

CHAPTER 5: ACADEMIC SERVICES

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-5-01 Degrees and diplomas.

Effective: 6/3/11; 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.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-5-02 Academic courses and credits.

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- (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.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 5-02(A) CREDIT HOUR /COURSE DEFINITIONS

Effective Date: November 1, 2018

1. Credit hour determination for a course is determined by the instructional arrangement of the course as defined by the Ohio Department of Higher Education. In most cases, one semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). However, credit hours may be calculated differently for other types of instruction (e.g., laboratory experience, directed practice experience, practicum experience, cooperative work experience, field experience, observation experience, seminar, and studio experience) as long as the credit hour calculations align with commonly accepted practices in higher education and with the regulations of regional accreditors and the federal financial aid program.

One (1) credit is awarded for each of the following instructional arrangements			
	Instructional Minutes for Semester	Out-of-class Minutes for Semester	Total Course Minutes
a. Classroom	750	1500	2,250
b. Seminar	750	1500	2,250
c. Laboratory: no out-of-class work (3 contact) or supplemented by out-of-class work (2 contact)	2,250	0	2,250
	1,500	750	2,250
d. Clinical Laboratory – same as Laboratory	2,250	0	2,250
	1,500	750	2,250
e. Studio Course – same as Laboratory	2,250	0	2,250
	1,500	750	2,250
f. Directed Practice	4,500	0	4,500
g. Practicum	6,300	0	6,300
h. Cooperative work experience	9,000	0	9,000
i. Field Experience	10,800	0	10,800
j. Observation	13,500	0	13,500
k. Miscellaneous applications courses	6,300	0	6,300

- a. Classroom instruction: Formalized instruction, conducted on-or-off campus, in which the teacher presents an educational experience to students, applying any combination of instructional methods. This definition is applicable only when the course organization requires that the instructor bear the primary responsibility for the instructional activity and is directly involved with all students in the class.

- b. Seminar: A seminar is a less formal educational experience than a classroom/lecture/discussion class. A relatively small number of students engage in discussions directed by a faculty member.
- c. Laboratory instruction: Educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member. Out-of-class study may or may not be required. (2-3 contact hours per week)
- d. Clinical laboratory instruction: Applies only to health technology programs, during which students are assigned to laboratory sections, which meet at health-related agencies rather than at on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. The laboratory hours should be directly supervised by regular faculty members, full-time or part-time of the college. (2-3 contact hours per week)
- e. Studio Courses: Studio courses require little or no out-of-class study.
- f. Directed practice: Applies primarily to programs in the health technologies, during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a particular function. Adjunct faculty, who may or may not be paid by the college, may be used for the direct supervision of students, and for the delivery of part of the didactic phase of the experience. The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students, provides the final grade for each student, and meets with students at least once a week. (1 credit = 300 minutes per week)
- g. Practicum: Practicum instruction is on- or off-campus work experience, integrated with academic instruction. Students concurrently apply theoretical concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who meets with the student at least once biweekly, provides the final grade, and teaches at least one course on the campus. (420 minutes per week)

Each student who is enrolled in a practicum shall also be enrolled in an on-campus seminar. A maximum of nine (9) credit hours may be earned in practicum or any combination of practicum and cooperative work experience, over the associate degree program.

- h. Cooperative work experience: A cooperative work experience is on- or off-campus paid employment. It augments formal classroom instruction. The experience is coordinated by a faculty member of the college who visits the job site for a conference with the student and supervisor at least once during the semester, and assigns the course grade to the student after appropriate consultation with the supervisor/employer. (1 credit = 600 minutes per week)

Each student who is enrolled in cooperative work experience shall also enroll in an on-campus seminar. A maximum of nine (9) credit hours may be earned in cooperative work experience, or any combination of cooperative work experience and practicum, over the associate degree program.

- i. Field experience: Field experience is planned, paid or unpaid work activity that relates to an individual student's occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student's associate degree program. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the semester and assigns the course grade to the student after appropriate consultation with the employer/supervisor. (1 credit = 720 minutes per week)

A maximum of nine (9) credit hours may be earned in field experience, or in any combination of field experience, cooperative work experience and practicum, over the associate degree program.

- j. Observation: Observation occurs when students participate in an educational experience as observers of practitioner's representative of the occupational area. Students may participate at times in the actual work activity. Observation hours are coordinated by faculty members who receive reports from the students of their observational experiences and provide assessments of students' progress toward the achievement of the objectives of the experience. (1 credit = 900 minutes per week)
- k. Miscellaneous applications courses: Miscellaneous application courses are those for which extended periods of concentrated practice are required of the student subsequent to sessions of individualized instruction. Courses in applied music and journalism are courses of an independent study nature are examples. (1 credit = 420 minutes per week)

Instructors who teach such courses have primary responsibility for assigning the work activity or skills objectives to the student and personally provide whatever instruction is required. In addition, the instructor periodically assesses the student's progress, and assigns the final grade.

