) The quality of course work at Northwest State Community College is indicated by means of letter grades. Each grade, in turn, carries credit points which are used in computing the student cumulative point average.

Grading Definitions	Grade Notation	Grade Points Per Academic Credit Hour	Explanation
Superior quality	A		
High Quality	B		
Average	C		
Below Average	D		
Failing	F		
Satisfactory	S		Satisfactory work in a developmental course.
Satisfactory Credit	SC		Passing grade ("C" or higher) for elective courses taken on pass/fail basis. Credits included in hours earned.
Unsatisfactory	U		Unsatisfactory work in a developmental course.
Unsatisfactory Credit	UC		Failing grade for elective courses taken on pass/fail basis.

(b) Satisfactory Credit/Unsatisfactory Credit Option

Students are permitted to select satisfactory credit/unsatisfactory credit (SC/UC) status for a limit of two (2) elective courses per associate degree program or one (1) per certificate program. Courses must be designated as such no later than the end of the first week. SC/UC status for flexibly scheduled courses must be designated as such no later than the end of the first week of the original registration. The request for SC/UC status form must be completed in the registrar's office, and students will not be allowed to change this status after formally selecting such.

(c) Cumulative Grade Point Average

(i) The GPA is computed by:

- Multiplying the grade points for the letter graded earned by the number of credit hours for the course;
- Adding the grade points earned in all courses taken;
- Dividing the sum of the grade point by the number of hours the student has attempted.

(ii) All credit courses taken by the student at the college will be included as part of the student's permanent record and used to calculate the student's cumulative GPA.

(d) Other Grading Notations that may be given by an instructor or administrator include:

Other Grading Notations	Grade Notation	Definition
Audit	AU	The term "audit" refers to a course which is taken without credit.
Credit Given	CR	Credit granted through proficiency testing, AP (Advanced Placement testing), and CLEP credit (National College Level Examination Program) or prior learning.
Incomplete	I	Grade issued when circumstances beyond the control of a student prevent the completion of course requirements.
Progress	P	Replaces grade of repeated course.
Withdrawal	W	Prior to the end of the sixth week; not computed in the grade point average.
Military Withdrawal	MW	Individual called into active military service anytime during the course of the semester

(e) Auditing Course

(i) The term "audit" refers to a course which is taken without credit. Students auditing a course will pay the same fees as if the course was being taken for credit.

(ii) Courses taken on this basis are not included in the computation of the cumulative grade point average and are not applicable to graduation requirements.

(iii) A student must elect audit status at the time of registration or take action to change to audit during the refund period for the class length as follows:

(a) Class length: 1 week or less = enroll as audit
(b) 2 weeks to 7 weeks = 1 week to change to audit
(c) 8 week – 16 weeks -= 3 weeks to change to audit

(iv) The student initiates such action through the Registrar's office.

(f) Incomplete Grades

(i) Students may request an incomplete through discussion with the instructor and by negotiating and completing an Incomplete Contract" with that instructor and the academic dean, provided that the criteria are met.

(a) The student is unable to complete the work for reasons beyond their control;

(b) The student is passing the course;

(c) At least seventy-five (75) percent of the course work is completed; and

(d) The course may be completed without the aid of classroom instruction.

(ii) The contract must indicate the specific procedures and deadlines for fulfilling course requirements. A grade of "I" will be assigned until a final grade can be established. Course work must be completed by the deadline established by the instructor or by the end of the next semester for fall and spring, and September 1 for summer, whichever is earlier.

(iii) All incomplete grade contracts must be approved and signed by the division Dean.

(iv) Failure to complete the requirements of the contract in the specified time will result in failure of the course, and the "I" will be converted to a grade of "F", "U", or "UC" on the students' permanent record by the registrar's office.

(g) Extensions to the time limit may be made only upon of the instructor involved and approval of the department Dean.

(h) Students will be academically and financially responsible for an "I" grade received.

(3) Adding and Dropping Courses

(a) Students add or drop courses by using my NSCC or by obtaining and completing the necessary forms available in the office of the Registrar.

(b) All courses must be added prior to the first day of class for the specific term. All course additions must have written approval of the instructor and the Dean once classes have started. All added courses will be charged the full tuition rate.

(c) Students may drop courses using myNSCC through the 100% tuition refund.

(d) Students may withdraw from any or all courses on or before the posted withdrawal deadline. Withdrawals after the withdrawal deadline, on an exception basis only, may be approved by a division Dean or the Vice President of Academics.

(e) No "W" will be given if the dropped course involves a simple section switch of the same course, or a move into a higher or lower level (e.g. ENG111 to ENG090) and no additional charge is incurred unless there is a change in credit hours taken. Section changes occurring after the 100% drop period must have faculty and dean approval.

(f) Refunds are made according to the approved refund schedule.

(g) Students will be academically and financially responsible for any "W" and "F" grade received. A student takes full responsibility for adding or courses. Failure to attend classes or give proper written intent to withdraw may result in failure of a course.

(h) Students who are called to military duty during the middle of a semester must withdraw from all classes, at which time; a "W" will be assigned. Upon receipt of a copy of the student's actual military activation orders, the college will refund 100% of the student's tuition and fees for the semester, and any "W" grades will be changed to "WM" (military withdrawal). Upon returning to the college the student is required to verify discharge by submitting a copy of the DD214.

(4) Repeated Courses

(a) Students may repeat a course in which they have earned a D, U, F or W grades. When a course, or its current equivalent, is repeated, the most recent grade will be included in the calculation of the grade point average. The student must secure permission from the Division Dean or the Retention Coordinator to repeat a course more than once. Permission to repeat the course would include the development of an educational plan for the student including specific academic support services interventions.

(b) The original course grade will remain on the transcript and the course will be marked with an "E" for Exclude in the repeat column. The most recent course grade will be marked as "I" for Include.

(c) A grade received for the repeated course will thereafter be substituted for the former grade in calculating the student's cumulative point average.

(d) For transfer courses, if the transfer course is taken after the NSCC course, the NSCC course will be marked as "E" in the repeat column and will not be used in calculating the student's cumulative grade point average.

(e) A course repeated will be considered as any other course in determining the credit hour load to be earned by the student in a semester.

(f) To qualify for graduation, each required course in which an "F" grade is received must be repeated. The Vice President for Academics may waive the repeating of

an “F” grade in special circumstances where a course is no longer offered for the student to repeat and/or a reasonable substitution can be made.

Procedure No.5-09 (E-1): CREDIT BY TRANSFER OR EXAMINATION OR DOCUMENTATION

Effective Date: December, 2008

(1) A student must have submitted an application for admission to the College and paid the application fee before any type of credit is posted to the transcript.

(2) Transfer Credit

(a) Transfer credit will be allowed for any previous courses in which a "D" or better grade was earned from a U.S. or Canadian regionally accredited institution of higher learning. Some course prerequisites and program requirements may only be fulfilled with a "C" grade or better.

(b) International students may receive credit for coursework taken at foreign institutions of higher learning by:

(i) Providing a Credential Evaluation Report from a credential evaluation service of the student's choice (I.E. Educational Credential Evaluation, Inc. – 414-289-3400; World Education Services -312-222-0882; Josef Sliney & Associates –305-273-1616 etc.) or,

(ii) A student may choose in lieu of providing a Credential Evaluation Report (officially translated transcript), to take proficiency examinations for any applicable coursework according the College's Proficiency Examinations policy.

(c) Credits transferred to NSCC will apply toward graduation only if they satisfy requirements for a particular major. Transfer credit not required by a particular major may be counted as additional hours completed.

(d) Transfer credit may be awarded for courses in which a student received credit through a proficiency exam taken at another regionally accredited institution. Such credit will be given only if the transcript clearly indicates that credit was granted for the course at another institution. If the transcript simply indicates that a proficiency exam was taken but credit was not given for the course, Northwest State will not accept the proficiency as transfer credit.

(e) Students may receive credit for courses taken at non-accredited institutions by successfully passing a proficiency examination, if one is available.

(f) In order to be eligible for the associate degree at the College, at least thirty percent of the credits must have been earned at Northwest State.

(3) Military School Credit

(a) Transfer credit will be given to those students who have successfully completed educational experience through the military services as evaluated in the American Council on Education Guide (ACE).

(b) Total military credit transferred may not exceed seventy (70) percent of any degree requirement.

(4) College Level Examination Program (CLEP), Advanced Placement (AP), and DANTES (DSST) Credit

(a) Full college credit may be granted or prerequisite courses waived based upon College Level Examination Program (CLEP), Advanced Placement (AP Code 1235), or DANTES (DSST) test results. A list of courses will be maintained by the Vice President for Academics.

(b) Credit awarded through CLEP, AP, or DSST scores may not exceed 70% of any degree or certificate requirement.

(c) Upon presentation of CLEP, AP, or DSST scores in the same area, credit will be awarded for either CLEP, AP, or DSST based upon the higher number of credit hours. In no case will CLEP, AP, and DSST credits be combined. In the event that the credit hours to be awarded through CLEP, AP, or DSST are equal, the individual department will award the appropriate credit at their discretion.

(i) Credit will be granted for equivalent courses for a score of 3 or higher on the AP test.

(ii) An AP score of at least 4 may be required for highly dependent sequence of courses in a STEM area.

(iii) A score of 3 or higher on an AP foreign language area will provide credit for at least the first year of a foreign language.

(iv) Credits earned via AP exams are transferable in Ohio according to the state's transfer module.

(v) Credit will be granted for equivalent courses based on the American Council on Education minimum score for the CLEP or DSST.

(5) Proficiency Examination

(a) Students may complete an application for a proficiency examination in an available subject area. The appropriate exam fee must be paid prior to the examination.

(b) If enrolled in the course in which examination is requested, the exam must be completed before the end of the fourth week of a regular semester and before the end of the second week of a summer session.

(c) A student cannot proficiency a course previously taken (successfully or unsuccessfully).

(d) A student may make application for a Proficiency Examination ONE TIME PER COURSE.

(e) Students certified as proficient, who are enrolled in the proficiency course, will be refunded the appropriate credit hour tuition charge for the course.

(f) Credit for the course for a satisfactory proficiency examination will become part of the student's permanent record, and a grade of "CR" will be assigned.

(g) Proficiency credit cannot be posted to the transcript until the end of the semester in which the student has completed at least one course at NSCC.

(h) A student may make application for proficiency examination, if not enrolled in the particular course for which examination is requested, at any time during the regularly scheduled semester by completing the application process outlined above. All other policies will apply with the exception of refund of instructional charges.

(6) Credit by Documentation

(a) Northwest State Community College recognizes that students may have knowledge and skills, based on prior learning and experiences, which could be considered for college credit. Prior learning assessment is a means to review prior learning, to identify concepts already acquired, and to appropriately place students into the sequence of courses toward a degree.

(b) Examples of documentation that may identify successful accomplishment of course learning outcomes include but are not limited to: a portfolio of work samples, reference letters, employment verification, licensure, and certifications. Documentation requirements are determined by the Division Dean and faculty teaching the course.

(c) A student may not receive credit by documentation for a course previously completed (successfully or unsuccessfully). A documentation fee must be paid to have the course entered on the transcript.

Procedure No.5-09 (E-2): COURSE AND CREDIT HOUR LOAD LIMITATIONS

Effective Date: December, 2008

(1) The maximum credit load for a student enrolled in a fall or spring term is 20 credit hours and 10 credit hours during a summer term, except upon recommendation of his/her advisor and approval of the Division Dean and/or vice President for Academics.

(2) A student is considered to be enrolled full-time for a fall or spring term when enrolled in at least 12 credit hours and at least 6 credit hours for a summer term.

Procedure No.5-09 (E-3): MEDICAL FRESH START

Effective Date: December, 2008

(1) Once in a lifetime, due to catastrophic personal health/medical circumstances, students may be eligible to retake at no additional cost, classes that they failed as a result of their medical condition. The requirements are as follows:

(a) The student's incapacitation must have exceeded two weeks in duration.

(b) A medical fresh start only applies to illness/injury experienced by the student.

(c) Petition for medical fresh start within two weeks of the end of the semester in which the event occurred. The petition must be in writing and is subject to review and approval by committee(s). The Medical Fresh Start form and instructions are available in Registrar's office.

(d) The student had to be passing course(s) prior to the event.

(e) The student must register to re-take the affected courses or equivalent credit hours within one year of filing the petition for medical fresh start.

(f) The student and his/her attending physician must complete and sign the Petition for Medical Fresh Start. The Petition for Medical Fresh Start must be mailed to the registrar's office directly from the physician.

(g) A non-refundable petition fee must be paid at the time of the application.

(h) Upon registration for the affected courses, the student must submit their course schedule to the registrar so that a fee waiver can be completed for those courses.

Procedure No.5-09 (F-1): COLLEGE READINESS EXPECTATIONS
Effective Date: June 7, 2012

The College will observe the recommendations per the Ohio Board of Regents Secondary to the College Articulation Committee benchmark (minimum) scores for placement into college-level English and mathematics courses.

(1) ACT/SAT or COMPASS may be considered as one indicator college placement. These scores reflect a minimum benchmark of readiness for the first college-level course in English or mathematics. The ACT/COMPASS **subject** benchmarks are:

(a) English
(i) ACT of 18 or higher for English (or an equivalent SAT)

(ii) COMPASS of 69 or higher (or an equivalent assessment)

(b) Algebra
(i) ACT of 22 or higher for **placement in College** Algebra (or an equivalent SAT)

(ii) COMPASS Algebra score of 52 or higher (or an equivalent assessment) for placement in college algebra.

(c) Reading
(i) ACT of 21 or higher for Reading

(ii) COMPASS of 66 or higher (or an equivalent assessment)

(d) Calculus
(i) ACT score of 27 or higher for placement in college calculus (or an equivalent SAT)

(ii) COMPASS College Algebra score of 66 or higher (or an equivalent assessment) for placement in college calculus

(2) Students with scores close to the minimum standard should be advised that they will likely need assistance and might find the college-level content very challenging.

Procedure No.5-09 (F-2): COURSE PLACEMENT
Effective Date: December, 2008

(1) 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.

(2) Students who receive a score of 95-100 on the COMPASS placement test may choose to complete a writing sample, administered by the testing coordinator, to qualify for placement into ENG112- Composition II. The writing sample will be reviewed by full-time faculty members in the English department. If approved, the testing coordinator will notify the student of the following placement options available to them:

(a) Take ENG111 and ENG112, or

(b) Take ENG112 and another writing intensive ENG course. The second writing course will be substituted for ENG111, and cannot also be used to meet a Humanities requirement. The approved list of writing courses will be maintained by the Dean of Arts & Sciences

COMPASS Placement Retesting

(1) Students may have one retest using either an alternate form of the COMPASS Placement Test or a Departmental Proficiency Test (but not both). PSEO students may have one retest per year.

(2) A retest must be requested prior to enrolling in related developmental courses.

(3) Retesting must be approved by the Dean of Arts & Sciences or designee.

(4) There must be at least a one-month waiting period between testing dates involving a Departmental Proficiency test only.

(5) Placement test results are valid for three years. After three years retesting is recommended and the fee is waived.

(6) Students may choose to retake the entire COMPASS Placement Test or choose specific sub-tests for retesting.

(7) A $20 retesting fee will be charged for the COMPASS Placement Test and a $45.00 fee for the Proficiency Test.

Procedure No.5-09 (F-3): DEVELOPMENTAL COURSES

Effective Date: December, 2008

(1) Students who are recommended by an advisor, counselor, or department dean to take developmental course work may be limited to take no more than twelve (12) credit hours and/or equivalent until such time that the student has acquired satisfactory ("S") status.

(2) None of the developmental courses apply toward degree requirements.

Policy No. 5-10: COLLEGE-SPONSORED TRIPS POLICY
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) College-sponsored trips are off-campus educational visits that provide experiences not available on campus which enhance the teaching and learning of course objectives or enhance the College's total education program. Clinical placements, internships, and field experience assignments are not to be considered college sponsored trips.

(B) The Vice President for Academics will establish procedures for the conduct of College-sponsored trips.

(C) Neither the College nor any of its employees shall be held liable for injury sustained by a student while traveling to and from or participating in a college-sponsored trip.

(D) The College will not reimburse a student for the operation of a private vehicle for transportation during a college-sponsored trip. The College may arrange, at its expense or at the expense of the students, for public transportation during a field trip. College vehicles may be used by approved drivers.

Procedure No.5-10(B): COLLEGE-SPONSORED TRIPS

Effective Date: June 05, 2009

(1) College sponsored trips must be approved by the Division Dean or Department Supervisor and the Vice President for Academics prior to the event.

(2) Complete the "College-sponsored Trips Request Form" identifying the date and reason for the trip. (Available on the shared drive under the Forms folder)

(3) Once approved, have each participant complete the "Release and Waiver of Liability Form" and any other required forms. All forms should be submitted to the Division Dean or Department Supervisor and then forwarded to the Office of the Vice President prior to the trip.

(4) 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).

(5) Faculty and staff members may request reimbursement for approved field trips utilizing departmental local travel funds. Students cannot receive compensation for use of their automobiles or any other expenses incurred through the trip.

Policy No. 5-11: GRADUATION REQUIREMENTS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The associate degree is awarded upon the successful completion of any one of the two - year degree programs. A certificate is awarded upon the successful completion of any of the one-year certificate programs.

(B) To be considered a candidate for an associate degree or a certificate, the student must have completed all the requirements for that degree/certificate as described in the college Catalog in effect at the time the student enrolled in the program leading to that degree. If the requirements for the degree change while the student is enrolled in a degree program, the original requirements will apply to the student until he/she earns the degree or certificate or for a period of eight (8) consecutive semesters from the time the student initially enrolled in the degree. If the student does not receive a degree within eight semesters of initial enrollment and there is a change in the degree requirements, the Academic Dean and Vice President for Academics shall decide what requirements the student shall meet in order to be awarded a degree.

(C) To be considered a candidate for a degree or certificate, the student must meet the program grade point average requirements, complete the minimum number of credit hours at NSCC for the degree or certificate, and complete or submit applicable assessment activities.

(D) To be considered a candidate for an associate degree or certificate, the student must file a petition in accordance with procedures established by the college.

(E) The college shall verify eligibility of individual students to receive degrees or certificates in accordance with established procedures.

(F) Individuals may earn more than one degree or certificate provided all requirements are met as stated in this policy and the college Catalog.

(G) Students must submit the non-refundable graduation fee with the petition for graduation.

Procedure No.5-11 (C): VERIFICATION OF GRADUATION REQUIREMENTS

Effective Date: May 10, 2011

(1) All graduation applications received will undergo a degree audit by the Registrar and Division Dean, when applicable, to verify that all degree requirements have been completed. In addition, program grade point average requirements, completion of the minimum number of credit hours, and completion or submission of applicable assessment activities will be verified.

