

CHAPTER 7: STUDENT SERVICES

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-7-01 Admission to the College.

Effective: Reaffirmed by Board of Trustees 2/7/14, Revised 8/27/21, Revised 4/25/25

- (A) Northwest state community college is an open access institution and is committed to the principle of providing each student access to quality educational programs and lifelong learning.
- (B) An application for admission is required for all applicants pursuing enrollment in academic credit courses. Information provided on the college admissions application will be used to determine initial admission status.
- (C) Northwest state community college serves all students with a high school diploma or GED certificate in addition to non-high school graduates who meet one of the conditions outlined below.
 - a. The student is selected for participation in the College Credit Plus Program
 - b. The student receives recommendation for admission by a college official in the case of an unusual circumstance or abilities
 - c. The student receives recommendation for admission by a college official in the pursuit of personal enrichment or credit-based workforce development
 - d. The student proves the ability to benefit
- (D) Additional documentation may be required for certain applicant types including, but not limited to early admit, guest, international, transfer, and / or courses offered for credit / non-credit classes offered Custom Training Solutions (CTS). Specific information pertaining to each category will be maintained by the college. Applicants not providing appropriate documentation may be denied admission to the college.
- (E) Admission to a specific program of study for the purpose of earning a degree or certificate shall be determined according to requirements and procedures established for the specific program of study.
- (F) Admission procedures, including changes in conditions of admission status, will be adopted and implemented by the college.
- (G) Readmission to the college will include the additional statement regarding service members and reservists: When a learner whose enrollment is interrupted by mobilization or call to active duty, the college will make every possible effort to place the returning learner back into the academic track as close as possible to the point prior to activation in accordance to the Federal Aid Student Handbook, Chapter 3 of Volume 2 [DoD MOU, paragraph 3.i(1)]. The Registrar's office will be the point of contact the learner must provide notification of service and notification of intent to return.

Effective: 09/24/2021
CERTIFIED ELECTRONICALLY

Certification

09/13/2021

Date

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Prior Effective Dates: 03/16/2021

NORTHWEST STATE COMMUNITY COLLEGE
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Procedure No. 7-01 (D-1): ADMISSION TO THE COLLEGE

Amended 4/25/25

- (1) An application for admission can be completed online.
 - (a) Information provided by the student on the Northwest State Community College admissions application will be used to determine initial admission status.
 - (b) Incomplete applications lacking federal, state, or College mandated information will not be processed.
 - (c) Information provided by the student as a part of the admissions application process applies directly only to the admissions process at Northwest State Community College and will not be returned or sent to another institution of higher education.
- (2) Applicant types that are post-high school who do not produce proof of high school graduation or completion of a GED from an accredited institution recognized by the U.S. Department of Education may be admitted to the College, but these applicants are not eligible to participate in or receive financial aid from the state or federal programs.
- (3) Additional information, transcripts, or credentials may be required based on the student's application type. Transcripts can be official (come directly from the high school or in a signed/sealed envelope or unofficial (any other reception source). Transcripts can also be initial or final. Initial transcripts display at least six semesters of high school courses and final transcripts show a complete high school career with a visible graduation date. In-progress transcripts are transcripts used for the purpose of early admission consideration.
 - (a) New Students
 - (i) Submit an initial or final high school transcript. This transcript can be official or unofficial.
 - (ii) Submit test results from the Accuplacer, ACT, or SAT to assist with course placement.
 - (iii) Complete an online orientation
 - (b) Transfer Students
 - (i) Submit an official high school transcript.
 - (ii) Submit a college transcript for each institution of higher education granting credit to a student. This transcript must be official.
 - (iii) Test results from the Accuplacer, ACT, or SAT may be

required for course placement.
(iv) Complete an online orientation

(c) Early Admit Students

(i) See Procedure No. 7-01 (D-3): Early Admission to the College

(d) Guest Students

- (i) Submit a college transcript for consideration of class placement. This transcript can be official or unofficial.
- (ii) Complete an online orientation

(e) Former Students

(i) Submit a new application with updated information since the last point of enrollment.

(f) Apprenticeship Students

(i) Submit required documentation to Custom Training Solutions

(g) Business & Industry Students

(i) Submit required documentation through Custom Training Solutions.