- 2. Online Course: A course where most (>80%) of the content is delivered online; typically, the course will have no face-to-face meetings. The time spent on all course activities should be equivalent between courses that are offered online and face-to-face (FTF). The credit hours assigned and the course learning outcomes are the same for courses taught in FTF and online formats. The Course Activity Time Calculator can be used to estimate total course minutes.
- 3. Hybrid Courses: A course that blends online and on-ground delivery; there is a reduced time or number of face-to face meetings. The time spent on all course activities should be equivalent between courses that are offered as hybrid and face-to-face. The credit hours

assigned and the course learning outcomes are the same for courses taught in FTF and hybrid formats. The Course Activity Time Calculator can be used to estimate total course minutes.

4. Flexibly Scheduled Courses: A flexibly scheduled course section is defined as any section of an academic course of instruction that does not take place throughout the complete length of a regular academic term. Credit hour awards shall be determined based on the type of course offered with instructional minutes adjusted to meet the flexibly scheduled timeframe.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-5-03 Adoption of courses of study.

Effective: 6/3/11; 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 sixty and seventy-two credit hours with a minimum of thirty hours in the general education and basic courses. The Northwest state community college 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 and student services.
- (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 president for academics and student services 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.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-5-04 Advisory council.

Effective date: 12/16/08; 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 and student services 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.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-5-05 Curriculum development.

Effective: 4/1/09; Reaffirmed by Board of Trustees 10/4/13; Revised 12/12/25

- (A) The board of trustees has ultimate authority to establish new academic programs, schools, colleges, institutes, departments, and centers at the institution. The board of trustees will not delegate the board's authority to approve or reject academic programs.
- (B) The board of trustees is adopting a curricular approval process to establish and modify academic programs, curricula, courses, general education requirements, and degree programs.
- (C) The Vice President of Academics or their designee will support curriculum development in accordance with the current governance handbook and present recommendations to establish or modify academic programs, curricula, courses, general education requirements, and degree programs to the board of trustees for approval or rejection in accordance with Ohio Revised Code 3345.457.
- (D) Where applicable, academic programs, curricula, courses, general education requirements, and degree programs will be reviewed and approved by the Ohio Department of Higher Education.
- (E) The board of trustees' standing curricular review process will be assessed and revised as needed for submission every five (5) years from 12/31/25.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-5-06 Course outlines and syllabi.

Effective: 4/2/09; 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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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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 statutes and administrative regulations may expose the offender to criminal and civil liability. In addition posting of certain material may violate the college’s *Code of Student Conduct*.

Schedule of Activities and Assignments:

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

Sample Format:

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

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-5-07 Institutional/general education learning outcomes.

Effective: 4/2/09; Reaffirmed by Board of Trustees 10/4/13; Amended 8/23/24; Amended 6/26/26

Graduates from Northwest state community college will become professional, lifelong learners and responsible global citizens through achievement of the following outcomes.

(A) Communication

- (1) Create effective written communication.
- (2) Adapt communication skills beyond written form.

(B) Critical / Creative Thinking

- (1) Evaluate and appropriately use resources.
- (2) Use problem-solving strategies to draw conclusions or find solutions.

(C) Quantitative Reasoning / Literacy

- (1) Apply Mathematical problem-solving skills.
- (2) Interpret and communicate (e.g., verbally, graphically, and written forms) quantitative results.

(D) Ethical Responsibility in a Pluralistic Society

- (1) Analyze the ethical implications of individual actions.
- (2) Recognize the complexity of historical, social, economic, or political systems.

Certification

03/05/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-5-08 Student Code of Conduct.

Effective 6/5/09; Reaffirmed by Board of Trustees 10/4/13

Revised 12/14/18, 10/27/23

- (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. The expectation is that all students show respect for each other, for college property, and for 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. This may include dismissing a student from a particular course, workshop, or learning event. As a result of disruptive or detrimental behavior, a student may be subject to additional discipline under this policy including, but is not limited to disciplinary probation, suspension, dismissal, expulsion, 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 or imminent risk of 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 local, state, and federal laws while at the college. Violations of local, 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 are 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 procedure 5-09(B-2) for additional specific policy).
 - (2) Harassment – any physical, non-verbal or verbal conduct that has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment (see Non-discrimination / Anti-harassment policy 14-3-19 for additional specific policy).
 - (3) Endangering health 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.
 - (4) Sexual misconduct – any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex (see sexual misconduct policy 14-3-35 for specific additional policy and procedure related to sexual misconduct).
 - (5) 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.
 - (6) 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.
 - (7) 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.
 - (8) 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.

- (9) 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.
- (10) 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.
- (11) Unauthorized presence - unauthorized entrance to or presence in or on college premises, including campus locations.
- (12) 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.
- (13) Lewd or obscene conduct – behavior such as sexual acts performed in public or on college premises, taking pictures of another person in a gym, locker room, or restroom without that person’s consent, disrobing or streaking, possession or distribution of any obscene materials.
- (14) 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.
- (15) 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; and
 - (e) Encouraging another person to commit an abuse of a college disciplinary proceeding.
- (F) Technology resources - misuse or abuse of the college’s technology equipment such as computers, printers, laptops, projectors, tvs, and including the college’s internet and wi-fi access, 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) when not authorized to do so;
 - (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.
 - (5) 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, sufficient respect for self and others should be followed.
 - (2) The absence of footwear, shirt, blouse, top, and pants, shorts, skirt, dress, or other sufficient covering 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.