(a) Successful completion all required courses in their program. Certain majors require a "C" grade of better in certain courses to meet graduation requirements. Each required course in which an "F" grade is received must be repeated.

(b) Maintain a cumulative grade point average of 2.00.

(c) Attain a 2.0 grade point average in their technical courses.

(d) Complete thirty (30) percent of the credits from NSCC.

(e) In addition, all associate degree graduates maybe required to:

(i) Complete a nationally normed test.

(ii) Submit the required elements of a portfolio.

(2) Students can access their degree audit information online.

(3) Students are eligible to receive only one (1) degree within a technology but may have more than one major. All majors are listed on the student's transcript. Diplomas are issued for each degree within a technology. Students applying for a certificate and associate degree within the same technology at the same time will be awarded the higher degree only.

(4) The Vice President for Academics may waive the repeating of an "F" grade in special circumstances where a course is no longer available for the student to repeat and/or a reasonable substitution can be made. Students may, with written permission of their division dean or Vice President for Academics, repeat a course in which they earned a passing grade. The grade received for the repeated course will thereafter be substituted for the former grade in calculating the student's cumulative grade point average.

(5) Completing A Second Major
When a student completes a second major at any time within the same technology area, the second major will be added to the transcript. Students must complete a graduation application, including the fee, if the second major is completed after the initial degree was awarded.

(6) Each graduate is expected to attend the graduation exercises after the application for graduation has been approved.

(7) Graduation With Honors

(a) Any student graduating with a cumulative grade point average of 3.50 or higher will be graduated with honors as follows:

3.50 – 3.74	Cum Laude
3.75-3.89	Magna Cum Laude
3.90-4.00	Summa Cum Laude

(b) A notation of this honor will be placed on the student's diploma and transcript.

(8) Students who have petitioned to graduate by the deadline; who is certified as having met all degree requirements; do not have an outstanding financial obligation to the college; will receive their diplomas when all final grades have been verified.

(9) Diplomas will be mailed to the address listed on the Graduation Application.

Procedure No.5-11 (D): PETITION TO GRADUATE

Effective Date: May 10, 2011

(1) Students are responsible for completion of all requirements for graduation as specified in the Northwest State Community College Catalog. Each student has an academic or faculty advisor to assist with academic planning and to help assure that degree requirements are met. The final responsibility for completion of degree requirements rests upon the student.

(2) The Graduation Application is available in the Registrar's Office and on-line. A student petitioning to graduate must submit the completed application to the Business Office with the graduation application fee by the date established by the Office of the Registrar.

(3) Students who file and pay for graduation are required to complete their academic requirements for graduation within the next subsequent academic year or the graduation process is deemed incomplete and the fee is forfeited. Re-application and payment would then be required once requirements for a certificate or degree are achieved.

Policy No. 5-12: NURSING ACCEPTANCE DEPOSIT FEE
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Payment of $100 needed to accept and hold the seat in a clinical class in which the student is admitted.

(B) The fee will be applied toward tuition the semester the student begins the clinical sequence.

(C) The fee will be refunded if the student notifies the nursing office prior to July 1 for fall semester clinical start and November 15 for spring semester clinical start. No refunds will be issued after the above dates for the respective semester.

(D) Students will be allowed to defer their start date one time. If they defer a second time, the student will need to reapply to the program and resubmit the acceptance fee.

Students who are not registered by July 1 for fall semester clinical start and November 15 for spring semester clinical start will lose their seat and will need to reapply to the program.

Policy No. 5-13: PROGRAM ACCOUNTABILITY, EVALUATION, AND ASSESSMENT
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Effective education includes proper evaluation of the results produced from the educational resources provided by the community and the government. As the governing body of the College, the Board has the responsibility for assessing how well goals are being accomplished.

(B) The Board directs the Vice President for Academics to establish a means for the continued evaluation of results which shall be systematic and specific.

(C) The following elements will be included in its accountability program:

(1) Clear statements of expectations and purposes for each program coupled with specifications of how their successful achievement will be determined.

(2) Provisions for staff, resources, and support necessary to achieve each program's purposes.

(3) Evaluation of each program to assess the extent to which each program's purposes and objectives are being achieved.

(4) Recommendations for revisions and modifications needed to better fulfill expectations and purposes.

(D) The Vice President for Academics shall maintain a calendar of program and course assessment activities and may make periodic evaluation reports to the Board.

Policy No. 5-14: PROTECTION OF HUMAN SUBJECTS RESEARCH
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) 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.

(B) 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 Institutional Review (IRB) review.

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as

(a) Research on regular and special education instructional strategies

(b) Research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests, survey procedures, interview procedures or observation of public behavior, unless:

(a) Information obtained is recorded in such manner that human subjects can be identified, directly or through identifiers linked to the subjects;

(b) Any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability or reputation.

(3) Research involving the use of educational tests, survey procedures, interview procedures or observation of public behavior, is not exempt if:

(a) The human subjects are elected or appointed public officials or candidates for public office;

(b) Federal statue(s) requires(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research, involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine:

(a) Public benefit or service programs;

(b) Procedures for obtaining benefits or services under those programs;

(c) Possible changes in or alternatives to those programs or procedures;

(d) Possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies:

(a) If wholesome foods without additives are consumed;

(b) If a food is consumed that contains a food ingredient at or below the level and for a use found to be safe.

Procedure No.5-14(A): PROTECTION OF HUMAN SUBJECTS RESEARCH
Effective Date: December, 2008

(1) Research requests exempt under 45 CFR 46.101

(a) Research proposal submitted that includes the following:
(i) Research purpose
(ii) Research questions / intentions
(iii) Research procedures
(iv) Identification of participant risk
(v) Confidentiality – describes how confidentiality will be ensured
(vi) Describe how the data will be reported
(vii) Copy of consent agreement (if required)

(b) Research Proposal submitted to the Vice President for Academics.

(c) Proposal must be reviewed by at least two members of the cabinet to determine that it fits within the exempt categories. Approval may be given. If review of the proposal determines that a non-exempt proposal has been submitted; the steps given below must be followed.

(2) Research requests covered under 45 CFR 46.101:

(a) Based on the proposal, a five member institutional review board (IRB) will be established to determine status of the proposal. Membership will be determined to promote complete and adequate review or the research proposal and:
(i) Includes at least one member who is not affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.
(ii) Includes at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas.
(iii) May not consist entirely of members of one profession or one gender.
(iv) No member shall have a conflict of interest.

(b) Institutional Review Board (IRB) Approval Requirements
(i) Risks to subjects are minimized.
(ii) Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result.
(iii) Selection of subjects is equitable.
(iv) Informed consent will be sought form each prospective subject or the subject's legally authorized representative.

(v) Informed consent will be appropriately documented. When appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects.

(vi) When appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.

(c) The investigator will be notified of the review board's decision.

(3) Research study for a class at NSCC

(a) Research proposal submitted that includes the following:

(i) Research purpose

(ii) Research questions / intentions

(iii) Research procedures

(iv) Identification of participant risk

(v) Confidentiality

(vi) Describe how the data will be reported

(vii) Copy of Consent agreement (if required)

(b) It is assumed that the research proposal will fall within the exempt category.

(c) Research Proposal needs approval from Instructor, Dean, and the Vice President for Academics.

(d) Student is notified of decision.

Policy No. 5-15: STUDENT DUE PROCESS AND GRIEVANCE
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Resolution of a problem, whether academic or administrative, including challenging of a grade, 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.

Procedure No.5-15(A): STUDENT DUE PROCESS AND GRIEVANCE PROCEDURE
Effective Date: January 30, 2009

Academic and Non-Academic Matter

(1) Informal discussion between the student and the faculty member / administrator should take place within twelve (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.

(1) Step 1 - Formal Appeal Process

(a) 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.

(b) Within six (6) instructional days of receiving the formal grievance, the individual involved and the student will meet both parties.

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

(d) 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.

(2) Step 2 - Formal Appeal Process

(a) 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.

(b) 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 may attend this meeting at his/her discretion.

(c) 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.

(i) 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

(ii) If the problem is not resolved, the student may proceed to Step 3.

(d) 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.

(3) Step 3 – Formal Appeal Process

(a) 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. 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.

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

(i) 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. Grade level I, II, and III include vice presidents, division deans, and student service professionals.

(ii) The Vice President for Academics will appoint one member of the ad hoc committee to act as chair for the proceedings.

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

(c) 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.

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

(ii) 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.

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

(iv) 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.

(v) 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, who will implement the ruling.

(vi) 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.

(vii) All original documentation will be kept on file in the Vice President for Academics' office.

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

Policy No. 5-16: STUDENT INTERNSHIPS, FIELD EXPERIENCES AND PRACTIUMS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The Board of Trustees recognizes the value of providing students with job-related experiences as part of their preparation for productive employment and appreciates the cooperation of local employers in accommodating such training activities at their places of business. The Vice President for Academics and Deans will establish procedures for internships, field experiences, and practicum's.

Procedure No.5-16(A): STUDENT INTERNSHIPS, FIELD EXPERIENCES AND PRACTIUMS

Effective Date: May 10, 2011

(1) Students wishing to participate in an internship, field experiences, or practicum must meet the course prerequisites prior to registration for the 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 prior to signing.

(5) The faculty/Dean will be responsible for collecting any information from the student 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.

Policy No. 5-17: SUBSTANCE ABUSE POLICY FOR NURSING, ALLIED HEALTH AND PUBLIC SERVICE
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The faculty of the Division of Allied Health & Public Service and Division of Nursing are charged with the responsibility of maintaining an environment that ensures the provision of high quality education that is supportive to the well-being of students. In settings where application of learning is applied, the faculty requires that students provide safe, effective and supportive care to those populations to whom they are assigned. Such requirements mandate that students be free of chemical impairment during participation in classroom, laboratory and/or clinical settings. Since it is critical that the client and clinical sites are protected from unsafe, impaired practitioners, the faculty must be diligent in observing and documenting impaired student behavior. The department recognizes chemical dependency (alcoholism and/or drug addiction) as a treatable condition and takes a supportive stance in dealing with students so impaired. In order to fulfill these responsibilities, the faculty has developed the following guidelines to deal with chemically impaired students.

(B) A student shall not possess, use, transmit, sell, conceal or be under the influence of any alcoholic beverage or intoxicant, any of the drugs of abuse defined by Ohio experiences and observations.

(C) The use, sale, or possession on the premises of Northwest State Community College or affiliating agencies by a student of an unauthorized substance (including alcohol, controlled substances, prescription drugs which may impair task performance, and any other substance which can alter the motor or sensory functions of a human being) is strictly prohibited and may result in dismissal from the program.

(D) The faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or is abusing, either separately or in combination, substances such as/but not limited to: alcohol, over-the-counter, illegal drugs, prescribed medications that may impair task performance, inhalants, etc. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomatology.

(E) If suspected, students may be asked to be drug tested or assessed for chemical dependency following established procedures. Costs encountered in the process of initial, immediate, screening and assessment will be billed to the college. Any treatment and follow-up for confirmed substance use will be at the expense of the student. The program will seek to maintain the confidentiality of all records and information related to chemical dependency issues as provided by State and Federal law.

(F) A multi-disciplinary team from the Divisions of Nursing and Allied Health & Public Service consisting of three individuals representing at least one person from Nursing and one person from Allied Health & Public Service may be convened to serve as an advisory group. One individual from each program in the Division may be designated as the program's advisor who monitors student treatment and communicates with the program coordinator. The multi-disciplinary team, the program coordinator, and the designated program advisor will review assessment and treatment information prior to a recommendation for dismissal.

Procedure No.5-17(A): SUBSTANCE ABUSE PROCEDURES FOR NURSING, ALLIED HEALTH AND PUBLIC SERVICE
Effective Date: April 02, 2009

(1) One of two courses of action will be taken with students demonstrating impaired performance in the academic or clinical setting. One course of action shall be followed when a student demonstrates overt behaviors that impair their ability to learn and apply needed skills required to provide safe client care. Another course of action will be taken with students who demonstrate repeated covert behaviors that impair their ability to learn and apply necessary skills to provide safe client care. The two courses of action, which outline procedures to be taken by faculty in each of these situations, are as follows:

(2) **Course of Action to be taken with signs of OVERT impairment in performance when immediate action is indicated:**

(a) When the student's condition/behavior suggests that there is impairment and immediate action is indicated:

(i) The student will immediately be accompanied to a laboratory facility where a urine specimen and testing for alcohol (blood alcohol or breath alcohol) will be collected (if on site testing is not available). Basic physical assessment and data collection will be and documented. The student will be asked to sign a consent form allowing assessment and testing results to be sent to the program coordinator. All information collected will be made available to the program coordinator.

(ii) The student will be informed verbally and in writing that the substance abuse guideline has been activated. The student must contact a counselor from a list of approved treatment counselors, participate in an assessment, and comply with recommendations. The instructor or program designee will make efforts to ensure safe transport home (i.e., family member, taxi) and will document the incident. Costs encountered in the process of initial, immediate, screening and assessment will be billed to the college. Any treatment and follow-up for confirmed substance use will be at the expense of the student.

(iii) At this time, the student will be notified that admission to class or clinical will be denied until compliance with the substance abuse guidelines.

(iv) The student will be placed on Medical LOA until cleared through the designated counselor and/or health care professional. Clearance through

laboratory results and evaluation assessment is also required before admission to the academic or the clinical setting.

(v) The student is responsible for contacting the program coordinator within four working days of the screen and assessment to arrange for an appointment to discuss subsequent action. The program coordinator will ensure that all problems associated with the performance/behavior relative to the referral are appropriately documented.

(vi) A due process meeting will be scheduled for all students who are identified as having impaired performance. The student will be allowed to present additional information on their behalf to the multi-disciplinary team. Following the hearing, the team will determine whether the student must adhere to the referral and treatment plan.

(vii) A student=s failure to comply with the referral and treatment plan as recommended by the counselor or health care professional will result in suspension with further disciplinary action up to and including dismissal from the program. Additionally for nursing students, failure to comply with chemical dependency evaluation and comply with follow-up recommendations may lead to notification of the State Board of Nursing. Ultimately the Board may refuse to allow the student to sit for the licensure examination.

(b) If the student refuses to go for specimen collection and evaluation:

(i) He or she will be immediately suspended for the remainder of the day. The instructor or program designee will make efforts to ensure safe transport home (i.e., family member, taxi) and will document the incident. It then becomes the responsibility of the student to provide documented cause or explanation for the behavior and evidence of any treatment if indicated. Any cost incurred with deferred testing, assessment, or provision of explanation of behaviors will be the responsibility of the student.

(ii) At this time, the student will be notified that admission to class or clinical will be denied until compliance with the substance abuse guidelines.

(iii) The student will be placed on Medical Leave of Absence (LOA) until cleared through the designated counselor or health care professional. Clearance through laboratory results and evaluation assessment is also required before admission to the academic or clinical setting.

(iv) The student is responsible for making arrangements to meet with the program coordinator within 24 hours with documented evidence of testing and/or medical clearance to discuss subsequent action.

(v) A due process meeting will be scheduled for all students who are identified as having impaired performance. The student will be allowed to present additional information on their behalf to the multi-disciplinary team. Following the hearing, the team will determine whether the student must adhere to the referral and treatment plan.

(vi) A student's failure to comply with the referral and treatment plan as recommended by the counselor or health care professional will result in suspension with further disciplinary action up to and including dismissal from the program. Additionally for nursing students, failure to comply with chemical dependency evaluation and comply with follow-up recommendations may lead to notification of the State Board of Nursing. Ultimately the Board may refuse to allow the student to sit for the licensure examination.

(c) In the event of abusive/uncontrollable behavior, security and/or law enforcement authorities will be contacted. Immediate suspension will go into effect. The instructor will attempt to ensure safe transport home (i.e., a family member, taxi, etc.). The procedure as outlined in Section B will be followed.

(3) ***Chemical Dependency or Abuse of a Continuing Nature (Covert Symptoms*)**:

(a) The following procedure will be adhered to for all occurrences of suspected chemical dependency or abuse of a continuing nature:

(i) The instructor will objectively document observed behavior to identify if there is a pattern of behavior that is not normal for the student. A pattern or behavior may be subtle as well as grossly overt such as the odor of alcohol or marijuana, slurred speech, lack of coordination, mood swings (irritability or forgetfulness), disheveled appearance, changes in dress and grooming, red or bleary eyes, hand tremors and/or involvement in an accident/ incident which resulted or could have resulted in bodily injury or damage to a patient, classmate, etc.

(ii) The instructor will review the documentation with the program coordinator and the multi-disciplinary team.

(iii) The instructor will advise the student of the documented actions/behaviors that relate to a performance problem. The program coordinator will be present at this conference.

(iv) The student is to be advised that he or she must participate in an assessment, selected from an approved list of professional counselors, and comply with the recommended plan of care. The student will be asked to sign a consent form allowing assessment and testing results to be sent to the program coordinator. Admission to the academic or clinical setting

will be denied until cleared by a professional counselor and treatment provider. Professional laboratory facilities and personnel will be utilized to obtain and analyze a urine screen for chemicals and/or blood or breath test for alcohol. The professional counselor and the program coordinator will be informed of the results and make further recommendations.

(v) Failure to comply with the referral to a professional counselor for evaluation and/or treatment will result in further disciplinary action, which may include suspension or dismissal from the program.

(vi) The student is responsible for contacting the program coordinator within four working days after the assessment to discuss further action.

(vii) If a follow-up treatment plan is indicated the student will be placed on a medical LOA until certification of successful completion is received by the program coordinator. If cleared, the student will re-enter the program during the next rotation of the course based on availability of space.

(viii) A due process meeting may be scheduled. The student will be allowed to present additional information on their behalf to the multi-disciplinary team. Following the hearing, the team will determine whether the student must adhere to the referral and treatment plan.

(ix) Failure to comply with recommendations will result in further action up to and including dismissal from the program. Additionally for nursing students, failure to comply with chemical dependency evaluation and follow-up recommendations may lead to notification of the State Board of Nursing. Ultimately, the Board may refuse to allow the student to sit for the licensure examination.

(x) If the results of the chemical dependency evaluation are inconclusive or do not determine a chemical dependency problem at this time, the program coordinator will discuss behaviors prompting the referral with the student.

(xi) The College will be financially responsible for initial, immediate screening, and assessment only; costs incurred in following the recommended treatment plan will be the student's financial responsibility.

(4) Records dealing with student information related to chemical dependency issues will be contained in a locked file in the program coordinator's office.

Policy No. 5-18: TEACHING/STUDENT SUPERVISION AND WELFARE
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Faculty and non-faculty staff members because of their proximity to students are frequently confronted with situations which, if handled incorrectly, could result in liability to the College and personal liability to the staff member. It is the intent of the Board of Trustees to direct the preparation of guidelines that would minimize that possibility.

(B) The President shall establish guidelines to ensure a safe employee/student relationship.

(C) Most information concerning a student in the College is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability.