(h) International Students

- (i) Acceptance of non-U.S. citizens is determined by federal and state law in addition to the admissions standards set in the Office of Admissions.
- (ii) Before NSCC can process a new international student's application for admission and issue an I-20 form, the following are necessary after completing the application for admission specifically noted for international students.
 - A certified copy of the student's complete secondary school record that has been translated into English
 - A photo copy of the student's Visa/Passport and/or residency card in addition to the I-94 form
 - Proof of competency in English language use with TOEFL PBT scores at 550 or higher, a computer-based score of 170 or higher, or TOEFL IBT if 70 or higher. TOEFL scores must be submitted directly to the Office of Admissions officially to be considered in the admissions process.
 - A certified statement of financial stability by a banking institution official and proof of personal responsibility. Both of these statements should be translated into English and American dollars for submission.
- (iii) All international applications should have a 2.0 cumulative GPA at previous institution(s) to be considered for admission. Before NSCC can process a transfer international student's application for admission

and issue an I-20 form, the following are necessary after completing the application for admission specifically noted for international students.

- A certified copy of any coursework completed at an institution of higher education that has been translated into English.
- A certified copy of the student's complete secondary school record that has been translated into English
- A photo copy of the student's Visa/Passport and/or residency card in addition to the I-94 form
- Proof of competency in English language use with TOEFL PBT scores at 550 or higher, a computer-based score of 170 or higher, or TOEFL IBT if 70 or higher. TOEFL scores must be submitted directly to the Office of Admissions officially to be considered in the admissions process.
- A certified statement of financial stability by a banking institution official and proof of personal responsibility. Both of these statements should be translated into English and American dollars for submission.
- Upon arrival to the College, students must complete Accuplacer testing to assist with course placement.
- After completion of the admission steps and once admission has been granted, students should submit a deposit of one year's tuition and book allowance to the College. Additional spending funds are encouraged from all students entering the United States.
- All students will be notified of their admission decision via email.
- As an open-access institution of higher education, all admissions decisions are based on submitted and available information.

(5) All students enrolling in online courses at the College are required to complete the Online Learning Readiness Assessment (OLR) before they can be officially registered.

(6) Selective Service Registration

- (a) Federal law requires that males having reached the eligible age of eighteen (18) must register with the Selective Service System.
- (b) Failure to provide proof of Selective Service registration will result in an additional out-of-state surcharge for the current semester. This surcharge will be waived only if proof of a Selective Service registration is received prior to the end of the semester.

- (c) Financial aid eligibility may also be affected.
 - (d) Eligible students should submit their Selective Service number to the Registrar's Office on the verification form available from the Registrar.
- (7) Any applicant denied admission will be informed by written notice.

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Procedure No. 7-01 (D-2): READMISSION TO THE COLLEGE

- (1) Returning students who have not attended NSCC for four (4) or more consecutive semesters (exclusive of Summer Semester) must file an application for readmission with Registrar or Admission Office.
- (2) Applications for readmission will be available at the Admission, Financial Aid, Registrar's Offices and the Student Resource Center. There are no fees associated with readmission.

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Procedure No. 7-01 (D-3): EARLY ADMISSION TO THE COLLEGE

Effective 4/25/25

- (1) Northwest State Community College is committed to providing dual-enrollment coursework through the College Credit Plus Program with the intent to enhance student career-readiness and postsecondary success.
- (2) An early admit student is currently enrolled in high school and eligible to take college courses simultaneous to the high school curriculum.
- (3) The College will adhere to the College Credit Plus Ohio Revised Code Chapter 3365 for eligible students in grades 7-12 to earn dual high school and college credit, with funding, course content, and participation requirements outlined by state law.
- (4) Early admit students gaining early admission through the College Credit Plus program will follow the steps to admission outlined here. This procedure assures compliance with state legislation and Northwest State Community College policy.
 - a. The student must apply to Northwest State Community College.
 - b. The student must be determined eligible for the College Credit Plus Program. A student is determined to be eligible for the program by meeting one of the following criteria:
 - i. The student has an unweighted cumulative secondary school GPA of 3.0.
 - ii. The student has achieved a remediation-free score on the ACT, SAT, or Accuplacer examination (see remediation-free test guide).
 - iii. The student has an unweighted cumulative secondary school GPA of 2.75-2.99 and has earned an “A” or “B” in relevant secondary school coursework. Relevant secondary school coursework, as determined by Northwest State Community College is:
 1. An “A” or “B” in any secondary English course and an “A” or “B” in any secondary mathematics course OR
 2. An “A” or “B” in any relevant secondary career technical course (per discretion of the Northwest State Community College Office of Admissions and academic deans).
 - c. The student must complete a consent form and permission slip and have it returned to the Office of Admissions.
 - d. The student must submit an official initial secondary school transcript.