Effective: 11/24/2020

CERTIFIED ELECTRONICALLY

Certification

11/10/2020

Date

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Prior Effective Dates: 03/16/2015

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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 charges, 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 from 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 rights 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 and a notation is placed on the student's academic record. 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 and a notation is placed on the student's academic record.

(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 from 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.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-5-09 Grading and academic requirements.

Effective: 6/3/11; Reaffirmed by Board of Trustees 10/4/13

- (A) Northwest state community college is proud of its commitment to open-access admissions. At northwest state, 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.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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.

NORTHWEST STATE COMMUNITY COLLEGE
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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 faculty 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 from the College immediately for one (1) semester (excluding summer). Upon readmission to the College, any future offense will cause the student to be dismissed immediately with no right to readmission. The Vice President for Academics 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.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No.5-09 (B-3): ACADEMIC STANDING

Effective Date: December, 2008

- (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.

NORTHWEST STATE COMMUNITY COLLEGE
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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.

NORTHWEST STATE COMMUNITY COLLEGE
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Procedure No.5-09 (C-1): REPORTING STUDENT ACADEMIC PROGRESS

Effective Date: December 17, 2010

(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) A student may repeat coursework for which he or she earned a D, U, or an F grade. When a course, or its current equivalent, is repeated, the most recent grade will be included in the calculation of the grade point average.
- (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.

NORTHWEST STATE COMMUNITY COLLEGE
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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.

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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.

NORTHWEST STATE COMMUNITY COLLEGE
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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.

NORTHWEST STATE COMMUNITY COLLEGE
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Procedure No.5-09 (F-1): COLLEGE READINESS EXPECTATIONS

Effective Date: June 7, 2012

Revised: Effective for students entering Summer 2015

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 ACCUPLACER 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/ACCUPLACER subject benchmarks are:
 - (a) English
 - (i) ACT of 18 or higher for English (or an equivalent SAT)
 - (ii) ACCUPLACER of 69 or higher (or an equivalent assessment)
 - (b) Algebra
 - (i) ACT of 22 or higher for for placement in College Algebra (or an equivalent SAT)
 - (ii) ACCUPLACER 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) ACCUPLACER of 80 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) ACCUPLACER 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.

NORTHWEST STATE COMMUNITY COLLEGE
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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 ACCUPLACER 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

ACCUPLACER Placement Retesting

- (1) Students may have one retest using either an alternate form of the ACCUPLACER 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 ACCUPLACER Placement Test or choose specific sub-tests for retesting.
- (7) A \$20 retesting fee will be charged for the ACCUPLACER Placement Test and a \$45.00 fee for the Proficiency Test.

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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.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-5-10 College-sponsored trips policy.

Effective: 6/5/09; 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 academic and student services 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.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-5-11 Graduation requirements.

Effective: 8/7/2015; revised 2/26/2021, revised 2/16/2024

- (A) The associate degree is awarded upon the successful completion of any degree programs. A certificate is awarded upon the successful completion of any certificate programs.
 - (B) The college shall maintain the list of degrees and certificates eligible for graduation and published in the college catalog and other environs that the college deems appropriate.
 - (C) 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.
 - (D) The catalog in effect at the time of a student's acceptance to the college is their "catalog in force." If the requirements for the degree change while the student is enrolled in a degree or certificate program, the student may choose their entrance catalog or any subsequent catalog as their chosen catalog in force for meeting their graduation requirements.
 - (E) Students are expected to complete the requirements for their desired degree or certificate in a timely fashion. That period is six calendar years from the time the student initially enrolled in their degree or three calendar years for their certificate, unless otherwise determined by specific program accreditation. If the student does not receive a degree or certificate in a timely fashion, their graduation requirements become the catalog in force at the semester of graduation. Exceptions to this policy can be granted by the vice president for academics of the college.
 - (F) 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.
 - (G) The college shall verify eligibility of individual students to receive degrees or certificates in accordance with established procedures.
 - (H) Individuals may earn more than one degree or certificate provided all requirements are met as stated in this policy and the college catalog.
- (1) The registrar will perform a degree audit to verify that all applicable degree/certificate requirements have been met. Current graduation requirements

include:

- (a) Successful completion of all required courses in the program. Certain majors require a “C” or better in certain courses to meet graduation requirements. Each required course in which an “F” grade is received must be repeated (please refer to course repeat policy and/or academic fresh start policy).
 - (b) Earn a minimum cumulative grade point average of 2.00.
 - (c) Attain a minimum 2.0 grade point average in their technical courses.
 - (d) Complete a minimum of thirty percent of the credits from NSCC.
- (2) Students are eligible to receive only one 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.
- (3) When a student completes a second major at any time within the same technology area, the second major will be added to the transcript.
- (4) Any student graduating with a cumulative grade point average of 3.50 or higher will be graduated with honors, including a notation of this honor placed on the student’s diploma and transcript, as follows:
- | | |
|-------------|-----------------|
| 3.50 – 3.74 | cum laude |
| 3.75 – 3.89 | magna cum laude |
| 3.90 – 4.00 | summa cum laude |
- (5) Students who are verified as having met all degree/certificate requirements and do not have an outstanding obligation (eg: financial, academic) to the college; will receive their diplomas within ninety days of when all final grades have been verified.
- (6) Official college diplomas will be mailed to the mailing address listed in the college’s student information. Students are expected to keep their contact information, including mailing address, up-to-date.

The college may choose to use a surrogate or unofficial diploma to assist in celebrating student completion of their degree or certificate requirements.

Effective: 09/24/2021
CERTIFIED ELECTRONICALLY

Certification

09/13/2021

Date

Promulgated Under: 111.15

Statutory Authority: 3358

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Prior Effective Dates: 03/16/2015

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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 or 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 may be 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 are 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.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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 by the date established by the Office of the Registrar.
- (3) Students who file are required to complete their academic requirements for graduation within the next subsequent academic year or the graduation process is deemed incomplete. Re-application would then be required once requirements for a certificate or degree are achieved.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-5-12 Nursing acceptance deposit fee.

Effective: December 2008; 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.
- (E) 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.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-5-13 Program accountability, evaluation and assessment.

Effective: 4/2/09; 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 and student services 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 and student services shall maintain a calendar of program and course assessment activities and may make periodic evaluation reports to the board.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-5-14 Protection of human subjects research.

Effective: December 2008; 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 board (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 statute(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.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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 of 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 from 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.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358:14-5-15 Academic grievance.

Effective Date: Reaffirmed by Board of Trustees 10/4/13; Revised 12/14/18

Resolution of an academic issue, 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.

Effective: 6/2/2020

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05/19/2020

Date

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No.5-15(A): ACADEMIC GRIEVANCE PROCEDURE

Effective Date: January 30, 2009; Revised 1/3/2019

Approving Officer: Chief Academic Officer

Academic Matter

- (1) Informal discussion between the student and the faculty member or Dean (if faculty unavailable) 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 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 faculty member 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) The faculty member will issue a written response to the student within six (6) instructional days of receipt of the written grievance.
- (c) If the problem is not resolved in step one or the above time frames are not adhered to by the faculty member, 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 or designee of the individual involved, with a copy to the Chief Academic Officer.
- (b) Within six (6) instructional days of receiving all written documentation, the immediate supervisor or designee will meet with the student and the individual involved to attempt to resolve the problem to the mutual satisfaction of both parties. The Chief Academic Officer may attend this meeting at his/her discretion.
- (c) Within six (6) instructional days after the meeting, the immediate supervisor or designee will issue a written response to all parties involved, with the original copy to the Chief Academic Officer.

- (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) Students must strictly adhere to the timing deadlines provided for in each step outlined in this procedure. Failure to do so will be considered a waiver of further rights of appeal and will result in a closure of the matter. However, the college may consider at the discretion of the Chief Academic Officer extraordinary extenuating circumstances that warrant an exception to the deadlines herein. Any request for such exceptions must be made in writing to the Chief Academic Officer within a reasonable time given the circumstances. In no event shall reasonable time be extended beyond 30 days of the originally missed deadline.

(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 Chief Academic Officer. 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 Chief Academic Officer 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 Chief Academic Officer. Grade level I, II, and III include vice presidents, division deans, and student service professionals.

- (ii) The Chief Academic Officer 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 Chief Academic Officer, 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 Chief Academic Officer' office.

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

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358:14-5-16: Student internships, field experiences and practicums.

Effective Date: Reaffirmed by Board of Trustees 10/4/13

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.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No.5-16(A): STUDENT INTERNSHIPS, FIELD EXPERIENCES AND PRACTICUMS

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.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-5-17 Substance abuse policy for nursing, allied health and public service.

Effective: 4/2/09; 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 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.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-5-18 Teaching/student supervision and welfare.

Effective: 6/3/11; 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.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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.

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3358: 14-5-19 Tutoring services.

Effective: December 2008

Reaffirmed by Board of Trustees 10/4/13

Revised: 8/7/15

- (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.
- (B) Individuals who tutor students utilizing the Kurzweil system be paid at the rate of thirteen dollars per hour effective Fall semester 2015.

Effective: 05/15/2020

CERTIFIED ELECTRONICALLY

Certification

05/15/2020

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

Prior Effective Dates: 03/16/2015

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3358: 14-5-20 Criminal background checks and drug testing-nursing program.

Effective: 2/4/11; Reaffirmed by Board of Trustees 10/4/13

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 from the nursing program.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

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Rule Amplifies: 3358

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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.