R.C. 2907.03

Procedure No.5-18(B): TEACHING-STUDENT SUPERVISION AND WELFARE
Effective Date: May 10, 2011

(1) The following guidelines should be followed to ensure a safe employee/student relationship:

(a) Each staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.

(b) A staff member should not volunteer to assume responsibility for duties that cannot reasonably be performed. Such assumption carries the same responsibilities as assigned duties.

(c) A staff member shall provide proper instruction in the safety matters presented in assigned course guides.

(d) Each staff member shall immediately report to the office of Human Resources any accident or safety hazard detected.

(e) Each staff member shall immediately report knowledge of threats of violence by students to the Campus Police.

(f) A staff member shall not send students on any personal errands.

(g) A staff member shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual conduct with a student by a staff member or other person in authority in the College subjects the offender to criminal liability and discipline up to and including termination of employment.

This provision should not be construed as precluding a staff member from associating with students in private for legitimate or proper reasons.

(h) If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the College or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed

and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.

(i) A student shall not be required to perform work or services that may be detrimental to his/her health.

(2) Pursuant to the laws of the State, each staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

(3) Most information concerning a student in the College is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse or neglect.

Policy No. 5-19: TUTORING SERVICES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Tutoring services shall be available to all students based on student performance and faculty recommendations. Students may take advantage of tutoring services either by self-request or recommendation of faculty.

Policy No. 5-20: CRIMINAL BACKGROUND CHECKS AND DRUG TESTING – NURSING PROGRAM
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Clinical agencies utilized by the nursing program may require a negative criminal background check and a negative drug screen. Although the college will make reasonable efforts to place admitted students in clinical experiences, it will be up to the host facility to determine whether a student will be allowed to be placed at that facility. A positive criminal background check or drug screen requires a conference with the Dean of Nursing to determine whether the student can continue in the clinical nursing program. Students with a positive background or drug screen may be dismissed form the nursing program.

Procedure No.5-20(A): CRIMINAL BACKGROUND CHECKS AND DRUG TESTING – NURSING PROGRAM

Effective Date: February 04, 2011

(1) The application for the nursing program and nursing program acceptance letters will contain a statement notifying students of criminal background check and drug testing requirements.

(2) The following procedures apply to students enrolled in the clinical nursing program at Northwest State Community College.

(3) Clinical agencies utilized by the nursing program may require a negative criminal background check and a negative drug screen. Although the College will make reasonable efforts to place admitted students in clinical experiences it will be up to the clinical agency to determine whether a student will be allowed to be placed at that facility. A positive criminal background check or drug screen requires a conference with the Dean of Nursing to determine whether student can continue in the clinical nursing program.

(4) Students are required to have fingerprints for BCII criminal background check completed prior to beginning the first semester in the clinical nursing program. Criminal background checks must be repeated one year later for students who continue into their second year. BCII and FBI criminal background checks must be completed for licensure in the last semester of nursing program. The fingerprinting is done by NSCC Security. The cost is included in course lab fees. If a clinical agency requires an additional background check it will be at the expense of the student.

(5) Students are required to have a 10 panel urine drug screen done during the beginning of the first semester in the clinical nursing program. Students will be given instructions as to when and where the drug testing will occur. All drug testing will be at the expense of the student. Refusal to submit a drug test or any attempts to tamper with the specimen shall constitute ineligibility for continued enrollment. If a clinical agency requires an additional drug test it will be at the expense of the student. Faculty may require students to have an additional drug testing per the Substance Abuse Policy.

(6) Drug screen and background check results and related information will be kept in a secure file separate from other student records. The reports and/or related information will be shared only with individuals who have a “need to know” related to the student’s academic progress e.g. participation in a clinical experience. It may be necessary to release the results to students’ clinical agency.

Policy No. 5-21: STUDENT IDENTIFICATION VERIFICATION
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Northwest State Community College will establish procedures to remain compliant with the Higher Education Opportunity Act (HEOA) related to student identification verification in distance education courses.

Procedure No.5-21(A): STUDENT IDENTIFICATION VERIFICATION

Effective Date: May 10, 2011

(1) All students taking an online course must complete the NSCC application process, at which point they provide identifying information, which is required for registration.

(2) Student information is maintained in NSCC's secure database system.

(3) All NSCC students are issued a student ID consisting of a unique user name and password.

(4) All online students access their courses through myNSCC, by logging in with their unique user name and password.

CHAPTER 7: STUDENT SERVICES

Policy No. 7-01: ADMISSION TO THE COLLEGE
Effective Date: Reaffirmed by Board of Trustees 2/7/14

(A) Northwest State Community College is committed to the principle of providing each student access to quality educational programs and lifelong learning. Information provided on the College admissions application will be used to determine initial admission status.

(B) Additional documentation may be required for certain applicant categories such as international, early admit and transfer students or credit or non-credit classes offered through Custom Training Solutions (CTS). Specific information pertaining to each category will be maintained in the Admission Office. Applicants not providing appropriate documentation may be denied admission.

(C) Admission to a specific program of study for the purpose of earning a degree or certificate shall be according to requirements and procedures established for the specific program of study.

(D) Admission procedures, including changes in conditions of admission status, will be adopted and implemented by the college.

Procedure No. 7-01 (D-1): ADMISSION TO THE COLLEGE

(1) Admission to Northwest State Community College is open to any high school graduate or holder of a high school equivalency statement (GED).

(2) An application for admission can be obtained from the Office of Admissions or completed online. A final, official high school transcript or (GED) should be presented at the time of application.

(a) Information provided by the student on the Northwest State Community College admissions application will be used to determine initial admission status.

(b) Incomplete applications lacking federal, state, or college mandated information will not be processed.

(3) Applicants who are beyond the age of compulsory high school attendance, and who do not possess either a high school diploma or the recognized equivalent (G.E.D.) from an accredited institution recognized by the U.S. Department of Education may be admitted to the but these applicants are not eligible to participation in or receive financial aid from the State or federal programs.

(4) Applicants within the age of compulsory school attendance currently enrolled in high school should submit a current high school transcript and standardized test scores (ACT, SAT). Upon high school graduation, applicants must submit a final, official transcript which displays eight (8) semesters of high school coursework. The official transcript must bear the high school embossed seal, a signature of the high school representative and date of graduation. Transcripts should be sent directly to Northwest State Community College Admission Office by the high school or delivered in a sealed envelope, or sent electronically through Parchment, the State Approved provider.

(5) Applicants within the age of compulsory school attendance who are home-schooled may be required to submit additional documentation to determine admission status.

(6) Transfer applicants are required to provide official transcripts of all previously attended educational institutions. Transcripts should be sent directly to Northwest State Community College Registrar's Office by the college or university, or delivered in a sealed envelope, or sent electronically through Parchment, the State approved provided.

(7) All first time college students, and some transfer students who are seeking a certificate or degree are required to take the COMPASS assessment for course placement and in certain instances, developmental coursework prior to enrolling college-level courses.

(8) Applicants who are not United States citizens are required to submit additional documentation to determine admission status.

(a) Acceptance on non-United States citizens is determined by federal and state law and admissions standards housed in the Admissions office.

(b) Before Northwest State can process an international student's application for admission and issue an I-20, the following documents are necessary:

(i) A completed Northwest State Community College application for admission including appropriate application fee.

(ii) A certified true copy of a student's complete secondary school record, translated into English.

(iii) A certified true copy of any college or university studies the student may have completed, translated into English.

(iv) A photo copy of the student's VISA/PASSPORT and/or residency card and the I-94.

(v) All international students wishing to transfer to NSCC from another U.S. institution must prove to be in good standing and have maintained a cumulative G.P.A. of 2.00 at the previous institution before acceptance to NSCC will be granted.

(vi) Proof of competency in English language usage – The student must have TOEFL PBT scores of 550 or higher, or TOFEL computer based score of 173 or higher, or TOEFL iBT of 70 or higher. TOEFL scores should be submitted directly to the Admissions Office. COMPASS placement and computer assessments are required once the student arrives at Northwest State.

(vii) A certified statement of financial stability by a banking institution official which gives proof of the student's assets from parents, relatives, guardians or the student. Proof of personal responsibility for the student must accompany the banking institution statement of financial stability. All financial statements must be converted into American dollars before submission to the College.

(viii) After the above has been completed, and if the student has been accepted by Northwest State Community College, a deposit of one year's tuition plus book allowance ($9,500.00) must be sent to the college before an I-20 will be issued. An additional $2,000 should be brought for spending money upon entering the United States

The complete international student policy and required forms can be found online at www.northweststate.edu or in the Admissions Office.

(9) Selective Service Registration

(a) Federal law requires that males having reached the eligible age of eighteen (18) must register with the Selective Service System.

(b) Failure to provide proof of Selective Service registration will result in an additional out-of-state surcharge for the current semester. This surcharge will be waived only if proof of a Selective Service registration is received prior to the end of the semester.

(c) Grades and transcript will not be released without proof of registration.

(d) Financial aid eligibility may also be affected.

(e) Eligible students should submit their Selective Service number to the Registrar's Office on the verification form available from the Registrar.

(10) Any applicant denied admission will be informed by written notice.

Procedure No. 7-01 (D-2): READMISSION TO THE COLLEGE

(1) Returning students who have not attended NSCC for four (4) or more consecutive semesters (exclusive of Summer Semester) must file an application for readmission with Registrar or Admission Office.

(2) Applications for readmission will be available at the Admission, Financial Aid, Registrar's Offices and the Student Resource Center. There are no fees associated with readmission.

Policy No. 7-02: CLASSIFICATION OF STUDENTS
Effective Date: Reaffirmed by the Board of Trustees 2/7/14

(A) The college classifies students for purposes of local, state, and /or federal reporting requirements or regulations. The college will develop student classification procedures.

Procedure No. 7-02 (A): CLASSIFICATION OF STUDENTS

(1) Applicants for admission to the College may select one of the following classifications.

(i) Degree Student – A "Degree Student" is one who has indicated the intent to study toward completion of an associate degree.

(ii) Certificate Student – A "Certificate Student" is one who has indicated the intent to study toward the completion of a one (1) year certificate.

(iii) Non-Degree Student – A "non-degree student" is one who has indicated the intent to pursue selected courses only. Students are not seeking a certificate of degree and wish to take courses for personal enrichment. These students are not eligible to receive financial aid from state and federal programs through Northwest State Community College

(iv) Early-Admit Student – An "early-admit student" generally is a high school student who has been recommended by his/her counselor or principal to take college courses for credit. Enrollment is generally limited to two (2) courses per semester.

1. Dual Enrollment – A high school student who meets college criteria and has been recommended by his/her guidance counselor or principal to take college courses for both college and high school credit. The course will be taught during the school schedule on the high school premises.

2. Postsecondary Enrollment Option Student – Senate Bill 140 allows high school freshmen through seniors who have met special admissions criteria to take College courses and receive either College credit or high school credit or both for work successfully completed.

3. Tech Prep Student – A high school student who has been recommended by his/her guidance counselor or principal to take technical college courses for college credit and high school credit. These courses prepare students for careers in the technical field.

(v) Guest/Transient Student – A student attending another institution of higher education and enters NSCC for specific courses which have been approved in writing by the other institution's vice president or registrar.

(vi) International Student – Any student who is not a U.S. citizen or a permanent resident of the United States is considered an international student. International students must meet the requirements of the Student & Exchange Visitor Information System

(SEVIS) as well as the requirements of NSCC. International students must meet with an admissions representative before registering for class.

(vii) Transfer Student – Either a "degree" or "non-degree" student who has indicated, at the time of application, the interest to transfer selected general studies courses or a full degree program to a four-year bachelor's degree program. All students enrolling as transfer students should speak with the transfer coordinator prior to registering for classes.

(2) Formal Registration

(a) Registration for classes offered at Northwest State Community College will be held at the place and time announced by the College and may be completed through a student's – myNSCC account.

(b) Each student who has inquired or applied for admission, or who is already enrolled in the College, will receive detailed registration information prior to each registration period.

(3) Enrollment Classification

(i) A Full-Time Student is a student who is officially enrolled for a minimum of twelve (12) credit hours of course work in a given semester.

(ii) A Part-Time Student is a student enrolled in eleven (11) credit hours of course work or less in a given semester.

(iii) Second-year student status is anyone who has completed thirty (30) or more credit hours.

(4) Veterans' Educational Benefits

(a) Northwest State Community College courses of study are approved for veterans' educational benefits.

(b) Students, who are eligible for veterans' benefits, should contact the Registrar's Office prior to enrollment in classes.

(c) The Registrar's Office certifies credits and enrollment start/end dates with the Veterans Administration.

(5) Ohio Student Residency for State Subsidy and Tuition Surcharge Purposes

(a) The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes:

(i) A dependent student, at least one of whose parents or legal guardian has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.

(ii) A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.

(iii) A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates.

(iv) A veteran, the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:

1. A veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.

2. If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in this state as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and spouse or dependent seeking residency status have established domicile in this state as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division.

(v) A student who, while a resident of this state for state subsidy and tuition surcharge purposes, graduated from high school in this state or completed the final year of instruction at home as authorized under section 3321.04 of the Revised Code, if the person enrolls in an institution of higher education and establishes domicile in this state, regardless of the student's residence prior to that enrollment.

(b) Specific Exceptions and Circumstances

(i) A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.

(ii) A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.

(iii) A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.

(iv) A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered a resident of Ohio for these purposes as long as Ohio remains the state of such person's domicile and as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.

(v) A person who has been employed as a migrant worker in the state of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.

(vi) A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered as residents of Ohio while in service and upon completion of service in the community service position.

(vii) A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than 50 percent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.

(viii) A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio National Guard service.

(c) Procedures

(i) A dependent person classified as a resident of Ohio for these purposes and who is enrolled in an institution of higher education when his or her

parents or legal guardian removes their residency from the state of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.

1. In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraph 1 or 2 of this rule.

2. For students who qualify for residency status under paragraph 3 (of Ohio Residency), residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.

3. Any person once classified as a nonresident, upon the completion of twelve consecutive months of residency, must apply to NSCC for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding twelve consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident.

4. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.

5. Any institution of higher education charged with reporting student enrollment to the Ohio Board of Regents for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for the purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.

(ii) Documentation of full-time employment and domicile shall include the following documents:

1. A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent or spouse of the student is employed full-time in Ohio.

2. A copy of the lease which the parent or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential and real property located in Ohio of which the parent or spouse is the owner and occupant; or if the parent or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at that residence.

(iii) Additional criteria which may be considered in determining residency for these purposes may include, but are not limited to the following:

1. If a person is subject to tax liability under section 5747.02 of the Ohio Revised Code;

2. If a person qualifies to vote in Ohio;

3. If a person is eligible to receive state welfare benefits;

4. If a person has an Ohio driver's license and/or motor vehicle registration.

(iv) Criteria evidencing lack of residency:

1. If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of welfare benefits, or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);

2. If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of public assistance.

(v) Residency application forms for in-state tuition are available online or in the Registrar's Office. The completed application requesting a change of out-of-state status, including all required documentation, must be received by the Registrar by the end of the third week of classes for the semester in question. The Registrar will review the application within five working days from the date of receipt to determine the candidate's residency status. The Registrar will notify, in writing, the student applicant within ten working days of the final determination of the request.

(vi) The applicant should plan to pay all fees, even if they believe their application will be approved. Provided that residency requirements were met prior to the first day of the semester, fees will be refunded back to the beginning of the semester in question once a final determination has been made.

Policy No. 7-03: SERVICES TO STUDENTS
Effective Date: Reaffirmed by the Board of Trustees 2/7 /14

(A) The college provides supportive services to students to assist in their educational, career, and personal development. Supportive services include, but are not limited to, admissions and information-giving, records and registration, academic advising, counseling, mental health services, alcohol and other drug prevention education, tutoring, services to students with disabilities, financial aid, student activities, athletics, intramural sports, recreation, health and wellness, and placement and career services. Services to students will be provided in accordance with procedures adopted by the college.

Policy No. 7-04: STUDENT FINANCIAL AID
Effective Date: Reaffirmed by the Board of Trustees 2/7/14

(A) Financial aid, in the form of grants, scholarships, loans, and employment, will be made available to qualified applicants without discrimination against an individual for reasons of race, color, religion, ancestry, national origin, sex, age, disability, or veteran status.

(B) Applications for financial aid can be obtained and filed in accordance with procedures adopted by the college.

(C) Information pertaining to financial aid available to students shall be published in the college catalog and other appropriate media.

Procedure No. 7-04 (B): FINANCIAL AID APPLICATION

(1) Applications for federal, state, institutional financial aid, and related consumer information are available on the college website or from the Financial Aid Office.

(2) Financial Aid application deadlines are established for each semester of the academic year. These deadlines are posted on the college website and academic calendar.

(3) Application deadlines for the Pell Grant and Supplemental Educational Opportunity Grant are established by the U.S. Department of Education Information about these deadlines is available in the Financial Aid Office.

(4) Applicants for the Federal Stafford Loan or Federal Plus Loan should complete a master promissory note available via the college website

(5) Northwest State Community College is required to establish, publish, and apply reasonable standards for measuring satisfactory academic progress of students applying for or receiving Federal Financial Aid. Information regarding these standards is available via the college website or from the Financial Aid Office.

Procedure No. 7-04 (C-1): FINANCIAL AID SATISFACTORY PROGRESS AND MAXIMUM TIME FRAME

(1) Satisfactory Academic Progress

(a) Students receiving any form of Federal financial aid must maintain satisfactory academic progress toward a degree objective. Failure to do so will result in Federal financial aid being withheld until satisfactory academic progress has been re-established.

(b) Satisfactory academic progress is checked at the end of each semester. At that time the Financial Aid Office reviews a student's total academic history. In order to receive Federal financial aid, students must be making satisfactory academic progress regardless of whether they have previously received Federal financial aid.

(c) Students are maintaining satisfactory academic progress if they meet all three (3) of the following criteria:

(i) Grade Point Average (GPA)
Students must meet a cumulative grade point average requirement according to the number of hours attempted. Two consecutive terms with a cumulative GPA of below the allowed rate will result in "Suspension."

CR. Hrs. Attempted	Cumulative GPA
1-15	1.4
16-30	1.6
31-45	1.8
46+	2.0

Transfer Students
Transfer credits do not count in the calculation of the cumulative GPA but are included in the calculation of maximum "length of eligibility" for degree completion.

(ii) Credit Hour Completion
All aid recipients must successfully complete no less than 67% of all credits attempted cumulatively. Successful completion of classes means passing grades must be earned. Grades of F, W, I, U, UC, P, WF, WM, WP, NP, AND NR do not count towards successful course completion. Two consecutive terms with less than 67% completion rate will result in

"SUSPENSION" of eligibility, and the student will receive NO further aid.
Any combination of F, W, I, U, UC, P, WF, WM, WP, NP, AND NR grades for the term with zero credits earned will result in IMMEDIATE SUSPENSION.