- e. The student must complete an online College Credit Plus orientation.
 - f. The student must meet with an Admissions Advisor to discuss registration for coursework and progress towards academic goals.
- (5) New early admit students gaining early admission outside of the College Credit Plus program should follow the new student requirements outline in in Policy No. 7-01 (D-1) section (3)(a).
- a. Students outside of the College Credit Plus program are not afforded the rights or protections of the students in the program.
 - b. Can earn college credit, but are not guaranteed dual credit. Students must speak with their high school to determine the awarding of high school credit in addition to College credit awarded by Northwest State Community College.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-7-02 Classification of students.

Effective: Reaffirmed by Board of Trustees 2/7/14

The college classifies students for purposes of local, state, and /or federal reporting requirements or regulations. The college will develop student classification procedures.

Effective: 03/16/2015

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03/05/2015

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NORTHWEST STATE COMMUNITY COLLEGE
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Procedure No. 7-02 (A): CLASSIFICATION OF STUDENTS

(1) Applicants for admission to the College may select one of the following classifications.

- (i) Degree Student – A “Degree Student” is one who has indicated the intent to study toward completion of an associate degree.
- (ii) Certificate Student – A “Certificate Student” is one who has indicated the intent to study toward the completion of a one (1) year certificate.
- (iii) Non-Degree Student – A “non-degree student” is one who has indicated the intent to pursue selected courses only. Students are not seeking a certificate of degree and wish to take courses for personal enrichment. These students are not eligible to receive financial aid from state and federal programs through Northwest State Community College
- (iv) Early-Admit Student – An “early-admit student” generally is a high school student who has been recommended by his/her counselor or principal to take college courses for credit. Enrollment is generally limited to two (2) courses per semester.
 - 1. Dual Enrollment – A high school student who meets college criteria and has been recommended by his/her guidance counselor or principal to take college courses for both college and high school credit. The course will be taught during the school schedule on the high school premises.
 - 2. Postsecondary Enrollment Option Student – Senate Bill 140 allows high school freshmen through seniors who have met special admissions criteria to take College courses and receive either College credit or high school credit or both for work successfully completed.
 - 3. Tech Prep Student – A high school student who has been recommended by his/her guidance counselor or principal to take technical college courses for college credit and high school credit. These courses prepare students for careers in the technical field.
- (v) Guest/Transient Student – A student attending another institution of higher education and enters NSCC for specific courses which have been approved in writing by the other institution’s vice president or registrar.
- (vi) International Student – Any student who is not a U.S. citizen or a permanent resident of the United States is considered an international student. International students must meet the requirements of the Student & Exchange Visitor Information System

(SEVIS) as well as the requirements of NSCC. International students must meet with an admissions representative before registering for class.

- (vii) Transfer Student – Either a “degree” or “non-degree” student who has indicated, at the time of application, the interest to transfer selected general studies courses or a full degree program to a four-year bachelor’s degree program. All students enrolling as transfer students should speak with the transfer coordinator prior to registering for classes.

(2) Formal Registration

- (a) Registration for classes offered at Northwest State Community College will be held at the place and time announced by the College and may be completed through a student’s – myNSCC account.
- (b) Each student who has inquired or applied for admission, or who is already enrolled in the College, will receive detailed registration information prior to each registration period.

(3) Enrollment Classification

- (i) A Full-Time Student is a student who is officially enrolled for a minimum of twelve (12) credit hours of course work in a given semester.
- (ii) A Part-Time Student is a student enrolled in eleven (11) credit hours of course work or less in a given semester.
- (iii) Second-year student status is anyone who has completed thirty (30) or more credit hours.