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3358: 14-5-21 Student identification verification.

Effective: 2/4/11; Reaffirmed by Board of Trustees 10/4/13

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.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

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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.

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3358: 14-5-22 Textbook selection policy.

Effective: 6/22/18

Textbooks and other instructional materials are selected by the lead faculty member responsible for the course. Faculty members are responsible for selecting the textbooks and instructional materials and providing timely, accurate information to the bookstore through their division dean's office. Division deans will facilitate and ensure faculty and departments comply with this textbook selection policy.

Effective: 11/24/2020

CERTIFIED ELECTRONICALLY

Certification

11/10/2020

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

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Procedure No.5-22(A): TEXTBOOK SELECTION

Effective Date: June 22, 2018

- (1) Faculty should strive to minimize the costs of textbooks and other instructional materials for students while maintaining the quality of education and academic freedom. To make textbooks more affordable, the Bookstore shall provide students and others with accurate course material information to allow students to pursue used, rental or electronic versions of textbooks.
- (2) In the selection of textbooks and classroom materials, faculty members are encouraged to:
 - (a) Review and consider the adoption of open educational resources including cost-free, online textbooks and materials;
 - (b) Select required textbooks and other educational materials which allow for resale and reuse of the textbooks and materials;
 - (c) Contribute one complimentary copy, when possible, of a textbook from textbook publishers to the library reserves desk so that all students in the class may benefit from access to these resources;
 - (d) Strive to select textbooks and other course materials that comply with requirements for accessibility of the Americans with Disabilities Act, other applicable acts, and their implementing regulations; and
 - (e) Limit the use of new edition textbooks when previous editions do not significantly differ in a substantive way, as determined by the appropriate faculty, and when the Bookstore can ensure an adequate supply of the older edition books are available.
- (3) According to the Higher Education Opportunity Act (HEOA), students must have course material lists available to them during the class registration period so they will know textbook pricing information for both required and recommended materials for each class. Thus, course textbook adoption forms must be submitted to the Bookstore in a timely manner. Late submission of textbook adoption forms may not be honored and departments may be responsible for any costs incurred by the delay (i.e., expedited shipping or freight charges).
- (4) In the event that an instructor wishes to utilize a textbook or other material which is authored by the instructor and the sale of which results in a royalty being paid to the instructor, then such textbook/material may only be required by the instructor if a majority of the other department faculty consent to the use of the textbook or material. In case of a tie vote, the Division Dean will cast the deciding vote. In instances where the faculty author is the only full-time faculty member within the department, the Division Dean must approve the use of the textbook or other material authored by the instructor. Sales of such items cannot be conducted directly between a faculty member and a student.
- (5) Complimentary textbooks received by Northwest State Faculty or employees because of employment at Northwest State, whether such books are solicited or unsolicited, shall not be sold.

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3358: 14-5-23 Anti-hazing.

Effective: 12/10/2021

- (A) Northwest state community college (“NSCC” or “college”) prohibits hazing as defined in this policy. The college will investigate and respond to all reports of hazing as outlined in this policy.
- (B) NSCC is committed to a safe and respectful campus environment that aligns with our institutional values. It is the college's belief that learning and working occurs in environments where learners, employees, and visitors feel safe, secure, and welcome.

The college acknowledges that as part of the higher education experience that learners and some employees participate in various extra- and co-curricular groups and organizations with different purposes and processes for affiliation. The college supports traditions within organizations that match the college’s core values. Hazing is antithetical to our institutional mission and has no place at NSCC.

The college recognizes that a student organization or group may belong to a national oversight organization that also holds students accountable to expectations and standards (e.g., the national organization for a local fraternity chapter). NSCC is committed to partnering with these outside affiliates to address hazing allegations and will communicate with them as appropriate.

- (C) Definitions:

Hazing - as defined in section 2903.31 of the Revised Code, hazing is defined as "doing any act or coercing another, including the victim, to do any act or initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code."

Hazing is a form of power-based violence. Hazing can occur with power differentials in all types of relationships regardless of membership status, including an initiate, an individual seeking reinstatement, a current member, or a current student with inactive status. In part, hazing is an attempt to exert control or influence from one person to another. What constitutes hazing is a dynamic and changing set of circumstances that requires a situational response.

Therefore, NSCC further defines hazing to include:

Any action or situation which recklessly or intentionally endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation or admission into, or

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affiliation with, any student organization or group regardless of the person's consent to participate.

Brutality of a physical nature including but not limited to paddling, whipping, beating, branding, forced calisthenics, or exposure to the elements.

Coerced consumption, including but not limited to any food, alcoholic beverage, liquid, drug, or any other substance that subjects the student to an unreasonable risk of harm.

Acts intended to cause mental stress, including but not limited to sleep deprivation, transportation or abandonment, confinement to a small space, forced exclusion from social contact, forced conduct which could result in embarrassment, any forced activity that is designed to shame or humiliate, or any action of harassment (as defined in the student code of conduct).