(iii) Length of Eligibility for Degree completion

1. Eligibility for Federal financial aid (Federal Pell Grant, Federal SEOG, Federal Stafford Loan, or Federal Work-Study) may not exceed 150% of the published length of an academic program as outlined in the college catalog. This is called a student's maximum time frame.

2. Since the average number of semester credit hours per associate degree program is seventy (70), (thirty-eight (38) for one (1) year certificate programs), the maximum time frame for receiving Federal financial aid is 105 semester credit hours, (fifty-seven (57) for one (1) year certificate programs), regardless of how often financial aid is received. This includes ALL credit hours attempted, including developmental courses, repeated courses, transfer courses, and courses that a student withdraws from. Audited courses will not be included in the computation of hours attempted, nor will they be considered in determining enrollment status for financial aid purposes. Once a student reaches the maximum time frame, s/he is not eligible to receive additional Federal financial aid.

(d) Students may request an extension of their maximum time frame using the Appeal of Maximum Time Frame form. Requests will be considered on a case-by-case basis.

(e) Students who complete the requirements for one associate degree or certificate program will have their maximum time frame extended for a second degree or certificate.

(2) Financial Aid Probation

(a) Students, who have not maintained satisfactory academic progress, as defined above, will be placed on financial aid probation. Students will remain eligible for Federal financial aid for at least one (1) semester of financial aid probation.

(3) Financial Aid Suspension

(a) Students who do not maintain satisfactory academic progress, as defined previously, during the semester of financial aid probation, will be placed on

financial aid suspension. Federal financial aid will then be suspended until satisfactory academic progress has been re-established.

(b) Students may continue to take courses at their own expense until reaching the minimum GPA and the number of successfully completed credit hours required to re-establish satisfactory academic progress.

(4) Hours Attempted

(a) Courses in which grades of W, WF, F, U, I, P, or NP are received will be used for computation of hours attempted but are not considered to have been successfully completed.

(5) Appeal Procedures

(a) Students may appeal their financial aid suspension status or request an extension of their maximum time frame by submitting an appeal form.

(6) Reinstatement of Federal Financial Aid

(a) Students for whom Federal financial aid is reinstated as a result of appeal of their financial aid suspension status will be placed on financial aid probation for one semester. Continuation of Federal aid for subsequent semesters is dependent upon satisfactory academic progress being attained.

(7) Partisan Political Activity

(a) Students are not permitted to use Federal financial aid funds for any partisan political activity. Use of Federal financial aid for partisan political activity will result in immediate termination of aid eligibility.

(8) Financial Aid Refund

(a) If students withdraw from all classes during a refund period, financial aid will be refunded according to Federal Refund Policy.

Procedure No.7-04(C-2): FINANCIAL AID APPEALS PROCEDURE

(1) Students may appeal their financial aid probation/suspension status or request an extension of their maximum time frame by submitting an appeal form to the Financial Aid Office. The Financial Aid Officer may or may not approve the request, depending upon the existence of extenuating circumstances.

(2) Exceptions to this policy may be granted on a case-by-case basis. The student must complete a **Financial Aid Appeal Form** and present written evidence showing why an exception is in order. It is the student's responsibility to initiate all appeals. Reinstatement of assistance is also subject to availability of funds.

(3) The Financial Aid Office will make decisions regarding exceptions granted. The written documentation must include the following:

(a) A typed letter from the student explaining why an appeal should be granted.

(b) Documented illness of the student or student's immediate family member, if applicable.

(c) Documented death of a student's immediate family member, if applicable.

(d) Independent third party documentation of circumstances beyond the student's control.

(e) A completed plan of study signed by your advisor (An appointment is required in order to meet with your advisor).

(f) A working copy of your transcript.

(g) Successfully complete the Financial Aid Appeal Workshop

(4) Extenuating circumstances that will not be considered:

(a) Lack of planning or self advising.

(b) You have appealed before and did not meet the requirements of the appeal (2nd appeals are not accepted).

(c) Student did not have an extenuating circumstance that caused them to be unsuccessful in their course.

(d) The number of hours needed to raise completion rate and/or GPA to required levels exceeds the maximum number of hours allowed for current program of study.

(5) The Financial Aid Office will review the written appeal with all documentation including the student's academic history to determine whether the circumstances warrant approval. The student must explain in the appeal how the documented circumstances will not prevent him/her from maintaining satisfactory progress in the future.

(6) If the appeal is approved, the student will be allowed one (1) term to restore satisfactory standing. A student, whose financial aid has been reinstated through the appeal process, may have adjustments made to their original awards, including loans, as a condition of an approval. The student must earn C's or better without withdrawing from any classes. If the student goes back onto suspension, a second appeal will not be allowed.

(7) If the student will need more than the allowed maximum "length of eligibility" for his/her program, a written appeal for an extension must be submitted. The written request must document circumstances responsible for the extended time needed. The student must be making satisfactory academic progress at the time of the request. A signed plan of study must accompany the request along with a working copy of the student's transcript.

(8) If the appeal is NOT approved, you must meet the requirements decided upon by the Financial Aid Office.

Policy No. 7-05: STUDENT GROUPS
Effective Date: Reaffirmed by the Board of Trustees 2/7/14

(A) It is the policy of the Board of Trustees that student groups be recognized as authorized College organizations only if they are approved by the College administration, sponsored by College approved personnel, composed of members of the current student body, hold the majority of their meetings at College, and have established aims which are educational in nature.

(B) The Board will make College facilities available and provide appropriate staff for the conduct of those social events which have been approved by the Executive Vice-President

(C) As voluntary participants in College social events, students shall be held responsible for compliance with rules set forth for their conduct and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular College program.

Procedure No.7-05(A): STUDENT GROUPS PROCEDURE

(1) Proposals for new student groups will be presented to the President's Cabinet by two of the involved students and the advisor. The proposal will include:

   (a) The name of the student group

   (b) The purpose of the group and proposed activities

   (c) Budget considerations

   (d) Name of the faculty/staff advisor

(2) A recognized Student Group may request funds to support projects through the Student Activities Coordinator.

(3) Funds raised by student groups through fund-raising efforts will be maintained in a separately identified group account through the business office. All groups must follow the college's established fund-raising guidelines. Any funds that remain in a group account that has been inactive for two years will be transferred to the Student Body Organization account.

(4) To determine viability of the student group, the number of members will be evaluated on yearly basis. A minimum of five current students per semester must participate in group activities/meetings for the group to remain active.
   (a) Groups will be considered inactive when the minimum number of participants is not met.
   (b) An inactive group may resubmit a proposal to reactivate a group if student interest increases.
   (c) If a group fails to register with the Student Activities Coordinator each year, it will also be considered inactive.
   (d) The group must have a faculty/staff advisor.
   (e) A report will be provided to the President's Cabinet by October 1 of each year that includes: a list of officers for each student group, membership number, average meeting attendance for the prior year, planned meeting schedule, and a summary of previous year's activities.

(5) Student Group Responsibilities

   (a) Are expected to communicate with the Student Activities Coordinator regularly.

(b) Must submit a monthly calendar of all events to the Student Activities Coordinator.

(c) Must seek appropriate approvals for activities held both on and off campus.

(d) Register yearly as an active student group with the Student Activities Coordinator by submitting the *Active Student Group Registration Form*.

(6) Advisor Responsibilities/Duties
The advisor shall:

(a) Be a NSCC full-time faculty, administrator or support staff. It is recommended that a faculty/staff member serve as an advisor to only one student group.

(b) Exhibit character and professionalism while upholding the mission and goals of NSCC.

(c) Serve as a resource for students on College policies and other information pertinent to the individual organization.

(d) Encourage individual and team leadership among the group's officers and members by motivating, challenging, supporting and empowering students.

(e) Regularly communicate the ongoing activities of the organization with the Student Activities Coordinator.

(f) Be present at all officer meetings and sponsored events

(g) Actively participate on local (on campus), regional, state, and/or national events of the organization.

(h) Oversee and supervise activities of the sponsored organization including:

(i) Establishment of agenda items and calendar of events for academic year

(ii) Prior approval of all financial transactions and organizational budget for academic year.

(iii) Maintenance of financial records and be responsible for annual audit when necessary

(iv) Approve all internal and external promotions and publicity of the group, ensuring collaboration with appropriate on-campus departments (e.g. public relations, marketing)

(i) Encourage and mentor initiation of new membership

(j) Regularly meet with members to assure no counterproductive activities are pursued internally or externally.

Policy No. 7-06: STUDENT RECORDS
Effective Date: Reaffirmed by the Board of Trustees 2/7/14

(A) Access to and release of student records shall be in accordance with college policy and federal and state statutes and regulations, and in accordance with procedures adopted by the college.

(B) Students will be advised of their rights concerning educational records and of certain categories of public information the college designates as directory information in accordance with procedures adopted and implemented by the college.

Procedure No.7-06(A-1): ACCESS TO STUDENT RECORDS

(1) Northwest State Community College rules and procedures regarding student rights and the Family Educational Rights and Privacy Act of 1974, as amended, are published in the college Catalog.

(a) Students have a right to access, inspect and review their academic records, as well as limit the release of any such information.

(b) A request to inspect and review records shall be made in writing to the Registrar.

(2) Student Directory Information

(a) The following items are designated as "Directory Information" and may be released by the college at its discretion.

(i) Name
(ii) Address (for legitimate educational purposes only)
(iii) Email (for legitimate educational purposes only)
(iv) Major
(v) Birth date
(vi) Honors
(vii) Full-time or Part-time status
(viii) Dates of attendance
(ix) Degree(s) conferred

(b) Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of any or all of the above information.

(c) Should a student decide to withhold any information, a Request to Prevent Disclosure of Directory Information form needs to be completed and submitted to the Registrar.

(d) Requests will be honored for one academic year or a shorter period of time as designated by the student.

(e) Whenever a student's information is passed on to a third party, the College will inform the third party that such information may not be passed on to a fourth party.

(f) The institution will maintain a record of persons who are not institutional employees who request access to a student's file or who obtain access to a

student's file. These requests will be directed to the Registrar and/or the vice President for Academics.

(3) Inspect and Review Records

(a) Individuals who have attended Northwest State Community College have the right to inspect and review official records, files and data directly related to themselves, including material incorporated into each student's cumulative record folder in accordance with the College policy on access to student records.

(b) A student may request, in writing, the opportunity to inspect and review his/her records.

(i) The request should be made to the chief administrator or designee(s) of the department in which the records are on file.

(ii) A request must specify records to be inspected and reviewed.

(c) Release of Information for Deceased Students.

(i) Requests for information on individuals other than the executor during the first 10 years after death will be limited to the release of directory information only. Thereafter, all information becomes available to the public.

(d) A request by a student to inspect and review his/her records will be granted within a reasonable period of time, but such time is not to exceed seven days in which classes are held after the request has been made.

(e) Records will be inspected and reviewed by the student in the presence of the department head or his/her designee(s).

(i) Records may not be changed or deleted during the process of inspection and review.

(ii) The student shall be advised of his/her right to challenge and the procedure to challenge any portion(s) of his/her College record.

(iii) Upon written request, the student shall be provided with a copy of requested documents within his/her record.

(f) Northwest State Community College will release non-directory information, including grades, to parents of dependent students only with the written consent of the student, regardless of the student's age or dependency status. Written consent for such requests must be submitted to the Registrar's Office.

(4) Institutional personnel access to student records

(a) Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

(i) One exception, which permits disclosure without consent, is disclosure to "school officials" with legitimate educational interests. A school officials is a person employed by the College in an administrative, supervisory, academic, research or support staff position, including law enforcement unit personnel; a person or company with whom the College has contracted such as an attorney, auditor or collection agent; a person serving the on Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

(ii) A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(b) Financial aid information supplied by students or parents will be maintained on a confidential basis, with only necessary information released to institutional personnel from the standpoint of processing financial aid awards.

Procedure No.7-06(A-2): CHALLENGE OF STUDENT RECORDS

(1) Students shall have an opportunity for a hearing to challenge the content of their College generated records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Third party records are not open to challenge.

(2) A student may request, in writing, an opportunity for a hearing to challenge the content of his/her College record.

(a) Request should be made to the President or President's designee(s).
(b) A request must:

(i) Identify in specific terms the portion(s) of the record to be challenged.

(ii) State the reason(s) for challenging the portion(s) of the record so identified.

(iii) State the remedy sought; i.e., the correction or the information under challenge.

(3) Hearing Procedures:

(a) The hearing will be conducted by the President or designee(s) who will act as the hearing officer.

(b) The hearing will be granted within ten days after the request has been made.

(c) The department head or his/her designee(s) responsible for the student record under challenge shall represent that record in the hearing.

(d) Prior to the hearing, the hearing officer shall notify the student and the department head of the time, place and date of the hearing and of the specific portion(s) of the student's record to be challenged in the hearing.

(e) The hearing shall be limited to consideration of the specific portion(s) of the student's record being challenged.

(f) The student will have the right to be assisted by an advisor of his/her choice.

(g) The burden of sustaining the challenge rests with the student.

(h) The student and the department head have the right to present evidence and witnesses directly related to that portion(s) of the student's record being challenged.

(i) The hearing officer shall keep a taped record of the hearing.

(j) The hearing officer must provide the student with a written notification of the disposition of the challenge including the reason(s) for the disposition.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Policy No. 7-07: PRINT MANAGEMENT POLICY
Board Approved: 4/15/14
Effective Date: Fall Semester (8/20/14)

College printing privileges are provided in support of Northwest State Community College's (NSCC) educational mission. In an effort to promote a greener environment, NSCC will maintain a network print auditing system. The auditing system will track and maintain printer usage to eliminate the waste of paper, to reduce the cost of printer maintenance, and to reduce the cost of ink and toner incurred by the college for unauthorized, as well as excessive printing.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 7-07): COLLEGE COMPUTER PRINTING PROCEDURE

Printers of NSCC are state property and as such are to be used accordingly:

- Printers are for use by currently enrolled students and NSCC employees only.
- College printers shall not be used for personal or commercial purposes.
- Printing or duplication of copyrighted material (instructional manuals, textbooks, journals, etc.) is strictly PROHIBITED based on copyright law.

Each student is provided a printing account with $12.50 at the beginning of each semester that the student is enrolled in at least one class. Print costs are as follows:

- Black and White, 8.5" x 11", single-side: $0.05 each.
- Color, 8.5" x 11", single-sided: $0.15 each.

Note: Double-side prints count as 2 single-sided prints. Color printing is only available in select computer labs.

Print balances from the Fall semester carry over to the Spring semester. Print balances from the Spring semester carry over to the Summer semester. Summer balance does not carry over. No balance from any semester is carried over to the Fall semester.

No refund of money will be given for unused funds left on account at any time

A student may add funds to his / her print account through the business office.

Students may keep track of their print usage through the print audit client on each student lab computer at Northwest State Community College. When a student logs onto a computer, a pop-up will show up on the desktop providing the number of print copies still available to them.

Print Refunds:
Once a print job has been sent to the printer it cannot be stopped. Students need to verify the number of pages and content on the pages before sending the print job to the printer. If for some reason there is a technical problem with a print job, for example a paper jam or if the print job is not properly printed, the student can request a refund of their print credits to their account. They must either submit a support ticket using the Technology Services Help portal, or e-mail helpdesk@ northwestate.edu.

A coin-operated photocopier is available to students in the Atrium.

Staff and faculty will be audited for departmental budgeting purposes but not limited in printing.

CHAPTER 9: FINANCIAL SERVICES

Policy No. 9-01: OPERATIONAL BUDGET
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The fiscal year begins July 1st of each calendar year and ends June 30th of the following year.

(B) The annual operating budget will be prepared by the Chief Fiscal and Administrative Officer and President and will be submitted to the Board of Trustees for approval before June thirtieth of the preceding year.

(C) The Chief Fiscal and Administrative Officer and President jointly shall have the authority to allocate funds for expenses not included in the approved operational budget but are required to bring those budget changes to the next board meeting for approval. At least once during the year the Board of Trustees shall consider an amendment of the annual operating budget.

Procedure No.9-01(B): OPERATIONAL BUDGET
Effective Date: 10/4/13

(1) The process for establishing the budget will include input from all departmental budget managers and will focus on the strategic goals of the college. A budget committee which includes at minimum, one member representation from each of the governance councils, the Director of Finance and Business Services and the Chief Fiscal and Administrative Officer will review and make recommendations for funding of departments through the budget process.

Policy No. 9-02: CAPTIAL EXPENDITURES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The purpose of this policy is to require Northwest State Community College to be strategic in the use of its facilities and equipment resources to meet its mission, and to maintain safe and attractive facilities and to do so in a responsible manner.

(B) The college campuses are those locations at which the college owns the property, and on which there is potential growth in the number of degrees and certificate programs offered.

(C) Other facilities at which the college provides course and service offerings shall be considered college sites.

(D) The Board of Trustees shall approve all major capital projects that require a formalized bidding process and state contracts to be issued.

Procedure No.9-02(B): CAPITAL – PROPERTY AND EQUIPMENT
Effective Date: 10/4/13

(1) **Capitalization Policy:** Physical assets acquired with unit costs in excess of $5,000 (per unit) are capitalized as property and equipment on the College's financial statements. Items with unit costs below this threshold shall be expensed in the year purchased.
   (a) Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives, as described later.
   (b) Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application. However, for the College's financial statements, these assets will be capitalized and depreciated.

(2) **Equipment and Furniture Purchased with Federal Funds (2 CFR Part 215.34):** Northwest State Community College may occasionally purchase equipment and furniture that will be used exclusively on a program funded by a federal grant. Equipment and furniture charged to federal awards will be subject as described below.
   (1) For purposes of federal award accounting and administration, *equipment* shall include all assets with a unit cost greater than $5,000.
   (2) All purchases of *equipment* with federal funds shall be approved, in advance and in writing, by the federal awarding agency.
   (3) Adequate insurance coverage will be maintained with respect to equipment and furniture charged to federal awards.
   (4) For equipment (or residual inventories of supplies) with a remaining per unit fair market value of $5,000 or less at the conclusion of the award, Northwest State Community College shall retain the equipment without any requirement for notifying the federal agency.
   (5) If the remaining per unit fair market value is $5,000 or more, Northwest State Community College shall gain a written understanding with the federal agency regarding disposition of the equipment. This understanding may involve returning the equipment to the federal agency, keeping the equipment and compensating the federal agency, or selling the equipment and remitting the proceeds, less allowable selling costs, to the federal agency.