(4) Veterans’ Educational Benefits

- (a) Northwest State Community College courses of study are approved for veterans’ educational benefits.
- (b) Students, who are eligible for veterans’ benefits, should contact the Registrar’s Office prior to enrollment in classes.
- (c) The Registrar’s Office certifies credits and enrollment start/end dates with the Veterans Administration.

(5) Ohio Student Residency for State Subsidy and Tuition Surcharge Purposes

- (a) The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes:

- (i) A dependent student, at least one of whose parents or legal guardian has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.
- (ii) A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
- (iii) A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates.
- (iv) A veteran, the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:
 - 1. A veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.
 - 2. If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in this state as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and spouse or dependent seeking residency status have established domicile in this state as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division.
- (v) A student who, while a resident of this state for state subsidy and tuition surcharge purposes, graduated from high school in this state or completed the final year of instruction at home as authorized under section 3321.04 of the Revised Code, if the person enrolls in an institution of higher education and establishes domicile in this state, regardless of the student's residence prior to that enrollment.

(b) Specific Exceptions and Circumstances

- (i) A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.
- (ii) A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.
- (iii) A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.
- (iv) A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered a resident of Ohio for these purposes as long as Ohio remains the state of such person's domicile and as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.
- (v) A person who has been employed as a migrant worker in the state of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.
- (vi) A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered as residents of Ohio while in service and upon completion of service in the community service position.
- (vii) A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than 50 percent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.
- (viii) A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio National Guard service.

(c) Procedures

(i) A dependent person classified as a resident of Ohio for these purposes and who is enrolled in an institution of higher education when his or her parents or legal guardian removes their residency from the state of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.

1. In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraph 1 or 2 of this rule.
2. For students who qualify for residency status under paragraph 3 (of Ohio Residency), residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.
3. Any person once classified as a nonresident, upon the completion of twelve consecutive months of residency, must apply to NSCC for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding twelve consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident.
4. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.
5. Any institution of higher education charged with reporting student enrollment to the Ohio Board of Regents for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for the purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.

(ii) Documentation of full-time employment and domicile shall include the following documents:

1. A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent or spouse of the student is employed full-time in Ohio.
 2. A copy of the lease which the parent or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential and real property located in Ohio of which the parent or spouse is the owner and occupant; or if the parent or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at that residence.
- (iii) Additional criteria which may be considered in determining residency for these purposes may include, but are not limited to the following:
1. If a person is subject to tax liability under section 5747.02 of the Ohio Revised Code;
 2. If a person qualifies to vote in Ohio;
 3. If a person is eligible to receive state welfare benefits;
 4. If a person has an Ohio driver's license and/or motor vehicle registration.
- (iv) Criteria evidencing lack of residency:
1. If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of welfare benefits, or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);
 2. If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of public assistance.
- (v) Residency application forms for in-state tuition are available online or in the Registrar's Office. The completed application requesting a change of out-of-state status, including all required documentation, must be received by the Registrar by the end of the third week of classes for the semester in question. The Registrar will review the application within five working days from the date of receipt to determine the candidate's residency status. The Registrar will notify, in writing, the student applicant within ten working days of the final determination of the request.
- (vi) The applicant should plan to pay all fees, even if they believe their application will be approved. Provided that residency requirements were met

prior to the first day of the semester, fees will be refunded back to the beginning of the semester in question once a final determination has been made.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-7-03 Services to students.

Effective: Reaffirmed by Board of Trustees 2/7/14

The college provides supportive services to students to assist in their educational, career, and personal development. Supportive services include, but are not limited to, admissions and information-giving, records and registration, academic advising, counseling, mental health services, alcohol and other drug prevention education, tutoring, services to students with disabilities, financial aid, student activities, athletics, intramural sports, recreation, health and wellness, and placement and career services. Services to students will be provided in accordance with procedures adopted by the college.