Coerced activities, including but not limited to violation of local, state, or federal laws, violation of college policies, rules, or regulations, and personal servitude.

Acts of sexual harassment and other sexual misconduct as defined by NSCC policy 14-3-35, rule 3358-14-3-35 of the Administrative Code.

Members of the college community – faculty, staff, learners, volunteers (e.g., advisors and volunteer coaches), organizations, groups, alumni, and consultants are members of the college community for purposes of this policy.

Organization – an organization consists of a number of persons who are associated with each other and have registered with the college as a student organization (such as clubs, club sports, or fraternities and sororities).

Groups – a group consists of a number of persons who are associated with the college and each other, but who have not registered, or are not required to register, as a student organization (including but not limited to athletic teams, musical or theatrical ensembles, academic or administrative units, and clubs not registered as student organizations).

(D) Scope

The college holds students accountable for their behavior both on and off-campus and addresses behavior that is a violation of the "student code of conduct." This policy applies to hazing that takes place between two or more people who are affiliated with the institution regardless of if it occurs at sanctioned or non-sanctioned events. This policy applies to student organizations, groups, and individuals and is effective from matriculation to commencement, including breaks in the academic year.

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(E) Outcomes and consequences

Hazing is a serious offense of the college "student code of conduct" and, therefore, is subject to the full range of sanctions (reprimand, disciplinary probation, suspension, and expulsion). In addition, other educational activities may be required as conditions of the sanction. An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents, academic processes, group in which the student is involved, or their governing bodies. The college has the right to act regardless of the actions of a governing body.

Hazing as defined, as well as some of the specific acts involved, may also violate local, state, or federal laws or regulations; for example, the use of force (including the threat of force) may subject the perpetrator to criminal charges of simple, felonious, or aggravated assault. Punishment upon conviction or plea will be as the court decides, and is independent of any decisions made by the college under this policy.

The victim/s of any hazing may file a civil action against one or more individual perpetrators, or against the local or governing organization. Such suits may result in sanctions as the court directs, independent of any decisions made by the college under this policy.

Individuals who participate in hazing or recklessly permit the hazing of another may also face criminal penalties in accordance with sections [2903.31](#) and [2903.311](#) of the Revised Code. These penalties are in addition to sanctions imposed by the college under this policy.

(F) Reporting

(1) Duty to report

Immediately upon learning of potential hazing, all employees, volunteers, advisors, consultants, and alumni have a duty to report any alleged violation of hazing. This obligation extends to reporting what someone tells you and/or what you observe. Each mandated reporter must report to the college and to law enforcement. Student employees have a duty to report violations of this policy of which they become aware in the course of their duties when these duties include responsibility for the safety and wellbeing of other members of campus community or if they have supervisory, evaluative, grading, or advisory responsibility over other members of the campus community.

Separate from and in addition to any administrative duty to report hazing, section [2903.0311](#) of the Revised Code states that "no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization, who is acting in an official and professional capacity shall recklessly fail to immediately report the

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knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides on in which the hazing is occurring or has occurred."

Further, section 2921.22 of the Revised Code requires any person who knows that a felony has been or is being committed to report it to law enforcement. It is a criminal offense to knowingly fail to make the report. If you suspect or have knowledge of criminal activity occurring on college property, call the NSCC police department ("NSCC PD"). NSCC police department may be reached by dialing "3" from any campus telephone or by dialing 419-267-1452. The NSCC police department is located in A191 in the atrium. Persons who wish to report crimes or other incidents at other college sites or from their homes should contact the police department of jurisdiction by calling 9-1-1. Incidents that occur off-campus or at a regional campus should be reported to local law enforcement by calling 9-1-1 or the nonemergency telephone number specific to that jurisdiction.

(2) Filing a report of violation of this policy

The vice president of enrollment management and student affairs ("VPEMSA") serves as the recipient for any complaint or report of hazing. If the report involves criminal conduct, the VPEMSA shall notify law enforcement. If the report involves allegations of sexual misconduct, the provisions of NSCC [policy 14-3-35 \(rule 3358: 14-3-35 of the Administrative Code\)](#) may also apply. In certain instances, the VPEMSA will notify other appropriate agencies, such as children's services.

Walk-in or mail:
Vice President of Enrollment Management & Student Affairs
Northwest State Community College
22600 State Route 34
Archbold, Ohio 43502

Telephone: 419-267-1349

Submit an incident report:
NSCC Incident Reporting Form

(3) Anonymous complaints

The college is committed to reviewing all reports of hazing. Anonymous reports are accepted; however, the college's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

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(4) Rights of the reporting party

In order to encourage reporting of alleged hazing, the reporting party may not face conduct referrals for action under the "student code of conduct" with respect to his or her own unlawful or prohibited use of alcohol or drugs during the incident when the alleged hazing occurred. Further, if the reporting party is found to have violated the "student code of conduct" with respect to hazing, then the act of reporting will be taken as a mitigating factor during the selection of sanction.