Establishment and Maintenance of a Fixed Asset Listing: All capitalized property and equipment shall be recorded in a property log. This log shall include the following information with respect to each asset: *(2 CFR part 215.34 (f)(1))*

1. Date of acquisition
2. Cost

3. Description (including color, model, and serial number or other identification number)
4. Source of the equipment, including the federal award number, if applicable
5. Whether the title vests in the College or the federal government
6. Information to calculate the federal share of the cost of the equipment, if applicable
7. Location of asset
8. Depreciation method
9. Estimated useful life

A physical inventory of all assets capitalized under the preceding will be taken on an annual basis by Northwest State Community College. This physical inventory shall be reconciled to the property log and adjustments made as necessary. All adjustments resulting from this reconciliation will be approved by the Chief Fiscal and Administrative Officer.

(4) **Receipt of Newly Purchased Equipment and Furniture:** At the time of arrival, all newly purchased equipment and furniture shall be examined for obvious physical damage. If an asset appears damaged or is not in working order, it shall be returned to the vendor immediately.

In addition, descriptions and quantities of assets per the packing slip or bill of lading shall be compared to the assets delivered. Discrepancies should be resolved with the vendor immediately.

(5) **Depreciation and Useful Lives:** All capitalized assets are maintained in the special property and equipment account group and are not included as an operating expense. Property and equipment are depreciated over their estimated useful lives using the straight-line method.

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service, counting the month of acquisition as a full month (Example: an asset purchased on the fifteenth day of the fifth month shall have eight full months of depreciation (eight-twelfths of one year) recorded for that year.)

Estimated useful lives of capitalized assets shall be determined by the Business Office in conjunction with the department or employee that shall utilize the asset.

For accounting and interim financial reporting purposes, depreciation expense will be recorded on an annual basis.

(6) **Changes in Estimated Useful Lives:** If it becomes apparent that the useful life of a particular capitalized asset will be less than the life originally established, an adjustment to the estimated useful life shall be made. All such changes in estimated useful lives of capitalized assets must be approved by the Chief Fiscal and

Administrative Officer.

When a change in estimated useful life is made, the new life is used for purposes of calculating annual depreciation expense. In the year in which the change in estimate is made, the cumulative effect of the change shall be reflected as depreciation expense in the College's Statement of Revenue, Expenses and Changes in Net Assets.

(7) **Repairs of Property and Equipment:** Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets shall be capitalized if the repairs increase the value of property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs shall be depreciated over the remaining estimated useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

(8) **Dispositions of Property and Equipment:** If equipment is sold, scrapped, donated, or stolen, adjustments must be made to the fixed asset listing and property log. If money is received for the asset, then the difference between the money received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss (if the money received is less than the book value) or a gain (if the money received is more than the book value).

Write-Offs of Property and Equipment: The Chief Fiscal and Administrative Officer approves the disposal of all capitalized fixed assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the Chief Fiscal and Administrative Officer. If not located, this property will be written off the books with the proper notation specifying the reason.

Policy No. 9-03: RESERVE FUNDS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The Board of Trustees shall establish all reserve fund accounts, priorities of reserve fund accounts, and purpose of reserve fund accounts.

(B) The Board of Trustees shall designate the funds to be transferred into the reserve fund accounts from other funds.

(C) The Board of Trustees shall approve all expenditures from reserve fund accounts by way of approval of the college operational budget or special board approval outside of the normal budgeting processes.

Policy No. 9-04: FEES
Effective Date: Reaffirmed by Board of Trustees 10/4/13
Revised 6/7/14

(A) The Board of Trustees shall establish fees for the College based on the recommendations of the President and Chief Fiscal and Administrative Officer and in accordance with State guidelines. Fees shall be subject to change without notice, based on the effective date at the time of approval by the Board.

(B) Tuition and fees must be paid in full each semester by the date established by the college. The college may drop student registrations if tuition and other fees are not paid by established deadlines.

(C) The college reserves the right to withhold grades, transcripts, and degrees of students who are delinquent in the payment of fees. The College reserves the right to refuse registration if there is a balance of fees from a previous term.

(D) Tuition and/or fees may be refundable pursuant to college procedures.

(E) The President has been granted the authority to waive the out-of-state fees for up to fifteen (15) international students per semester. The amount of the waiver and the selection of the students to receive the waiver will be based upon the timeliness of the application and a desired geographic distribution of the students.

(F) Collection of fees will be in accordance with college procedures and all accounts will be written off to bad debt expense when an account is 365 days past due and has had no activity for 60 days.

Policy No. 9-05: CASH AND CASH MANAGEMENT
Effective Date: Reaffirmed by Board of Trustees 10/4/13

All funds must be presented to the Business Office for deposit within 24 hours of receipt.

Procedure No.9-05(B): CASH AND CASH MANAGEMENT
Effective Date: 10/4/13

Cash Management Accounts

(1) General Checking Account (operating account):

The primary operating account provides for routine business check disbursements. All cash and credit card deposits are made to this account.

Interest earned on restricted endowed funds shall be allocated based upon the source of funds invested as defined by the Chief Fiscal and Administrative Officer.

(2) Federal Funds Account:

The primary account used for electronic receipt of state, federal, company, grant or other funds. These funds are transferred by the Director of Finance and Business Services to the general checking account. Interest earned on restricted endowed funds shall be allocated based upon the source of funds invested as defined by the Chief Fiscal and Administrative Officer.

(3) Payroll Account:

The primary account provides for employee payroll disbursements. Bi-monthly transfers are made from the general checking account into this account to allow checks or direct deposits of employee pay disbursements.

(4) Investment Account:

The College also maintains an investment account. Excess funds in excess of anticipated cash flow needs shall be transferred into the College's investment account. Transfers to or from the savings account shall be initiated by the Chief Fiscal and Administrative Officer.

Authorized Signers

The following Northwest State Community College personnel are authorized to sign checks drawn on the general operating and payroll accounts:

- President
- Chief Fiscal and Administrative Officer
- Director of Finance and Business Services

Chief Fiscal and Administrative Officer will promptly notify the College's financial institutions of changes in authorized signatures upon the departure of any authorized signer.

Bank Reconciliations

Bank account statements are received each month by the Business Office where a reconciliation between the bank balance and general ledger balance is prepared by someone who is not an authorized check signer. The bank reconciliation process will be completed each month.

All bank reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations, are reviewed by the Chief Fiscal and Administrative Officer or Director of Finance and Business Services on a monthly basis.

Bank reconciliations are filed in the current year's accounting files.

Petty Cash

Northwest State Community College will provide imprest funds for valid, minor office expenditures (not for employee advances), and to periodically replenish these funds up to its Board of Trustee authorized balance. The Business Office is responsible for ensuring that the petty cash fund is locked at all times.

All disbursements from the petty cash fund must be accompanied by a completed and approved petty cash voucher. Receipts are required for all disbursements from petty cash.

The Petty Cash custodian shall prepare a reconciliation of the petty cash account on a periodic basis. Petty cash reconciliations are subject to review by the Director of Finance and Business Services, who may also perform periodic surprise cash counts and reconciliations.

Wire Transfers

The President, Chief Fiscal and Administrative Officer and Director of Finance and Business Services shall be the only Northwest State Community College employees authorized to transact or approve wire transfers from Northwest State Community College bank accounts. To prevent anyone else from transacting a wire transfer, a system shall be employed that requires any wire transfers initiated by anyone else must be validated with the college Chief Fiscal and Administrative Officer by the bank.

Confirmations of all wire transfers are approved by the Chief Fiscal and Administrative Officer.

Policy No. 9-06: PURCHASING POLICY
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The college will follow a competitive procurement process for the purchase of materials, supplies, equipment, and services necessary for its operations.

(B) Expenditures of all college funds from all accounts that are used to purchase materials, supplies, equipment, and services shall be made in accordance with procedures adopted pursuant to this policy.

(C) The President and Chief Fiscal and Administrative Officer may establish bid limits for goods and services in amounts not to exceed the bid limits established by the State of Ohio.

(D) Strict adherence to all applicable federal laws, laws of the State of Ohio, college policies, and sound business practice will be observed.

(E) Any commitment made by an employee of the college other than through the procedures adopted pursuant to this policy is the personal responsibility of the person making the purchase.

(F) Purchases from a vendor in which a Northwest State Community College employee has significant proprietary interest are prohibited unless a full disclosure is presented in accordance with the college procedure.

Procedure No.9-06(B): PURCHASING PROCEDURES
Effective Date: 10/4/13

Responsibility for Purchasing

All department heads or their designees shall have the authority to initiate purchases on behalf of their department, within the guidelines described here. Department directors shall inform the Business Office of all individuals that may initiate purchases or prepare purchase orders. The Accounting Department shall maintain a current list of all authorized purchasers (FOMPROF).

The Business Office shall be responsible for processing purchase orders. The Chief Fiscal and Administrative Officer has approval authority over all purchases and contractual commitments, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

Code of Conduct in Purchasing (2 CFR Part 215.40)

Ethical conduct in managing the College's purchasing activities is absolutely essential.

- Staff shall discourage the offer of, and decline of, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services.
- Staff shall notify their immediate supervisor if they are offered such gifts.
- No Board of Trustee member, employee, or agent shall participate in the selection or administration of a vendor if a real or apparent conflict of interest would be involved. Such a conflict would arise if an officer, board member, employee or agent, or any member of his or her immediate family, his or her spouse or partner, or a college partner employs or is about to employ any of the parties indicated herein, has a financial or other interest in the vendor selected.
- Board of Trustee members, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors or parties to sub-agreements.
- Unsolicited gifts of a nominal value up to $25.00 may be accepted.

Competition (2 CFR Part 215.43)

In order to promote open and free competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among contractors that may restrict, eliminate, or restrain trade.
- Not permit contractors who develop specifications, requirements, or proposals to bid on such procurements unless prior approval has been granted by the Chief Fiscal and Administrative Officer
- and/or President.
  Award contracts to bidders whose product or service is most advantageous in terms of price,
- quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.

Nondiscrimination

All vendors or contractors who are the recipients of College funds or who propose to perform any work or furnish any goods under agreements with Northwest State Community College, will be notified annually of the following important principles:

1. Vendors or contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendors or contractors.

2. Vendors or contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

Procurement

The following are Northwest State Community College's procurement procedures:

1. Northwest State Community College shall purchase only items that are necessary for the performance of the activities required by a federal award. *(2 CFR Part 215.44(1))*

2. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the federal government. *(2 CFR Part 215.44(2))* This analysis should only be made when both lease and purchase alternatives are available to the program.

3. Price analysis may be made in various ways, including comparison of price quotations submitted or market prices. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability, and allowability. *(2 CFR Part 215.45)*

4. Documentation of the cost and price analysis associated with each procurement decision shall be retained in the procurement files pertaining to each federal award. *(2 CFR Part 215.46)*

5. For all procurements in excess of the federally-defined simplified purchase acquisition threshold ($150,000), procurement records and files shall be maintained that include all of the following:
   a. The basis for contractor selection.
   b. Justification for lack of competition when competitive bids or offers are not obtained.
   c. The basis for award cost or price.

6. All contracts with vendors shall require the vendor to certify in writing that it has not been suspended or debarred from doing business with any federal agency or be confirmed by researching potential vendors on the Excluded Parties List at the GSA website [www.epls.gov].)

7. Northwest State Community College shall not utilize the cost-plus-a-percentage-of-costs method of contracting. *(2 CFR Part 215.44(3)(c)).*

Policy No. 9-07: PAYROLL
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Employment of all College personnel will be affirmed by the Board of Trustees.

(B) Employee pay shall be deposited directly into a bank of the employee's choice on the fifteenth day and final day of each month or the working day preceding the fifteenth day and final day of each month.

(C) The Chief Fiscal and Administrative Officer is authorized to make payroll deductions required by law or approved by the Board of Trustees.

Procedure No.9-07(B): PAYROLL PROCEDURES
Effective Date: 10/4/13

Classification of Workers as Independent Contractors or Employees

Northwest State Community College considers all relevant facts and circumstances regarding the relationship between the College and the individual in making determinations about the classification of workers as independent contractors or employees. This determination is based on the degree of control and independence associated with the relationship between Northwest State Community College and the individual. Facts that provide evidence of the degree of control and independence fall into three categories:

1. Behavioral control
2. Financial control
3. The type of relationship of the parties

Facts associated with each of these categories that will be considered in making employee/contractor determinations shall include:

1. Behavioral control:

   a. Instructions given by Northwest State Community College to the worker that indicate control over the worker (suggesting an employee relationship), such as:

      1) When and where to work
      2) What tools or equipment to use
      3) What workers to hire or to assist with the work
      4) Where to purchase supplies and services
      5) What work must be performed by a specified individual
      6) What order or sequence to follow

   b. Training provided by Northwest State Community College to the worker (i.e., employees typically are trained by their employer, whereas contractors typically provide their own training).

2. Financial control:

   a. The extent to which the worker has unreimbursed business expenses (i.e., employees are more likely to be fully reimbursed for their expenses than is a contractor).
   b. The extent of the worker's investment in the facilities/assets used in performing services for Northwest State Community College (greater investment associated with contractors).

c. The extent to which the worker makes services available to the relevant market.
d. How Northwest State Community College pays the worker (i.e., guaranteed regular wage for employees vs. flat fee paid to some contractors).
e. The extent to which the worker can realize a profit or loss.

3. Type of Relationship:

a. Written contracts describing the relationship that Northwest State Community College and the individual intend to create.
b. Whether Northwest State Community College provides the worker with employee-type benefits, such as insurance, paid leave, etc.
c. The permanency of the relationship.
d. The extent to which services performed by the worker are a key aspect of the regular business of Northwest State Community College.

If an individual qualifies for independent contractor status, the individual will be sent a Form 1099 if total compensation paid to that individual for any calendar year, on the cash basis, is $600 or more. The amount reported on a Form 1099 is equal to the compensation paid to that person during a calendar year (on the cash basis).

If an individual qualifies as an employee, a personnel file will be created for that individual and all documentation required by the Northwest State Community College personnel policies shall be obtained.

Payroll Administration

Northwest State Community College operates on a semi-monthly payroll. A personnel file is established and maintained for all employees with current documentation, as described throughout this section.

The following forms, documents, and information shall be obtained and included in the personnel or payroll files of all new employees:

1. Northwest State Community College employment application (and resume, if applicable)
2. Applicant references (work & personal)
3. Interview questions and notes
4. Form W-4 employee federal withholding certificate
5. Form I-9 employment eligibility verification
6. Copy of driver's license
7. Copy of social security card issued by the social security administration
8. Starting date and scheduled hours
9. Job title and starting salary
10. Authorization for direct deposit of paycheck, along with a voided check or deposit slip
11. Job description

For employees without a current, valid driver's license, acceptable alternative documents shall include:

1. U.S. Passport
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Voter's registration card
4. U.S. Military card
5. ID card issued by a federal, state, or local government, provided it contains a photo
6. School record or report card (for persons under age 18 only)

For employees without a Social Security card, acceptable alternative documents shall include:

1. U.S. Passport
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Original or certified copy of a birth certificate issued by a state, county, or municipal authority
4. Certificate of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
5. U.S. Citizen ID Card (INS Form I-197)
6. Native American tribal document
7. ID Card for use of Resident Citizen in the United States (INS Form I-179)

Each employee payroll file shall also indicate whether the employee is exempt or non-exempt from the provisions of the Fair Labor Standards Act.

Changes in Payroll Data

All of the following changes in payroll data are to be authorized in writing:

1. New hires
2. Terminations
3. Changes in salaries and pay rates
4. Voluntary payroll deductions
5. Changes in income tax withholding status
6. Court-ordered payroll deductions

New hires and changes in salaries or pay rates shall be authorized in writing by the appropriate department director and human resources.

Voluntary payroll deductions and changes in income tax withholding status shall be authorized in writing by the individual employee.

Documentation of all changes in payroll data shall be maintained in each employee's personnel and/or payroll file.

Payroll Taxes

The Payroll Department is responsible for ensuring all required tax forms are properly completed and submitted, and that all required taxes are withheld and paid.

Northwest State Community College will notify each employee of their federal and state withholdings each December and encourage them to complete a new form W-4 if required. Withholding of federal income taxes shall be based on the most current form W-4 or state tax withholding form prepared by each employee.

Personnel Activity Reports

Northwest State Community College follows the requirements in 2 CFR Part 220 (OMB Circular A-21), Attachment B.8, *Compensation for Personal Services*, as well as requirements in specific grants. Therefore, salaries and wages charged to federal grants will be supported as follows:

1. Charges will be based on documented payrolls approved by responsible supervisors of the College.

2. Every staff member, whose compensation is charged, in whole or in part, directly or indirectly to federal awards, will complete activity reports that account for the federal grant activity for which the employee is compensated.

3. The reports will reflect an after-the-fact determination of the actual activity of each employee. Budget estimates will not be used as support for charges to awards.

4. The reports must be signed by the individual employee and by a responsible supervisor who has first-hand knowledge of the activities performed by the employee.

5. The reports will be prepared on the same basis as the bi-monthly pay periods.

6. Charges for non-exempt employees will also be supported by records required by the Fair Labor Standards Act.

7. Salaries and wages of employees used in meeting cost sharing or matching (in-kind) are supported in the same manner as salaries and wages charged to federal awards.

Preparation of Timesheets

Each hourly College employee must submit to the Payroll Department a signed and approved timesheet no later than 12:00 noon the day following the close of each pay period. Timesheets

shall be prepared in accordance with the following guidelines:

1. Each timesheet shall reflect all hours worked during the pay period (time actually spent on the job performing assigned duties).
2. Timesheets shall be prepared electronically or manually in ink.
3. Employee errors shall be corrected electronically. Manual timesheet errors for participants shall be corrected by crossing through the incorrect entry, filling in the correct entry, and placing the employee's initials next to the change (i.e., employees shall not use whiteout or correction tape).
4. Employees shall identify and record hours worked based on the nature of the work performed.
5. Compensated absences (vacation, holiday, sick leave, etc.) should be clearly identified as such.
6. Timesheets shall be signed by the employee prior to submission.

After preparation, the staff member's supervisor shall approve timesheets prior to submission to the Payroll office. Corrections identified by an employee's supervisor shall be authorized by rejecting the electronic submission and having the employee resubmit a corrected form.

A College employee who is on leave, traveling, or is ill on the day that timesheets are due may complete their timesheet online or may telephone or email timesheet information (actual time worked and the appropriate classifications) to his or her supervisor (or designated alternate) who would then submit the information to the Payroll office. The employee must initial a timesheet submitted in this manner immediately upon his or her return to the office. Timesheets submitted in this manner shall bear the notation. The timesheet shall be signed by the supervisor or the designated alternate.

Processing of Timesheets

The Payroll Accountant may not change or correct timesheets without approving signatures from the Chief Fiscal and Administrative Officer.

Tampering with, altering, or falsifying time records, recording time on another employee's time record, or willfully violating any other timesheet policy or procedure may result in disciplinary action, up to and including discharge.

Review of Payroll

Upon production of all payroll reports and checks, the Director of Finance and Business Services reviews payroll prior to its distribution to employees. The Chief Fiscal and Administrative Officer shall sign the payroll register indicating approval of the payroll.