Effective: 03/16/2015

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NORTHWEST STATE COMMUNITY COLLEGE
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Procedure No. 7-03 (A): LACTATION POD

Effective Date: 7/25/2025

(1) Location and Description

- (a) The lactation pod is located in the upstairs Atrium and includes:
 - i. Lockable door for privacy
 - ii. Seating
 - iii. Power outlet for electric pumps
 - iv. Small shelf or table
 - v. Cleaning supplies or sanitizing wipes

(2) Eligibility and Access

- (a) The lactation pod is available to:
 - i. Students
 - ii. Faculty
 - iii. Staff
 - iv. Visitors upon request
- (b) Use of the pod is free of charge

(3) Scheduling and Guidelines

- (a) The space is intended for breastfeeding and milk expression. We ask that it not be used for other purposes.
- (b) If the pod is occupied, we ask individuals not to knock or attempt to enter.
- (c) In an effort to keep the pod clean, we ask individuals who use the pod to wipe down surfaces after use and remember to take any personal belongings with them.
- (d) Individuals are encouraged to use the time needed for lactation-related activities, but to please be mindful that others may be waiting.
- (e) To ensure continued access for those who need it, we ask individuals to be respectful and not use the pod for non-lactation activities.
- (f) Misuse of the pod may be addressed in accordance with NSCC policies.

(4) Support and Questions

- (a) Questions about this procedure or access can be directed to:
 - i. Human Resources, humanresources@northweststate.edu
 - ii. Student Affairs, crickenberg@northweststate.edu

NORTHWEST STATE COMMUNITY COLLEGE
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Procedure No. 7-03 (B): MENTAL HEALTH AND REFERRAL – CONNECTING STUDENTS TO MENTAL HEALTH CLINICIAN

Effective Date: 1/12/2026

- (1) This procedure outlines the appropriate and compliant steps to refer students to the Center for Child and Family Advocacy (CCFA) mental health clinician. It ensures appropriate boundaries while supporting student well-being.

(a) Information to Prospective Students

- i. Section 3345.87 of the ORC: Information on declarations for mental health.
- ii. The declaration for mental health form is distributed to all prospective students via Slate upon application. The declaration is intended to provide directives to others on the student's wishes should a mental health emergency occur.
- iii. <https://highered.ohio.gov/initiatives/campus-initiatives/mental-health/mental-health>

(b) Recognize and Respond with Care (not clinically)

- i. Make students aware of mental health resources if approached; however, it is not appropriate to diagnose, clinically evaluate, or provide your personal opinions to students
 1. Sample: I am not a mental health professional but I care and want you to have support. We have a licensed clinician on campus who works with students. Would you like me to help connect you?

(c) Available Referral Options

- i. If the student agrees to connect with the clinician, ask how they prefer to proceed.
- ii. Provide basic information about the on-campus CCFA mental health clinician hours, helpline, and 988 (availability, contact info, location). The College offers a three-session model to provide stabilization and crisis support. CCFA will provide information about the purpose of the session and the availability of ongoing care or comprehensive assessments.
 1. Provide Mental Health Services Flyer
 2. Guided self-referral
 - a. <https://go.northweststate.edu/register/MHReferral>

(d) Support and Follow Up

- i. Continue normal services or support.
- ii. Do not ask clinical details or session outcomes.

(2) Emergency Procedures

- (a) If a student expresses self-harm, suicidal thoughts, or safety concerns
 - i. Contact Campus Police immediately
 - ii. Do not attempt to provide counseling or keep safety concerns confidential.

(3) Reminders

- (a) Do not assess, diagnose, or promise confidentiality. Avoid oversharing or detailed case discussions.
- (b) Ensure requests for services come directly from the student, not on their behalf by advisors or others.
- (c) Reinforce the idea that students are responsible for engaging in and following through with services.
- (d) Student participation is voluntary.

(4) Mental Health Services for Minors

- (a) CCFA follows Section 5122.04 of the Ohio Revised Code.
- (b) Potential Legislation
 - i. House Bill 172: could significantly change CCP learners' access to care without parental consent and therefore, would directly impact a CCP learner. HB172 has been referred to the House Health Committee.
 - ii. Senate Bill 274: proposes similar changes. SB274 has been introduced in the Senate Health Committee but has not yet passed.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-7-04 Student financial aid.

Effective: Reaffirmed by Board of Trustees 2/7/14

- (A) Financial aid, in the form of grants, scholarships, loans, and employment, will be made available to qualified applicants without discrimination against an individual for reasons of race, color, religion, ancestry, national origin, sex, age, disability, or veteran status.
- (B) Applications for financial aid can be obtained and filed in accordance with procedures adopted by the college.
- (C) Information pertaining to financial aid available to students shall be published in the college catalog and other appropriate media.