(G) Investigation process

The VPEMSA will review all reported allegations of hazing, and where appropriate, investigate. The VPEMSA shall coordinate the investigation of all hazing allegations. When appropriate, other college offices may handle certain aspects of the college response, such as title IX, college human resources, or an academic college/department, etc. Additionally, the VPEMSA will assess the need for interim measures will also be assessed (e.g., partial or full cease and desist of organizational activities). Every effort will be made to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in keeping with the "student code of conduct" process for student respondents. When a formal conduct charge is made against an organization, the national or oversight organization, if any, shall be notified. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency.

(H) Community education

In addition to posting this policy as part of the policy manual, the college will provide a link to this policy to each recognized organization within the college. The college is further committed to educating all NSCC learners, faculty, staff, and volunteers, about what hazing is, how to recognize it and steps to address it. All learners, employees, and volunteer advisors and coaches are required to complete hazing education as part of being a member of our community. Further, all recognized organizations must conduct mandatory training on hazing for any volunteer who has contact with students.

(I) Further guidance

Any learner who does not complete the educational program may not participate in any organization or group on campus including groups/organizations, athletics teams, intermural sports, and/or musical ensembles until the training is complete. Continued failure to complete the training may result in a referral to the community standards process.

For all others, failure to comply will be addressed through the appropriate college

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disciplinary process based on an individual's classification. Disciplinary action may vary, up to and including termination of employment or the individual's volunteer position.

Effective: 3/25/2022

CERTIFIED ELECTRONICALLY

Certification

3/14/2022

Date

Promulgated Under: 111.15

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Rule Amplifies: 3358

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3358: 14-5-24 Religious accommodations for students.

Effective Date: 2/24/2023

This policy applies to Northwest state community college students and is in accordance with section 3345.026 of the Revised Code. Northwest state community college's inclusive environment allows for religious expression. Faculty are expected to work with students to reasonably accommodate their religious, spiritual, and/or faith-based obligations and observances.

The board of trustees of Northwest state community college directs the president and/or designee to develop procedures for the implementation of the requirements described in this policy.

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Procedure No. 5-24 (A): RELIGIOUS ACCOMMODATIONS FOR STUDENTS

Effective Date: 2/24/2023

Relevant definitions from R.C. 3345.0215 are outlined below and the specific conditions that reasonably accommodate students' religious beliefs and practices according to R.C. 3345.026 are outlined below.

R.C. 3345.0215 – Definitions

(A)(2) "Faculty" or "faculty member" means any person, whether or not the person is compensated by a state institution of higher education, and regardless of political affiliation, who is tasked with providing scholarship, academic research, or teaching. For purposes of this part, the term "faculty" includes tenured and non-tenured professors, adjunct professors, visiting professors, lecturers, graduate student instructors, and those in comparable positions, however titled. For purposes of this section, the term "faculty" does not include persons whose primary responsibilities are administrative or managerial.

(A)(4) "State institution of higher education" has the same meaning as in section 3345.011 of the Revised Code.

(A)(5) "Student" has the same meaning as in section 3345.0211 of the Revised Code.

(B) In accordance with Northwest State Community College's Religious Accommodation for Students Policy, faculty shall meet the following requirements for students exercising their religious expression:

- (1) Faculty shall permit a student to be absent for up to three (3) days each academic semester to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization.
- (2) Faculty shall not impose an academic penalty as a result of a student being absent as permitted in this policy.
- (3) Faculty shall provide alternative accommodations with regard to examinations and other academic requirements and other academic requirements missed due to an absence described in section (B)(1), if both of the following apply:
 - a. The student's sincerely held religious belief or practice severely affects the student's ability to take an examination or meet an academic requirement.
 - b. Not later than fourteen (14) days after the first (1) day of instruction in a particular course, the student provides the instructor with written notice of the specific dates for which the student requests alternative accommodations.

- (4) An instructor shall accept without question the sincerity of a student's religious or spiritual belief system. An instructor shall keep requests for alternative accommodations confidential. An instructor shall schedule a time and date for alternative examination, which may be before or after the time and date the examination or other academic requirement was originally scheduled, but shall do so without prejudicial effect.
- (C) Northwest State Community College shall post both of the following in a prominent location on the institution's web site:
- (1) A copy of the Religious Accommodation for Students Policy adopted under this section, which includes the contact information of an individual who can provide further information about the policy; and
 - (2) A non-exhaustive list of major religious holidays or festivals for the next two (2) academic years as provided by the Chancellor of Higher Education and is expressly published as "non-exhaustive; and
 - (3) The non-exhaustive list of major religious holidays or festivals shall not be used to deny a student's holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list; and
 - (4) Nothing in this section, and no inclusion or exclusion of a religious holiday or festival on the list posted by Northwest State Community College and as provided by the Chancellor of Higher Education, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system provided under this section.
- (D) Instructors shall include in each course syllabus a statement regarding Northwest State Community College's Religious Accommodation for Students Policy adopted under this section. The syllabus statement shall include the following:
- (1) A description of the general procedure for requesting accommodations;
 - (2) Contact information for an individual whom a student may contact for more information about the policy adopted under this section.
- (E) Reference the Academic Grievance procedure.