Distribution of Payroll

Payroll and the related check stubs are distributed electronically, except for new employees.

Payroll payments for new employees shall be mailed by individuals who do not approve timesheets, are not responsible for hiring and firing, and do not control the preparation of payroll.

Control Grid – Payroll and Human Resources

Northwest State Community College strives to maintain adequate segregation of duties in its payroll and human resources functions. The following table illustrates how responsibilities have been assigned.

Duty	Chief Fiscal and	Payroll Acct	Other Business Office	Admin Supervisor	HR Staff	President
Authorizes new hires						X
Authorizes salary adjustments	X					X
Authorizes terminations						X
Sets up new employee in P/R system					X	
Enters salary adjustments to P/R system		X				
Enters direct deposit info in P/R system		X				
Codes terminated employees from P/R					X	
Reviews changes to payroll master file					X	
Approves timesheets	X			X		
Enters timesheets		X				
Reviews input of timesheet data				X		
Reviews distribution of time				X		
Reviews payroll register			X			
Prints checks (or paystubs)		X				
Prints annual W-2 forms		X				
Distributes annual W-2			X			

Policy No. 9-08: BOOKSTORE AND TEXTBOOK ADOPTION
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The college bookstore shall provide for the sale of items and services to include, but not necessarily be limited to, texts and reference books, course materials, student supplies, and other items for students and employees.

(B) The cost of all texts, supplies and other bookstore merchandise is separate from and in addition to instructional fees.

Policy No. 9-09: SURPLUS PROPERTY
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Proper resource management is essential to maintaining the public's trust in the college's ability to administer its resources. This policy is intended to address the transfer and disposal of property.

(B) All property purchased by, donated to, or otherwise acquired by Northwest State Community College is considered property of the college. Property that is no longer needed to meet the mission of the college and is declared to be surplus property shall be responsibly and properly disposed of following the procedures for disposal of surplus property. This policy applies to the disposal of surplus equipment, materials, furniture and related supplies. It does not apply to the disposal of real estate.

Policy No. 9-10: FINANCIAL POLICIES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) Northwest State Community College maintains financial policies and procedures based on an economic resource measurement focus and an accrual basis of accounting.
(B) Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred.
(C) Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Procedure No.9-10(B): FINANCIAL PROCEDURES
Effective Date: 10/4/13

CHART OF ACCOUNTS

Chart of Accounts Overview

The chart of accounts is the framework and basis for the accounting system. The chart of accounts consists of account numbers based on a hierarchical system of assignment and titles assigned to the account numbers. The accounts are used to accumulate transactions and the impact of these transactions on each asset, liability, net asset, revenue, expense, and gain and loss account.

Northwest State Community College chart of accounts is comprised of the following:

1. Assets
2. Liabilities
3. Controls
4. Net Assets
5. Revenues
6. Wages & Benefits
7. Expenses
8. Transfers In and Out
9. Funds Additions and Deductions

- Each revenue and expense account number shall be preceded by a fund code, an organization code, and followed by a program code.

- All Northwest State Community College employees involved with account coding or budgetary responsibilities have electronic access to a current chart of accounts.

Control of Chart of Accounts

The Director of Finance and Business Services monitors and controls the chart of accounts, including account maintenance, such as additions and deletions.

Account Definitions

Account Range	Category	Definition
1001–1999	**Assets**	

		Assets are probable future economic benefits obtained or controlled by the college as a result of past transactions or events. Assets are classified as current assets, fixed assets, contra-assets, and other assets. Current assets are assets that are available or can be made readily available to meet the cost of operations or to pay liabilities including cash, investments, and receivables that will be collected within one year of the statement of financial position date. Fixed assets (property and equipment) are tangible assets with a useful life of more than one year that are acquired for use in the operation of the college and are not held for resale. Contra-assets are accounts that reduce asset accounts, such as accumulated depreciation and reserves for uncollectible accounts receivable. Other assets include long-term assets acquired without intending disposal of these assets in the near future.
2000–2999	**Liabilities**	Liabilities are probable obligations of the college to utilize assets or provide services as a result of past transactions or events. Liabilities are classified as current or long-term. Current liabilities will likely occur within one year of the date of the financial statements or have a due date of one year or less. Including accounts payable, accrued liabilities, short-term notes payable, and deferred revenue. Long-Term Liabilities will likely occur more than one year from the date of the financial statements, including compensated absences or loan payments.
3000–3999	**Controls**	Controls are used to maintain the balance with subsidiary ledgers
4000-4999	**Net Assets**	Net Assets are the differences between total assets and total liabilities.

5000–5999	**Revenues**	
		Revenues are increases of assets, or receipts from liabilities for delivering or producing goods, rendering services, or other operations. Revenues include grants received from government agencies, private foundations, corporations, and contributions received from donors.
6000-7999	**Expenses**	
		Expenses are payments or other activities using assets, or incurrences of liabilities from delivering or producing goods, rendering services, or carrying out other activities that constitute Northwest State Community College's ongoing operations.

FINANCIAL STATEMENTS

Standard Financial Statements of the College

Preparing financial statements and communicating key financial information is a necessary and critical accounting function. Financial statements are management tools used in making decisions, in monitoring the achievement of financial objectives, and as a standard method for providing information to interested parties external to the College. Financial statements may reflect year-to-year historical comparisons or current year budget-to-actual comparisons.

The basic financial statements that are maintained on a college-wide basis shall include:

1. **Statement of Net Assets** – Reflects assets, liabilities, and net assets of the College and classifies assets and liabilities as current or noncurrent/long-term and net assets by category (invested in capital assets, unrestricted, expendable and/or nonexpendable.)

2. **Statement of Revenues, Expenses and Changes in Net Assets** – Reflects operating and non-operating revenues and expenses.

3. **Statement of Cash Flows** – Reports the cash inflows and outflows of the College in three categories: operating activities, investing activities, and financing activities.

Frequency of Preparation

The objective of the Accounting Department is to prepare accurate financial statements in

accordance with generally accepted accounting principles and distribute them in a timely and cost-effective manner.

A standard set of financial statements described in the preceding section shall be produced on an annual basis.

Review and Distribution

All financial statements and supporting schedules shall be reviewed and approved by the Chief Fiscal and Administrative Officer prior to being issued by the Business Office.

After approval by the Chief Fiscal and Administrative Officer, a complete set of bi-monthly financial statements, including the supplemental schedules, shall be distributed to the Board of Trustees.

Monthly organizational financial statements are available electronically via the Banner Admin System at FGIBDST or printed copy through FGRBDSC.

Financial statements may include additional supplemental schedules prepared or compiled by the Chief Fiscal and Administrative Officer. The purposes of these schedules are to provide additional details or explanations.

Annual Financial Statements

On an annual basis, the College shall prepare, under the direction of the Chief Fiscal and Administrative Officer, a complete set of GAAP financial statements, including footnotes addressing all disclosures required by GAAP. These financial statements shall be presented to Northwest State Community College's independent auditors for the annual audit as the draft statements from which they will conduct their audit.

A formal presentation of the College's annual audited financial statements shall be provided by the Independent Auditor to the Board Finance Committee, at which the Board Finance Committee will vote to accept or reject the annual financial statements and recommend approval of the audit to the full Board.

ACCOUNTS RECEIVABLE - BILLING/INVOICING REVENUE

The College's primary sources of revenue are:

- Tuition and Fees – Billed each semester based on student registrations.
- Fee-for-Service Income – Billed when a service is provide ie:contract training.
- Reimbursement grants – Billed monthly, or as funders require, based on allowed, incurred expenses.
- Other lesser sources of income will be collected and recorded when the services are provided.

Responsibilities for Billing and Collection

Northwest State Community College's Business Office is responsible for the invoicing of students, customers and other funding sources and the collection of outstanding receivables.

Billing and Financial Reporting

Northwest State Community College strives to provide management, staff, and funding sources with timely and accurate financial reports applicable to federal awards. These reports include monthly and cumulative expenditures, a project budget, and a balance remaining column.

Northwest State Community College shall prepare and submit financial reports as specified by the financial reporting clause of each grant or contract award document. Preparation of these reports shall be the responsibility of Grants Manager, subject to review and approval by the Director of Finance and Business Services and/or the Chief Fiscal and Administrative Officer.

The following policies shall apply to the preparation and submission of billings to federal agencies under awards made to Northwest State Community College:

1. The College will request reimbursement after expenditures have been incurred, unless an award specifies another method.

2. Northwest State Community College will strive to minimize the time between receipt and disbursement of grant funds.

3. Each award normally specifies a particular billing cycle. Therefore, a schedule is established for each grant and contract to ensure that reimbursement is made on a timely basis.

4. Requests for reimbursement of award expenditures will use the actual amounts as posted to the general ledger as the source for all invoice amounts.

5. All financial reports required by each federal award will be prepared and filed on a timely basis. To the extent Northwest State Community College's year-end audit results in adjustments to amounts previously reported to federal agencies, revised reports shall be prepared and filed in accordance with the terms of each federal award.

Northwest State Community College shall maintain separate billing records in addition to the official general ledger accounting records. Billing records shall be reconciled to the general ledger on a monthly basis.

At the time invoices (requests for reimbursement) are prepared, revenue and accounts receivable shall be recorded and posted on the books of Northwest State Community College.

If a federal award authorizes the payment of cash advances to Northwest State Community College, the Chief Fiscal and Administrative Officer may require that a request for such an advance be made.

Accounts Receivable Entry Policies

Individuals independent of the cash receipts function shall post customer invoices, credit adjustments, and other adjustments to the accounts receivable subsidiary ledger.

INVENTORY OF MATERIALS

Northwest State Community College maintains an inventory of materials used for the Library, Bookstore, and Food Service programs.

Northwest State Community College accounts for purchased inventory items at cost, using the first-in, first-out method of valuation. Unit cost shall be computed by adding freight, insurance, and other shipping costs to the actual cost of purchased inventory, dividing this total amount by the number of units purchased.

Physical Counts

A physical count of inventory will be performed annually. Any inventory items that appear damaged, obsolete, or otherwise unable to be sold shall be excluded from the counts. A detailed record of the physical count shall be kept by the individuals involved in taking the inventory.

At the conclusion of the physical count, the inventory count sheets shall be extended by applying the most recent unit costs to the physical quantities of each item on hand. The general ledger balance shall be adjusted to reflect the total inventory on hand as determined by the physical count.

Contributed Inventory

Inventory items donated to Northwest State Community College shall be recorded as assets of the College at the fair market value as of the date of the contribution, unless the College is acting as an agent in connection with a contribution by a donor. Contributed inventory items shall be subject to the same physical counting and other policies as purchased inventory items.

PREPAID EXPENSES

(1) Northwest State Community College treats payments of expenses that have a time-sensitive future benefit as prepaid expenses and will amortize these items over the corresponding time period.

(2) Prepaid expenses with future benefits that expire within one year from the date of the

financial statements shall be classified as current assets. Prepaid expenses that benefit future periods beyond one year from the financial statement date shall be classified as noncurrent assets.

(3) As part of the account coding process performed during the processing of accounts payable, all incoming vendor invoices shall be reviewed for the existence of time-sensitive future benefits.

ACCOUNTS PAYABLE

Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

Accounts payable are processed on a daily basis. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.

Only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be processed for payment.

Establishment of Control Devices

The Accounts Payable Clerk establishes control of invoices as soon as they are received. Vendors should be instructed to mail all invoices directly to the Accounts Payable department.

Preparation of a Voucher Package

Prior to any accounts payable being submitted for payment, a package called a "voucher package" shall be assembled. Each voucher package shall contain the following documents:

1. Vendor invoice (or employee expense report)
2. Purchase order as required by procurement policies
3. Any other supporting documentation deemed appropriate

Processing of Voucher Packages

The following procedures shall be applied to each voucher package by the Accounts Payable Clerk:

1. Check the mathematical accuracy of the vendor invoice.
2. Compare the nature, quantity, and prices of all items ordered per the vendor invoice to the purchase order, packing slip/electronic receipt.
3. Document the general ledger distribution, using the College's current chart of accounts.

4. Obtain the review and approval of the purchaser, supervisor or department director, when required.

Electronic receipt/approval by department directors indicates their acknowledgment of satisfactory receipt of the goods or services invoiced and agreement to pay vendor in full. Approvals shall be documented electronically through the receiving process in the Banner administrative software system.

Payment Discounts

To the extent practical, Northwest State Community College takes advantage of all prompt payment discounts offered by vendors. When such discounts are available and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

Employee Expense Reports

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form. All required receipts must be attached, and a brief description of the business purpose of trip or meeting must be noted on the form. Expense reports will be processed for payment in the week in which they are received or the next payment cycle. Expenses are to be submitted within sixty days of the month in which they occurred, or they will not be reimbursed.

Reconciliation of A/P Subsidiary Ledger to General Ledger

Annually the total amount due to vendors per the accounts payable subsidiary ledger shall be reconciled to the total per the accounts payable general ledger account (control account). All differences are investigated and adjustments are made as necessary. The reconciliation and the results of the investigation of differences are reviewed and approved by the Chief Fiscal and Administrative Officer.

On a monthly basis the Accounts Payable Clerk shall perform the following procedures:

1. Check all statements received for unprocessed invoices.
2. Check the purchase order file for open purchase orders more than 60 days old and follow up.

Management of Accounts Payable Vendor Master File

When a purchaser initiates a purchase with a new vendor that is not already in Northwest State Community College's accounts payable vendor master file, the processor of purchase orders shall mail (or email) a Form W-9 and a request for completion of the Form W-9, including the vendor's full address and federal employer identification number.

Payments shall not be made to any vendor paid more than $600 whose file does not include a Federal Employer Identification Number or Social Security Number.

CASH DISBURSEMENTS

Check Preparation

Northwest State Community College prints vendor checks and expense reimbursement checks on a weekly basis. Checks shall be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with purchasing, accounts payable, and travel and business entertainment policies described in this manual.
2. Timing of disbursements should generally be made to take advantage of all early-payment discounts.
3. Generally, all vendors shall be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services.
4. Total cash requirements associated with each check run are monitored in conjunction with available cash balance in bank prior to the release of any checks.
5. All supporting documentation is attached to the corresponding check prior to forwarding the entire package to an authorized check signer.
6. Checks shall be issued in numerical order utilizing blank security stock.
7. Checks shall never be made payable to "bearer" or "cash."
8. Upon the preparation of a check, vendor invoices and other supporting documentation shall immediately be canceled in order to prevent subsequent reuse.

Check Signing

Use of the electronic signatures shall be password protected. An authorized check signer as authorized by the Chief Fiscal and Administrative Officer (or his designee) must sign in with their password in order to enable the processing of checks. A second authorized check signer will review the check run and supporting documentation and initial approval.

Mailing of Checks

The Business Office Clerk mails checks immediately. Checks shall not be mailed by or returned to the individuals or departments that authorized the expenditures. Exceptions to this procedure (for loan closings, vendors picking up their checks) must be approved by the Director of Finance and Business Services or Chief Fiscal and Administrative Officer.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as "VOID." All voided checks shall be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by deleting the check with the respective bank. A journal entry is made to record the stop payment and any related bank fees.

Recordkeeping Associated with Independent Contractors

Northwest State Community College shall obtain a completed Form W-9 or equivalent substitute documentation from all vendors to whom payments are made (see "Accounts Payable"). A record shall be maintained of all vendors to whom a Form 1099 is required to be issued at year-end. Payments to such vendors shall be accumulated over the course of a calendar year.

Control Grid – Purchasing and Disbursements

Northwest State Community College strives to maintain adequate segregation of duties in its purchasing and disbursements functions. The following table illustrates how responsibilities have been assigned.

Duty	Chief Fiscal and Administrative Officer	BSO Office Staff	Staff Acct	AP Clerk	Dir of Finance & Business Services	Various Admin or Designees
Inputs data into vendor master file		X				
Obtains Form W-9 from new vendors		X				
Periodically reviews vendor master file		X			X	
Initiates purchases						X
Authorizes purchases	X				X	X
Prepares purchase order/requisition		X				
Opens mail and distributes invoices		X				
Receives vendor invoice				X		
Assigns general ledger coding						X
Verifies invoices match purchase orders				X	X	
Inputs invoice into A/P system				X		
Selects A/P to be paid				X		
Approves A/P payments	X					
Has system access to generate A/P checks				X	X	
Runs A/P checks				X	X	
Reviews checks					X	
Mails checks		X				

Reconciles A/P to general ledger		X			X	
Performs bank reconciliations		X				
Reviews cancelled checks					X	
Reviews bank reconciliations	X					

Purchasing Credit Cards

Purchase Cardholder Agreement

You are being entrusted with a Northwest State Community College purchasing credit card. The card is provided to you based on your need to purchase goods and services on behalf of Northwest State Community College. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement as well as to the Purchasing Card Program Guidelines and Procedures.

I, _____, agree to the following regarding my use of the Purchase Card Program:

1. I understand that I will be making financial commitments on behalf of Northwest State Community College and will strive to obtain the best value for Northwest State Community College.

2. I understand that under no circumstances will I use the Purchase Card to make personal purchases, either for myself or for others. Further, a willful personal purchase with subsequent intent of reimbursement to the college will not be permitted. Intent to use the Purchase Card for personal gain may result in disciplinary actions, including termination of employment.

3. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use or gain that I will reimburse Northwest State Community College for all incurred charges and any fees related to the collection of those charges including the cost of litigation.

4. I will follow the established procedures for using the Purchase Card. Failure to do so may result in either revocation of my use privileges or other disciplinary actions. Additionally, I will follow all of Northwest State Community College purchasing requirements and procedures.

5. The Purchasing Card is the property of Northwest State Community College. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect the Northwest State Community College asset. This may include being asked to produce the card to validate its existence and account number.

6. I understand that purchases will not include sales tax. It is the responsibility of the cardholder to ensure that sales tax is not being paid. Contact Accounts Payable if the vendor requests a Sales Tax Exemption form.

7. I understand that purchases will not be split in order to avoid the established single transaction limit of $1,500.

8. I agree to notify JPM Chase by telephone at 1-800-270-7760 and Northwest State Community College Director of Finance & Business Services and/or Chief Fiscal and Administrative Officer immediately if the card is lost or stolen. I understand that Northwest State Community College will be held liable for any charges made on the card prior to notification to the bank and may in turn hold me liable.

9. I agree to review and verify my Purchasing Card transactions on a weekly basis and to retain and submit to the Business Office all receipts or supporting documentation for all charges on a weekly basis. I will immediately report any unauthorized purchases on my account to JPM Chase and the Northwest State Community College Director of Finance and Business Services or Accounts Payable Department. I will notify JPM Chase and the Northwest State Community College Director of Finance and Business Services or Accounts Payable Department of any incorrect charges on my account within 60 days of the statement date if I am unable to resolve the charge with the supplier.