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NORTHWEST STATE COMMUNITY COLLEGE
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Procedure No. 7-04 (A): FINANCIAL AID APPLICATION

- (1) Applications for federal, state, institutional financial aid, and related consumer information are available on the college website or from the Financial Aid Office.
- (2) Financial Aid application deadlines are established for each semester of the academic year. These deadlines are posted on the college website and academic calendar.
- (3) Application deadlines for the Pell Grant and Supplemental Educational Opportunity Grant are established by the U.S. Department of Education Information about these deadlines is available in the Financial Aid Office.
- (4) Applicants for the Federal Stafford Loan or Federal Plus Loan should complete a master promissory note available via the college website
- (5) Northwest State Community College is required to establish, publish, and apply reasonable standards for measuring satisfactory academic progress of students applying for or receiving Federal Financial Aid. Information regarding these standards is available via the college website or from the Financial Aid Office.

NORTHWEST STATE COMMUNITY COLLEGE
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Procedure No. 7-04 (B): FINANCIAL AID SATISFACTORY PROGRESS AND MAXIMUM TIME FRAME

Amended 4/25/25

(1) Satisfactory Academic Progress

- (a) Students receiving any form of Federal financial aid must maintain satisfactory academic progress toward a degree objective. Failure to do so will result in Federal financial aid being withheld until satisfactory academic progress has been re-established.
- (b) Satisfactory academic progress is checked at the end of each semester. At that time the Financial Aid Office reviews a student's total academic history. In order to receive Federal financial aid, students must be making satisfactory academic progress regardless of whether they have previously received Federal financial aid.
- (c) Students are maintaining satisfactory academic progress if they meet all three (3) of the following criteria:
 - (i) Grade Point Average (GPA)
Students must meet a cumulative grade point average requirement according to the number of hours attempted. Two consecutive terms with a cumulative GPA of below the allowed rate will result in "Suspension."

CR. Hrs. Attempted	Cumulative GPA
1-15	1.4
16-30	1.6
31-45	1.8
46+	2.0

Transfer Students

Transfer credits do not count in the calculation of the cumulative GPA but are included in the calculation of maximum "length of eligibility" for degree completion.

- (ii) Credit Hour Completion
All aid recipients must successfully complete no less than 67% of all credits attempted cumulatively. Successful completion of classes means passing grades must be earned. Grades of F, W, I, U, UC, P, WF, WM, WP, NP, AND NR do not count towards successful course completion. Two consecutive terms with less than 67% completion rate will result in

“SUSPENSION” of eligibility, and the student will receive NO further aid.

(iii) Length of Eligibility for Degree completion

1. Eligibility for Federal financial aid (Federal Pell Grant, Federal SEOG, Federal Stafford Loan, or Federal Work-Study) may not exceed 150% of the published length of an academic program as outlined in the college catalog. This is called a student’s maximum time frame.
2. Since the average number of semester credit hours per associate degree program is seventy (70), (thirty-eight (38) for one (1) year certificate programs), the maximum time frame for receiving Federal financial aid is 105 semester credit hours, (fifty-seven (57) for one (1) year certificate programs), regardless of how often financial aid is received. This includes ALL credit hours attempted, including developmental courses, repeated courses, transfer courses, and courses that a student withdraws from. Audited courses will not be included in the computation of hours attempted, nor will they be considered in determining enrollment status for financial aid purposes. Once a student reaches the maximum time frame, s/he is not eligible to receive additional Federal financial aid.

(d) Students may request an extension of their maximum time frame using the Appeal of Maximum Time Frame form. Requests will be considered on a case-by-case basis.

(e) Students who complete the requirements for one associate degree or certificate program will have their maximum time frame extended for a second degree or certificate.

(2) Financial Aid Probation

- (a) Students, who have not maintained satisfactory academic progress, as defined above, will be placed on financial aid probation. Students will remain eligible for Federal financial aid for at least one (1) semester of financial aid probation.