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3358: 14-5-25 Student location

Effective Date: 6/21/2024

- (A) 34 CFR 668.43(c)(3)(ii) requires an institution to have a policy to determine the location of a student at the time of initial admission and current students, which must be applied consistently, for the purpose of sending required licensure and certification disclosures.
- (B) If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a state for that occupation, including
 - (1) A list of all states for which the institution has determined that its curriculum meets the state educational requirements for licensure or certification;
 - (2) A list of all states for which the institution has determined that its curriculum does not meet the state educational requirements for licensure or certification; and
 - (3) A list of all states for which the institution has not made a determination that its curriculum meets the state educational requirements for licensure or certification; and
- (C) An institution must, upon request, provide the secretary with written documentation regarding the state in which a student is located in accordance with the institution's policies or procedures, which must be applied consistently to all students.
- (D) Further, NC-SARA policies require institutions to annually report student enrollment according to student location information as determined for the institution's IPEDS enrollment report. NC-SARA information about professional licensure can be found at: <https://www.nc-sara.org/resources/professional-licensure>
- (E) Northwest state community college recognizes all learners, including military or active duty, addresses on file in the student information system as their physical location. Inactivated addresses will be considered as Ohio.
- (F) Northwest state community college academic programs that are designed to prepare learners to sit for applicable licensure or certification in Ohio are identified as:
 - (1) Real Estate
 - (a) Ohio Real Estate Commission

(2) Human Services

- (a) Social Work Assistant certification by the Ohio Counselor
- (b) Social Work, Marriage & Family Therapist Board
- (c) Ohio Chemical Dependency Professionals Board, CDCA Phase I (and Phase II with additional course work)

(3) Practical Nursing

- (a) Ohio Board of Nursing

(4) Registered Nursing

- (a) Ohio Board of Nursing

(5) Paraprofessional

- (a) Ohio Department of Education standards for the Paraprofessional Associate License.

(6) Pre-Kindergarten

- (a) Ohio Department of Education for the Pre-Kindergarten Associate License

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3358: 14-5-26 CDL training program drug and alcohol testing.

Effective: 12/12/2025

(A) Purpose

To ensure the safety of students, staff, and the public, and to comply with Federal Motor Carrier Safety Administration (FMCSA) and U.S. Department of Transportation (DOT) regulations (49 CFR Part 382).

(B) Scope

This policy applies to all applicants prior to acceptance into the CDL Training Program, and to all enrolled students throughout the duration of the program.

(C) General Policy Statements

- (1) All applicants and students must comply with all drug & alcohol testing requirements as a condition of participation.
- (2) A verified positive drug/alcohol test or refusal to test will result in denial of entry or permanent dismissal from the program.
- (3) All drug and alcohol testing results will be maintained in confidential files, accessible only to authorized personnel, in compliance with DOT, FERPA, and institutional policies.

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Procedure No. 5-26 (A): CDL TRAINING PROGRAM DRUG & ALCOHOL TESTING
Effective: 12/12/2025

(1) Pre-Registration Drug Testing

- (a) Applicants must complete and pass a DOT-regulated pre-employment drug screening.
- (b) Testing must be conducted by a certified laboratory.
- (c) Notification of results: The Medical Review Officer (MRO) will notify the applicant directly of any verified positive results. The CDL Authorizing Official will be notified after verification.
- (d) Removal from consideration: Applicants with a verified positive result will be deemed ineligible for program entry. Diluted specimens are treated as positive. Applications of Applicants with a positive test result will be withdrawn and no start date scheduled.
- (e) Applicants with one positive test result may reapply after 60 days.
- (f) Applicants with two positives will be permanently ineligible.

(2) Random Testing

- (a) Enrolled students may be selected at any time for unannounced random drug testing.
- (b) Selection occurs via a non-discriminatory random process.
- (c) Refusal is treated as a positive result.
- (d) Notification of results: MRO notifies student of positive result; CDL Authorizing Official is notified after verification.
- (e) A verified positive result will result in permanent dismissal.

(3) Reasonable Suspicion Testing

- (a) If program staff suspect impairment, the student is removed from safety-sensitive activity and tested immediately.
- (b) Indicators include behavior, physical symptoms, speech, or odor of alcohol/drugs.
- (c) Refusal is treated as a positive result.
- (d) Notification of results: MRO notifies student of positive result; CDL Authorizing Official is notified after verification.
- (e) A verified positive result will result in permanent dismissal.

(4) Documentation & Recordkeeping

- (a) All testing results, reports, and communications will be kept in confidential files.
- (b) Documentation will follow DOT, FERPA and institutional retention rules.

(5) Student Acknowledgment

Applicants and students must sign acknowledgment confirming understanding and agreement to pre-program, random, and reasonable suspicion testing requirements, confidentiality, and consequences for refusal or positive tests.