10. I agree to surrender the Purchasing Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

11. I understand that Failure to comply with this agreement may result in either a revocation of my use privileges and reimbursement to Northwest State Community College or other corrective action.

12. I understand that these terms and conditions or other procedures or policies concerning the use of the Northwest State Community College purchasing card may change and that I will be expected to comply with these changes upon receiving notification of them or immediately return my card to the Director of Finance and Business Services or Chief Fiscal and Administrative Officer.

ACCRUED LIABILITIES

Identification of Liabilities

The Business Office shall establish a list of commonly incurred expenses that may have to be accrued at the end of each month or annual accounting period. Some of the expenses that shall be accrued by Northwest State Community College at the end of an accounting period are:

- Salaries and wages
- Payroll taxes
- Vacation pay
- Rent
- Interest on notes payable
- General Accounts Payable

In addition, Northwest State Community College shall record a liability for deferred revenue (revenue received but not yet earned) in accordance with the revenue recognition procedures described elsewhere in this manual. Adjustments to deferred revenue accounts shall be made monthly.

Accrued Leave

Personnel policies permit employees to carry forward sick and vacation leave each year up to maximums per policy or union contracts. Such unused vacation leave is payable to an employee upon termination of employment. A portion of sick leave is also payable at retirement.

Accordingly, Northwest State Community College records a liability for accrued leave to which employees are entitled. The total liability at the end of an annual accounting period shall equal the total earned but unused hours of leave, up to an average based on 5 year used multiplied by maximums allowed accruals established by policy multiplied by each employee's current hourly pay rate.

Leave that does not "vest" with employees (i.e., leave that is not paid to employees if unused at the time of retirement of employment), such as accrued but not retirement payable sick leave, shall not be accrued as a liability.

NET ASSETS

Classification of Net Assets

Net assets of the College shall be classified based upon the existence or absence of restrictions as follows:

Unrestricted Net Assets – Net assets that are not subject to stipulations.

Expendable Net Assets – Net assets subject to stipulations that may or will be satisfied through the actions of the College and/or the passage of time.

Nonexpendable Net Assets – Net assets subject to donor-imposed stipulations that the College permanently maintain certain assets. Nonexpendable restrictions do not pass with the expiration of time, nor can they be removed through the College's

actions.

Invested in Capital Assets – Net assets that represent the total investment in capital assets, net of accumulated depreciation.

Restrictions may be associated with either a time period (e.g., a particular future time period) or a purpose (e.g., specific programs). A purpose stipulation will be considered a restriction only if it is more specific than the broad limits resulting from the nature of the College, the environment in which it operates, and the purposes specified in Northwest State Community College's Board of Trustee policies.

Reclassifications from Restricted to Unrestricted Net Assets

The College shall report in its statement of activities a reclassification from restricted to unrestricted net assets if any of the following events occur:

1. Fulfillment of the purpose for which the net assets were restricted (e.g., spending restricted funds for the stipulated purpose)
2. Expiration of time restrictions imposed by donors
3. Withdrawal by the donor (or by a court) of a time or purpose restriction

If a donor stipulates multiple restrictions (such as a purpose and a time restriction), reclassifications from temporarily restricted to unrestricted net assets shall be reported only upon the satisfaction of the final remaining restriction.

Disclosures

The College discloses in a footnote to the financial statements the different types of temporary and permanent restrictions associated with the College's net assets as of the end of each fiscal year.

Policy No. 9-11: INSURANCE
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) It is fiscally prudent to have an active risk management program that includes a comprehensive insurance package. This will ensure the viability and continued operations of Northwest State Community College.

(B) Northwest State Community College maintains adequate insurance against general liability, as well as coverage for buildings, contents, computers, fine arts, equipment, machinery.

Policy No. 9-12: LEASES
Effective Date: Reaffirmed by Board of Trustees 10/4/13

Classification of Leases

Northwest State Community College classifies all leases in which the College is a lessee as either capital or operating leases. Northwest State Community College shall utilize the following criteria to determine whether a lease is capital or operating in nature:

1. The lease transfers ownership to Northwest State Community College the end of the lease term.

2. The lease contains a bargain purchase option.

All leases that do not possess any of the four preceding characteristics shall be treated as operating leases. In addition, all leases that are immaterial in nature shall be accounted for as operating leases.

Reasonableness of Leases

Northwest State Community College assesses the value of leases according to the requirements of 2 CFR Part 220 as follows:

- The rate is reasonable when compared to similar property in the same area.
- The rate of any alternatives.
- The type, life expectancy, condition, and value of the property leased.

Rental arrangements will be reviewed every five years to determine if circumstances have changed and other options are available.

Procedure No.9-12(B): LEASES
Effective Date: 10/4/13

Accounting for Leases

All leases that are classified as operating leases and immaterial capital leases shall be accounted for as expenses in the period in which the lease payment is due. For leases with firm commitments for lease payments that vary over the term of the lease (i.e., a lease with fixed annual increases that are determinable upon signing the lease), the amount that Northwest State Community College shall recognize as monthly lease expense shall equal the average monthly lease payment over the entire term of the lease. Differences between the average monthly payment and the actual monthly payment shall be accounted for as an asset or liability.

All leases that are classified as capital leases shall be treated as fixed asset additions. As such, upon the inception of a capital lease, Northwest State Community College shall record a capitalized asset and a liability under the lease, based on the net present value of the minimum lease payments (or the fair value of the leased asset, if it is less than the present value of the lease payments). Periodic lease payments shall be allocated between a reduction in the lease obligation and interest expense. The capitalized asset recorded under a capital lease shall be depreciated over the term of the lease, using the straight-line method of depreciation.

Northwest State Community College shall also maintain a schedule of all operating and capital leases. This list shall include all relevant lease terms, including a schedule of future annual lease payment obligations.

Policy No. 9-13: SUBRECIPIENTS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

Making of Subawards

From time to time, Northwest State Community College may find it practical to make subawards of federal funds to other colleges or organizations. All subawards in excess of the small purchase threshold shall be subject to the same procurement policies described in the purchasing section. In addition, all subrecipients must be approved in writing by the federal awarding agency and agree to the subrecipient monitoring provisions described in the next section.

With respect to subrecipients with whom Northwest State Community College has not recently had a relationship, the College shall determine an appropriate level of pre-award inquiry that shall be performed. The purpose of such inquiry, which may involve a site visit to a potential subrecipient, is to gain assurance that a potential subrecipient has adequate policies and procedures in place to provide reasonable assurance that it is capable of complying with all applicable laws, regulations, and award provisions.

Monitoring of Subrecipients

When Northwest State Community College utilizes federal funds to make subawards to subrecipients it is to monitor each subrecipient in order to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program.

In fulfillment of its obligation to monitor subrecipients, the following policies apply to all subawards of federal funds made by Northwest State Community College to subrecipients:

1. Subaward agreements shall include all information necessary to identify the funds as federal funding. This information shall include:

    a. The applicable *Catalog of Federal Domestic Assistance* (CFDA) title and number
    b. Award name
    c. Name of federal agency
    d. Amount of award

2. Subaward agreements shall identify all applicable audit requirements, including the requirement to obtain an audit in accordance with OMB Circular A-133, if the subrecipient meets the criteria for having to undergo such an audit.

3. Subawards shall include a listing of all applicable federal requirements that each subrecipient must follow.

4. Subawards shall require that subrecipient employees responsible for program compliance obtain appropriate training in current grant administrative and program compliance requirements.

5. Subawards shall require that subrecipients submit financial and program reports to Northwest State Community College on a basis no less frequently than monthly.

6. Northwest State Community College will follow up with all subrecipients to determine whether all required audits have been completed. Northwest State Community College will cease all funding of subrecipients failing to meet the requirement to undergo an audit in accordance with OMB Circular A-133. For subrecipients that properly obtain an audit in accordance with OMB Circular A-133, Northwest State Community College shall obtain and review the resulting audit reports for possible effects on Northwest State Community College's accounting records or audit.

7. Northwest State Community College shall assign one of its employees the responsibility of monitoring each subrecipient on an ongoing basis during the period of performance by the subrecipient. This employee will establish and document, based on her or his understanding of the requirements that have been delegated to the subrecipient, a system for the ongoing monitoring of the subrecipient.

8. Ongoing monitoring of subrecipients will vary from subrecipient to subrecipient based on the nature of work assigned to each. However, ongoing monitoring activities may involve any or all of the following:

    a. Regular contacts with subrecipients and appropriate inquiries regarding the program.
    b. Reviewing programmatic and financial reports prepared and submitted by the subrecipient and following up on areas of concern.
    c. Monitoring subrecipient budgets.
    d. Performing site visits to the subrecipient to review financial and programmatic records and assess compliance with applicable laws, regulations, and provisions of the subaward.
    e. Offering subrecipients technical assistance where needed.
    f. Maintaining a system to track and follow up on deficiencies noted at the subrecipient in order to ensure that appropriate corrective action is taken.
    g. Establishing and maintaining a tracking system to ensure timely submission of all reports required of the subrecipient.

9. Documentation shall be maintained in support of all efforts associated with monitoring of subrecipients.

10. In connection with any subrecipient that has been found to be out of compliance with provisions of its subaward with Northwest State Community College, responsive actions by the College shall be determined by Chief Fiscal and Administrative Officer. Such actions may consist of any of the following actions:

a. Increasing the level of supporting documentation that the subrecipient is required to submit to the College on a monthly or periodic basis.
b. Requiring that subrecipient prepare a formal corrective action plan for submission to the College.
c. Requiring that certain employees of the subrecipient undergo training in areas identified as needing improvement.
d. Requiring documentation of changes made to policies or forms used in administering the subaward.
e. Arranging for on-site (at the subrecipient's office) oversight on a periodic basis by a member of the College accounting or grant administration staff.
f. Providing copies of pertinent laws, regulations, federal agency guidelines, or other documents that may help the subrecipient.
g. Arranging with an outside party (such as College's own independent auditors) for periodic on-site monitoring visits.
h. Reimbursing after-the-fact, and not provide advances.
i. Requiring review and approval for each disbursement and all out-of-area travel.
j. As a last resort, terminating the subaward relationship and seeking an alternative.

Policy No. 9-14: FEDERAL AWARDS
Effective Date: Reaffirmed by Board of Trustees 10/4/13

Definitions

Northwest State Community College may receive financial assistance from a donor/grantor agency through the following types of agreements:

Grant: A financial assistance award given to the college to carry out its programmatic purpose.

Contract: A mutually binding legal agreement where the college agrees to provide supplies or services and the funder agrees to pay for them.

Federal assistance received in any of these forms will be referred to as a federal "award."

Preparation and Review of Proposals

Individual departments are responsible for preparing proposals for projects that the department intends to pursue. However, all proposals shall be reviewed and approved by the department director, Chief Fiscal and Administrative Officer, Vice President, and the President via the college's review memo process to ensure the program goals are appropriate and the proposed budget includes all appropriate costs.

Post-Award Procedures

After an award has been made, the following steps shall be taken:

1. Verify the specifications of the grant or contract. The Accounting Department shall review the terms, time periods, award amounts, and expected expenditures associated with the award. A *Catalog of Federal Domestic Assistance* (CFDA) number shall be determined for each award. All reporting requirements under the contract or award shall be summarized.
2. Create new general ledger account numbers (or segments). New accounts shall be established for the receipt and expenditure categories in line with the grant or contract budget.
3. Gather documentation. See the following section, "Document Administration", for details.

Compliance with Laws, Regulations, and Provisions of Awards

Northwest State Community College recognizes that as a recipient of federal funds, the college is responsible for compliance with all applicable laws, regulations, and provisions of contracts and grants. To ensure that the college meets this responsibility, the following policies apply with respect to every grant or contract received directly or indirectly from a federal agency:

1. For each federal award, an employee within the department responsible for administering the

award will be designated as "grant manager."

2. Each grant manager shall attend a training on grant management prior to beginning his or her role as a grant manager (or as early in their functioning as a grant manager as practical). Thereafter, all grant managers shall attend refresher/update courses on grant management as needed.

3. The grant manager shall take the following steps to identify all applicable laws, regulations, and provisions of each grant and contract:

   a. Read each award and prepare a summary of key compliance requirements.
   b. Review the *OMB Circular A-133 Compliance Supplement* (updated annually) published by the Office of Management and Budget (OMB) for compliance requirements unique to the award and for compliance requirements common to all federal awards.
   c. Review the section of the *Catalog of Federal Domestic Assistance* (CFDA) applicable to the award.
   d. The grant manager will communicate grant requirements to those who will be responsible for carrying them out, or impacted by them.

4. The Business Office shall forward copies of applicable laws and regulations to the grant manager (such as OMB Circulars, pertinent sections of compliance supplements, and other regulations).

5. The grant manager and/or the Business Office shall identify and communicate any special changes in policies and procedures necessitated by federal awards as a result of the review of each award.

6. The grant manager shall take all reasonable steps necessary to identify applicable changes in laws, regulations, and provisions of contracts and grants. Steps taken in this regard shall include, but not be limited to, reviewing subsequent grant and contract renewals, reviewing annual revisions to the *OMB Circular A-133 Compliance Supplement*, and communications with federal awarding agency personnel.

7. The Director of Finance and Business Services shall inform the independent auditors of applicable laws, regulations, and provisions of contracts and grants and shall also communicate known instances of noncompliance with laws, regulations, and provisions of contracts and grants to the auditors.

Document Administration

For each grant/award received by Northwest State Community College from a federal, state, or local government agency, a master file of documents applicable to the award shall be prepared and maintained. The responsibility for assembling each master file shall be assigned to the grant manager assigned to administer the program.

The master file assembled for each government award shall include all of the following documents

(including originals of all documents received from the awarding agency):

1. Copy of the initial application for the award and corresponding budget
2. All correspondence to and from the awarding agency post-application, leading up to the award
3. The final, approved budget and program plan, after making any modifications
4. The grant agreement and any other documents associated with the initial making of the award
5. Copies of pertinent laws and regulations, including awarding agency guidelines, associated with the award
6. Subsequent grant modifications (financial and programmatic)
7. Copies of program and financial reports
8. Subsequent correspondence to/from the awarding agency
9. Results of any monitoring visits conducted by the awarding agency, including resolution by Northwest State Community College of any findings arising from such visits
10. Correspondence and other documents resulting from the closeout process of the award

The original grant document file shall remain in the office of the grant manager. The grant manager shall maintain an electronic file of frequently requested documents that shall consist of PDF copies of the documents included in the secure grant document file. The purpose of this electronic file of documents is to limit the potential for loss of valuable documents. Any other Northwest State Community College employee making a valid request for access to grant documents shall be given access to the electronic files.

Closeout of Federal Awards

Northwest State Community College shall follow the closeout procedures described in 2 CFR Part 215 and in the grant agreements as specified by the granting agency. Northwest State Community College and all subrecipients shall liquidate all obligations incurred under the grant or contract within 90 days of the end of the grant or contract agreement.

CHARGING OF COSTS TO FEDERAL AWARDS

Northwest State Community College charges costs that are reasonable, allowable, and allocable to a federal award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to federal awards.

Segregating Unallowable from Allowable Costs

The following steps shall be taken to identify and segregate costs that are allowable and unallowable with respect to each federal award:

1. The budget and grant or contract for each award shall be reviewed for costs specifically allowable or unallowable.

2. Accounting personnel shall be familiar with the allowability of costs provisions of 2 CFR Part 220

(OMB Circular A-21), "

Cost Principles for Educational Institutions," particularly:

a. The list of specifically unallowable costs found in 2 CFR Part 220, attachment B (Selected Items of Cost), such as alcoholic beverages, bad debts, contributions, fines and penalties, lobbying, etc.
b. Those costs requiring advance approval from federal agencies in order to be allowable in accordance with Attachment B, such as foreign travel, equipment purchases, etc.

3. No costs shall be charged directly to any federal award until the cost has been determined to be allowable under the terms of the award and/or OMB Circular A-21.

4. For each federal award, an appropriate set of general ledger accounts (or account segments) shall be established in the chart of accounts to reflect the categories of allowable costs identified in the award or the award budget.

5. All items of miscellaneous income or credits, including the subsequent write-offs of uncashed checks, rebates, refunds, and similar items, shall be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to charges that were originally charged to a federal award or to activity associated with a federal award. The reduction in expenditures shall be reflected in the year in which the credit is received (i.e., if the purchase that results in the credit took place in a prior period, the prior period shall not be amended for the credit).

Criteria for Allowability

All costs must meet the following criteria from 2 CFR Part 220, Attachment A, in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors: Whether the cost is of a type that is generally considered as being necessary for the operation of the College or the performance of the award.

a. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award.
b. Whether the individuals concerned acted with prudence in the circumstances.
c. Consistency with established policies and procedures of the College, deviations from which could unjustifiably increase the costs of the award.

2. The cost must be "allocable" to an award by meeting one of the following criteria:

a. The cost is incurred specifically for a federal award,
b. The cost benefits both the federal award and other work and can be distributed in reasonable proportion to the benefits received, or
c. The cost is necessary to the overall operation of the College, except where a direct relationship to any particular program or group of programs cannot be demonstrated.

3. The cost must conform to any limitations or exclusions of 2 CFR Part 220 or the federal award itself.

4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the College.

5. Costs must be consistently treated over time.

6. The cost must be determined in accordance with generally accepted accounting principles.

7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.

8. The cost must be adequately documented.

Direct Costs

Direct costs include those costs that are incurred specifically for one award or nonfederal function. Northwest State Community College identifies and charges these costs exclusively to each award or program.

Each invoice shall be coded with the appropriate account number reflecting which program received direct benefit from the expenditure. Invoices are approved by the appropriate project director and reviewed by the Chief Fiscal and Administrative Officer, or his designee.

Time sheets or personnel activity reports are also submitted on a regular basis, reflecting employees' work and which programs directly benefited from their effort. Time sheets or personnel activity reports shall serve as the basis for charging salaries directly to federal awards and nonfederal functions. See the Payroll section of this manual for detailed procedures.

Equipment purchased for exclusive use on a federal award and reimbursed by a federal agency shall be accounted for as a direct cost of that award (an adjusting entry is then completed to follow GAAP requirements to capitalize and depreciate the asset).

Indirect and Joint Costs

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular grant or program. Joint costs benefit more than one, but not necessarily all awards. Indirect costs, but not joint costs, may be allocated to benefiting grants through the use of an indirect cost rate.

Examples of indirect costs are:

- The Accounting Department
- The Human Resources Department
- The Board of Directors expenses

Examples of joint costs are:

- Shared space
- Vehicle insurance

Per federal guidelines, each grant will be charged its fair share of costs. Any costs not reimbursed by a particular funding source will be charged to corporate or other funds that may cover indirect or joint costs after the allocation process is complete.

Colleges may either apply for and receive an indirect cost rate from their cognizant agency or use direct costing methods which require a cost allocation plan. Northwest State Community College has elected to use direct costing methods to allocate their administrative and common costs.