(3) Financial Aid Suspension

- (a) Students who do not maintain satisfactory academic progress, as defined previously, during the semester of financial aid probation, will be placed on financial aid suspension. Federal financial aid will then be suspended until satisfactory academic progress has been re-established.

- (b) Students may continue to take courses at their own expense until reaching the minimum GPA and the number of successfully completed credit hours required to re-establish satisfactory academic progress.

(4) Hours Attempted

- (a) Courses in which grades of W, WF, F, U, I, P, or NP are received will be used for computation of hours attempted but are not considered to have been successfully completed.

(5) Appeal Procedures

- (a) Students may appeal their financial aid suspension status or request an extension of their maximum time frame by submitting an appeal form.

(6) Reinstatement of Federal Financial Aid

- (a) Students for whom Federal financial aid is reinstated as a result of appeal of their financial aid suspension status will be placed on financial aid probation for one semester. Continuation of Federal aid for subsequent semesters is dependent upon satisfactory academic progress being attained.

(7) Partisan Political Activity

- (a) Students are not permitted to use Federal financial aid funds for any partisan political activity. Use of Federal financial aid for partisan political activity will result in immediate termination of aid eligibility.

(8) Financial Aid Refund

- (a) If students withdraw from all classes during a refund period, financial aid will be refunded according to Federal Refund Policy.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No.7-04(C): FINANCIAL AID APPEALS PROCEDURE

Amended 4/25/25

- (1) Students may appeal their financial aid probation/suspension status or request an extension of their maximum time frame by submitting an appeal form to the Financial Aid Office. The Financial Aid Officer may or may not approve the request, depending upon the existence of extenuating circumstances.
- (2) Exceptions to this policy may be granted on a case-by-case basis. The student must complete the **Satisfactory Academic Progress Appeal Form** and present relevant evidence showing why an exception is in order. It is the student's responsibility to initiate all appeals. Reinstatement of assistance is also subject to availability of funds.
- (3) The Financial Aid Office will make decisions regarding exceptions granted. The written documentation must include the following:
 - (a) Completion of the Satisfactory Academic Progress Appeal Form.
 - (b) Documented illness of the student or student's immediate family member, if applicable.
 - (c) Documented death of a student's immediate family member, if applicable.
 - (d) Independent third-party documentation of circumstances beyond the student's control.
 - (e) A completed plan of study signed by your advisor (An appointment is required in order to meet with your advisor).
 - (f) A working copy of your transcript.
- (4) Extenuating circumstances that will not be considered:
 - (a) Lack of planning or self-advising.
 - (b) If a second appeal is submitted, it cannot be for the same circumstances as the first.
 - (c) Student did not have an extenuating circumstance that caused them to be unsuccessful in their course.

- (d) The number of hours needed to raise completion rate and/or GPA to required levels exceeds the maximum number of hours allowed for current program of study.
- (5) The Financial Aid Office will review the submitted Satisfactory Academic Progress Appeal Form with all documentation including the student's academic history to determine whether the circumstances warrant approval. The student must explain in the appeal how the documented circumstances will not prevent him/her from maintaining satisfactory progress in the future.
- (6) If the appeal is approved, the student will be allowed one (1) term to restore satisfactory standing. A student, whose financial aid has been reinstated through the appeal process, may have adjustments made to their original awards, including loans, as a condition of an approval. The student must earn C's or better without withdrawing from any classes. Failure to do so will result in immediate cancellation of aid and it is highly unlikely a second appeal would be considered.
- (7) If the student will need more than the allowed maximum "length of eligibility" for his/her program, a Maximum Timeframe Extension Request must be submitted. The written request must document circumstances responsible for the extended time needed. The student must be making satisfactory academic progress at the time of the request. A plan of study must accompany the request along with a working copy of the student's transcript.
- (8) If the appeal is NOT approved, you must meet the requirements decided upon by the Financial Aid Office.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 7-04 (D) FEDERAL DIRECT LOAN AWARDING & DISBURSEMENT
Effective 9/1/2026

(A) Purpose

The purpose of this is to establish a consistent methodology for awarding Federal Direct Loans while ensuring compliance with federal regulations, institutional practices, and Schedule of Reduction (SOR) requirements.

(B) General Eligibility

Students must meet all federal and institutional eligibility requirements for Federal Direct Loan funding.