Direct Costing Procedures

Direct and joint costs are allocated to the benefiting programs using cost pools under the following policies and procedures:

1. Costs will be allocated to all programs on an equitable basis regardless of any limits imposed by funding sources. Revenue is not an allowable allocation basis.

2. As much as possible, costs will first be charged directly to benefiting programs.

3. All remaining shared costs will be allocated on the most meaningful measures. The following bases will be used:

    a. Facilities and related costs will be allocated based on square footage occupied.
    b. Costs of the Executive Management will be allocated based on number of employees.
    c. Fiscal and accounting-related costs will be allocated based on number of transactions.
    d. IT costs will be allocated based on the number of computers used.

4. Program-related costs will be allocated based on relevant activity measures.

5. A detailed cost allocation plan is reviewed and approved at least annually by the Chief Fiscal and Administrative Officer.

CHAPTER 13: INFORMATION TECHNOLOGY

Policy No. 13-01: INFORMATION TECHNOLOGY
Effective Date: Reaffirmed by Board of Trustees 12/6/13

(A) This policy applies to all users of Northwest State Community College (NSCC) computing resources, whether affiliated with NSCC or not, regardless of whether the user is on campus or off, regardless of the client used to access a resource, and regardless of the specific use of a resource. Additional policies may apply to specific computers, computer systems, or networks used by specific units of NSCC. All sections of this policy also apply to college publications on the Internet.

(B) The college acquires, develops, and maintains computers, computer systems, and networks as a part of the educational, physical, and social learning infrastructure. The computing resources are intended for college-related purposes which include direct and indirect support of NSCC's instruction, research, and service missions; college administrative functions; student and campus life activities; and the free exchange of ideas among members of the college community and between the college community and the wider local, national, and world communities.

(C) This policy establishes a college-wide information security program. This program develops and maintains standards and guidelines for the protection of information in compliance with all applicable laws and regulations.

(D) The rights of academic freedom and freedom of expression apply to the use of college computing resources. However, as is true of any other college-provided resource and college-related activity, those rights do not supersede other binding requirements, responsibilities, and limitations of legal and ethical behavior. In particular, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. The limitations and constraints built into computer operating systems and networks are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are enforced mechanically or electronically, and whether or not they can be circumvented by technical means.

(E) While NSCC encourages fully utilizing the Internet in addition to traditional collections to access information and educational resources, not all sources on the Internet contain information that is accurate, complete, current, legal, safe, or secure. The college does not endorse the viewpoints nor vouch for the accuracy of general information accessed through the Internet and cannot be held responsible for its content.

Some resources and destinations accessed through the Internet contain information that some people find offensive or objectionable. Internet users access sites at their own risk. Images viewed on screens in open labs and offices may be viewed inadvertently by a

wide audience. NSCC is not responsible for the information accessed or displayed using college systems.

(F) NSCC recognizes the key role that Information Technology services plays in the learning process and individual development and realizes the key role technology plays in students' success. Therefore, information services access priority is given to academic and college-related work. Resources used for general interest that relate to educational material and learning is encouraged, but priority will be given to course-related usage.

(G) All users of college computing resources must:

(1) Comply with all federal, state, and other applicable laws; all generally applicable college rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include, but are not limited to, the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; NSCC's code of student conduct; NSCC's sexual harassment policy; FERPA and HIPAA laws; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may be subject to the laws of those states and countries and the rules and policies of those systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

(2) Use only those computing resources that they are authorized to use and only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by NSCC.

(3) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. The ability to access an account does not by itself imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

(4) Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. NSCC may require users to limit or refrain from specific uses in accordance with this principle or for similar reasons.

(5) Not use those resources for personal financial gain or commercial purposes which is strictly prohibited. Personal, non-commercial, use of college computing resources is permitted when it does not consume a significant amount of these resources, does not interfere with the performance of the user's job or other

college responsibilities, and is otherwise in compliance with this policy. NSCC may limit personal use if needed.

(6) Refrain from stating or implying that they speak on behalf of NSCC and from using college trademarks and logos without authorization. Affiliation with NSCC does not, by itself, imply authorization to speak on behalf of the college.

Policy violators may be denied access to college computing resources and may be subjected to other penalties and disciplinary action, both within and outside of the college. Violations will normally be handled through college disciplinary procedures applicable to the relevant user. For example, alleged violations by students normally will be investigated, and any penalties or other discipline normally will be imposed by the Vice President of Academics and Student Services. However, as a precaution the college may temporarily suspend or block access to an account prior to the initiation or completion of such procedures in order to protect the integrity, security, or functionality of college or other computing resources or to protect NSCC from liability. NSCC may also refer suspected violations of applicable law to appropriate law enforcement agencies.

(H) NSCC employs various measures to protect the security of its computing resources and of its users' accounts. Nevertheless, the college cannot guarantee such security. NSCC strongly encourages users to engage in safe and responsible computing practices by following all recommendations specified in the NSCC security program.

(I) NSCC strives to respect and protect the privacy of its information systems users. However, the college may access user data, private or not, for various reasons. While NSCC does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of NSCC's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary to provide service. NSCC may also specifically monitor the activity and accounts of individual users of college computing resources, including individual login sessions and communications, without notice, when:

(1) It reasonably appears necessary to do so to protect the integrity, security, or functionality of college computing resources or to protect NSCC from liability.

(2) There is reasonable cause to believe that the user is in violation of this policy. Reasonable cause includes, but is not limited to, appearance of unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns

(3) It is otherwise required or permitted by law.

Monitoring other than that required by law or in response to a declared emergency must be authorized in writing and in advance by the President or her/his designee.

Every effort will be made to keep those records private, unless disclosure is required by law. NSCC may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings. Communications made by means of college computing resources are also generally subject to Ohio's Public Records Statute, Ohio Public Record Act. O.R.C. 149.43 et seq., to the same extent as they would be if made on paper. At the termination of an individual investigative or monitoring process, both internally and externally of NSCC, the individual within NSCC who has been monitored will be notified of the monitoring activity, unless NSCC is legally restricted from doing so.

(J) Northwest State Community College's World Wide Web pages are considered official college publications as well as campus-wide information sources. As with printed materials, web page content must be approved prior to being published on the college public web site.

Northwest State Community College (NSCC or college) strives to maintain a modern, comprehensive, and easy to navigate presence on the World Wide Web (Web). This presence is intended to provide information and services in a timely and accurate manner to all its visitors. The Web presence for NSCC will contain password-protected information as well as open-access information.

Information presented on the Web is a part of NSCC's official publications and shall remain in NSCC's control. Open-access pages shall conform to the established Web Presence Standards. Password-protected pages designed for delivery of course content or specialized applications may deviate from the Web Presence Standards as required by other established college standards. These procedures do not infringe on academic content decision-making criteria.

The NSCC Web presence will:

(1) Present a desirable image of NSCC specific to its mission and vision.

(2) Provide faculty and students access to information resources available on and via the World Wide Web.

(3) Disseminate official college information to all its audiences.

Before any content is published to any Northwest State Community College Web sites, the department requesting must select an individual as an Information Provider. That person or persons are responsible for the management of the information and coordination of the content and the request.

Information Providers are:

(1) Designated by the department head in all areas of NSCC. More than one Information Provider may be designated by an area or department.

(2) Trained on how to create and manage content using Web content creation and management systems and the associated templates and standards.

(3) Provided access to Web content management systems by Information Technology with Institutional Advancement's approval.

(4) Responsible for creating and maintaining their information and content.

(5) Accountable to ensure the content and information along with all Web links they provide to their Web sites are accurate, timely, and relevant to NSCC and its stated mission, and are of highest value to students in meeting their NSCC's general education outcomes and/or specific course objectives.

Institutional Advancement will maintain the user access approval process for maintenance and update of the online presence. Information Providers must present a request to post the area/department's online content to Institutional Advancement using the designated forms and interfaces.

Institutional Advancement will establish appropriate processes for approval and moving of the content submitted by the Information Providers to the appropriate sites. The decision whether content should be password protected may be made prior to submission by Information Providers or by Institutional Advancement.

(K) Data protection standards established within NSCC's Information Security program must be adhered to when handling data as part of the content.

(L) It is understood that NSCC may need to use delivered applications to provide online services to its users. When feasible, NSCC will customize these applications to adhere to Web Presence Standards.

(M) All online service applications regardless of their hosting environments must be reviewed for information security and contract management by the Information Technology department.

Web pages using the NSCC logo or College-Owned Content must be reviewed by the Information Technology department. Academic course content follows standards established by Distance Learning Committee.

(N) Departments may need to request a specific Uniform Resource Locator other than NSCC's URL address: www.northweststate.edu. The rationale for this request must be provided to Institutional Advancement. If approved, the URL address must be obtained through the Information Technology division.

(O) No personal homepages on college open-access Web sites will be permitted. Links to personal homepages are approved for academic use only.

(P) Information Providers and their respective departments are the owners of and responsible for their content. The Information Provider and the respective department are responsible to determine the propriety of all external links presented as part the department's online content.

(Q) Institutional Advancement bears responsibility for monitoring Web content to ensure it is accurate, timely, and relevant to the college and its mission. Institutional Advancement will assist any college area requesting support concerning the appropriateness of Web content. Institutional Advancement will also work to assure that the content of the Web site and Web links is of highest value to students in meeting NSCC's general education outcomes and/or specific course objectives.

(R) NSCC allows for social networking sites such as blogs, wikis, Facebook, LinkedIn, YouTube, Flickr, etc. as part of its Web presence subject to prior approval from Institutional Advancement. Institutional Advancement will provide the requester(s) with site guidelines to ensure highest quality of social networking experience.

(S) Noncompliance with this or any other college policies or procedures may result in removal of files from the Web servers.

(T) Administrative and academic units of NSCC are encouraged to develop individual home pages as part of NSCC's presence on the World Wide Web. Units of the college must use the tools and frameworks sanctioned by NSCC to develop these web pages, and they must comply with NSCC's technical, business, and legal standards and obligations. Official college pages will be linked to appropriate, previously created categories within the Northwest State home page.

CHAPTER 17: PUBLIC RELATIONS

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Policy No. 17-01: PUBLIC USE OF COLLEGE OUTDOOR AREAS
Effective Date: Reaffirmed by Board of Trustees 12/6/13

(A) PURPOSE

The purpose of the Policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
- Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
- Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.

In developing this Policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College. Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy. No Policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

This Policy does not apply to use of College facilities and grounds for official events sponsored by the College.

Expressive activities carried out under this Policy shall not be considered to be speech made by, on behalf of or endorsed by the College.

This Policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

(B) OUTDOOR AREAS OF CAMPUS GENERALLY AVAILABLE FOR USE

1. General Access

Any person or group may use, without prior notification, any publicly accessible outdoor area of the Northwest State Community College campus except parking lots and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access those areas.

During work and class hours or if the area is currently in use for an official College event, amplification may be restricted if it unreasonably interferes with College operations or noise ordinances are violated.

2. Off-Campus Sites

The College's off-campus sites (currently located in Bryan, Scott Park, Van Wert, and Whitehouse) are leased facilities and not owned by the College. Those facilities generally do not include any outdoor space leased or controlled by the College, therefore, no publicly-accessible outdoor are areas available for use under this Policy. Where any outdoors space is controlled by the College, this Policy applies.

3. Large Groups

Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the College's Police Department by calling 419-267-1452 at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present.

Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

(C) STUDENT USE

In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the College Police Department at 419-267-1452. Any request by a student or student organization to reserve such area or space shall be made at least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

A student or student organization that has reserved a specific area or space under this Policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

(D) PROHIBITED ACTIVITIES

1. Any event or activity that disrupts the ability of the College to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include, but are not limited to, excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.

2. No activity may damage College property. Prohibited actions include, but are not limited to, driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture.

3. Distribution/solicitation by placing any material on vehicles in the parking lots is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.

(E) ENFORCEMENT

The Northwest State Community College Police Department and local law enforcement shall enforce the provisions of this Policy.

Any person who violates Section E of this Policy may be subject to an order to leave College property. Employees in violation of this Policy may be subject to discipline, up to and including termination.

(G) DISPUTE RESOLUTION

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this Policy may file a complaint with the Vice President for Academics and Student Services at 419-267-1233.

(H) PROCEDURES

The President may adopt procedures to administer this Policy.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Policy No. 17-02: SOCIAL MEDIA
Effective Date: Reaffirmed by Board of Trustees 12/6/13

(A) The Board of Trustees acknowledges that current and future students, faculty, staff, alumni, and citizens of our community are utilizing social media to stay connected. Having a presence in many of these areas will allow the College to broadcast information and interact with the public. Guidelines for social media are defined in Procedure 17 – 02(A).

(B) NSCC recognizes its responsibility to assure employees, volunteers, and contractors adhere to local, state, and federal requirements to protect student and staff privacy. The College also retains its prerogative to protect its image, enhance its brand, guard proprietary information, require appropriate use of College computer resources, and restrict employee activities that do not add value to the College, mission, vision, strategic priorities, general learning goals, or financial well-being.

(C) Social media includes, but is not limited, to blogs, wikis, social networks (examples: Facebook, LinkedIn, Twitter, MySpace, etc) video and photo portals (examples: YouTube, Flickr), collaborative professional space and e-mail.

(D) Employees and volunteers must adhere to general use guidelines when using social media for specific job-related tasks of Northwest State Community College. These guidelines can be found on the college website or through the Office for Institutional Advancement.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No.17-02(A): SOCIAL MEDIA GUIDELINES
Effective Date:

(1) Guidelines of conduct for those interacting with official NSCC social media portals:

(a) Please refrain from postings that include offensive language, personal attacks, libel, harassment, threats, inappropriate material, false statements or copyright infringement. Where applicable, Northwest State Community College reserves the right to remove posts with inappropriate content.

(2) Social media guidelines for faculty and staff:

(a) Do:

(i) Conduct online interactions with thought and respect for others

(ii) Use correct grammar and punctuation

(iii) Remember that information you share online can be shared with others easily, even if you intended to share it with a select group of people only. Find details on privacy settings for Facebook here: http://www.facebook.com/help/?page=839.

(iv) Remember that information you post on social networking sites can remain online even after it is deleted

(v) Be accurate, and if you make a mistake, acknowledge it and correct it promptly

(vi) Explain your role at the College if you are writing about the College

(b) Don't:

(i) Share any information that could violate FERPA

(ii) Disclose information about students, legal matters, confidential information about the College, or private information about College employees

(iii) Engage in behavior online that you wouldn't engage in in public

(iv) Post information that includes offensive language, personal attacks, libel, harassment, threats, inappropriate material, false statements or copyright infringement

(v) Represent your personal views as the official position of the College

(vi) Monitor student accounts outside of interaction with an instructional page

(c) For instructional pages:

(i) We recommend keeping the instructional page separate from your personal page. If you choose to add instructional content to your personal page, we encourage you to review privacy settings and keep personal information separate from the information that your students see. You can do this by creating friend lists with specific privacy settings. Find more information here: http://www.facebook.com/help/?page=768.

(ii) Instructional pages are encouraged to "like" the official NSCC Facebook page so that students have another avenue to the resources found on instructional pages.

(d) If you would like to represent an official College department or group (non-instructional), please contact the office of public relations and marketing and review the guidelines for official College administrators. If you have information to share, but are not interested in becoming an administrator, please submit that information to the office of public relations and marketing.

(3) Guidelines for Official College Administrators (Departments, Student Organizations, etc.)

(a) Social media guidelines for faculty and staff should be followed for official College administrators as well

(b) You will be responsible for removing user generated content that violates any of these guidelines

(c) Print out a copy to retain for your records

(d) Post in a voice that is dependable, relatable and not overbearing

(e) Post content daily and check pages at least twice daily

(f) Respond to questions, concerns and complaints in a timely fashion and in a respectful manner

(g) The public relations and marketing department on campus will serve as a back-up administrator for all official College pages

(h) Plan to review these guidelines in person and complete a tutorial with the public relations and marketing office before becoming an official College social media administrator

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Policy No. 17-03: MEDIA RELATIONS
Effective Date: Reaffirmed by Board of Trustees 12/6/13

(A) Northwest State Community College recognizes the value of the media to raise the profile of the institution. The media can aid in promoting programs and events, outreach to the community and increasing enrollment. In order to ensure accuracy, consistency, and the appropriate spokesperson, all media inquiries should be directed to the office of public relations and marketing.

(B) Review Procedure 17 – 03(B) for guidelines.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No.17-03(B): MEDIA RELATIONS GUIDELINES
Effective Date:

(1) College related requests:

(a) To ensure accuracy, consistency, and the appropriate spokesperson, all media inquiries should be directed to the office of public relations and marketing.

(b) In the event a media outlet contacts a member of faculty/staff directly, the faculty/staff member will inform the office of public relations and marketing by email (modell@northweststate.edu) or phone (office: 419.267.1283, cell: 419.519.0483) for further follow up and coordination.

(c) Media outlets who contact the public relations and marketing office will be referred to faculty/staff based on the request to the appropriate source to provide needed information in a timely fashion.

(d) Faculty/staff members that are contacted by the public relations office with a request for information will respond in a timely manner and in relation to respective media deadlines.

(e) When faculty/staff are asked to be a source, the public relations office will provide needed assistance with speaking points, practice interview questions and support materials upon request.

(f) Be cognizant that when speaking with the media, "nothing is officially off the record."

(2) Non-College related requests:

(a) Faculty/staff with an established relationship with members of the media who are called upon to comment on matters that are not directly related to College or the promotion of the college should not use their NSCC title when being quoted.

(b) Faculty/staff cannot represent personal views as the official position of NSCC.

(c) Faculty/Staff may not share any information that could violate FERPA.

(d) Faculty/Staff may not disclose information about students, legal matters, confidential information about the College, or private information about College employees.

(e) Be cognizant that when speaking with the media, "nothing is officially off the record."

(3) Times of Crisis:

(a) Media should contact in advance the office of public relations and marketing who will provide safe access to areas, buildings and people necessary to complete their story.

(b) Faculty/staff should contact the office of public relations and marketing when media crews and reporters are on campus.

(c) To provide safety and privacy of students, photography and videography is expressly prohibited in classrooms, food service areas, and student study areas without prior approval from the office of public relations and marketing.

(d) The office of public relations and marketing will assist reporters, photographers and videographers in accessing the areas needed for interviews and background footage.

Policy No. 19-01: SMOKING AND USE OF TOBACCO POLICY
Effective Date: August 1, 2014 (revised)

(A) The Board of Trustees recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the non-user and is, therefore, of concern to the Board.

(B) For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, and any other device or process wherein the user ingests in a manner similar to cigar, cigarette, pipe, snuff (with or without tobacco and with or without nicotine), including but not limited to electronic cigarettes.

(C) In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco on the college campus and in fleet vehicles at all times. Exceptions to this policy include personal vehicles and a designated smoking area authorized by the campus.