To be eligible for a Federal Direct Loan, a student must:

- 1) Be enrolled in an eligible program of study;
- 2) Be enrolled at least half-time (minimum six credit hours) at the time of disbursement;
- 3) Have a valid FAFSA on file for the applicable academic year;
- 4) Maintain satisfactory academic progress in accordance with institutional procedure;
- 5) Not have exceeded applicable federal annual loan limits;
- 6) Not have exceeded applicable federal aggregate loan limits;
- 7) Not be in default on a federal student loan;
- 8) Not owe an overpayment on a Federal Pell Grant or other federal student aid program unless satisfactory repayment arrangements have been made;
- 9) Complete all required federal loan documents, including Entrance Counseling and the Master Promissory Note, when applicable; and
- 10) Meet all other federal student aid eligibility requirements established by law, regulation, and guidance.

Eligibility will be reviewed at the time of awarding and again prior to each loan disbursement. Students who become ineligible after a loan has been awarded may have future disbursements reduced or canceled.

(C) Federal Direct Loan Packaging and Acceptance

Students' financial aid packages will automatically include a Federal Direct Subsidized Loan if the student is eligible based on demonstrated financial need. If the student does not qualify for a need-based subsidized loan, the financial aid package will include a Federal Direct Unsubsidized Loan. Loan eligibility and annual borrowing limits are determined by the student's grade level. Although a loan may be included in a student's financial aid package, the student must accept the

loan through **MyNSCC** before the loan can be processed and disbursed. Students who wish to borrow additional loan funds beyond the amount initially offered may submit a **Supplemental Loan Request Form** for review.

(D) Header Academic Year

The institution operates on a header academic year. Summer is considered the first term of the academic year for purposes of awarding Federal Direct Loans, annual loan limits, and Schedule of Reduction calculations.

(E) Loan Period

The standard loan period generally includes the Fall and Spring semesters. The Summer term is not automatically included in the loan period. Students who wish to have their loan funds budgeted across all three terms—Summer, Fall, and Spring—may request this option after they have enrolled in summer courses and their enrollment has been confirmed.

(F) Award Determination

Federal Direct Loan awards will be determined using the following hierarchy:

- 1) Federal annual loan limits;
- 2) Federal aggregate loan limits;
- 3) Cost of Attendance limitations;
- 4) Schedule of Reduction calculations;
- 5) Student-requested amount.

Loan awards may not exceed the lowest applicable amount determined through the above review.

(G) Enrollment Assumptions

Loan eligibility will be calculated using actual registered credit hours whenever registration has been completed.

For future semesters, we assume enrollment of 12 credit hours. This assumption is adjusted once your actual enrollment has been verified. Because summer is not a required semester for our academic programs, any summer credit hours will be added to your loan eligibility for the Fall and Spring semesters.

Enrollment assumptions used during awarding do not guarantee future eligibility. Students must satisfy all federal and institutional eligibility requirements at the time of each disbursement.

(H) Schedule of Reduction (SOR)

The institution utilizes Schedule of Reduction calculations based upon a minimum annual enrollment expectation of twenty-four credit hours.

For Schedule of Reduction calculations, annual enrollment shall be determined using:

- 1) Actual registered credit hours; plus
- 2) Twelve assumed credit hours for each future semester

When a student's projected annual enrollment is less than twenty-four credit hours and the student's otherwise eligible loan amount exceeds the applicable Schedule of Reduction maximum, the student shall receive the lesser of:

- 1) The Schedule of Reduction prorated annual loan amount; or
- 2) The student's requested loan amount.

Example: If you enroll in 6 credit hours for the Fall semester, your projected annual enrollment is calculated as 6 (Fall) + 12 (assumed Spring) = 18 credit hours. Because this is less than the 24-hour expectation, your loan eligible may be prorated based on the schedule of reduction.

(I) Awarding and Disbursement

The awarding of a Federal Direct Loan does not guarantee disbursement.

Students must be enrolled at least half-time in an eligible program and satisfy all federal and institutional eligibility requirements at the time of each disbursement.

(J) Eligibility Reviews

Loan eligibility will be reviewed:

- 1) Prior to each disbursement; and
- 2) Following the conclusion of the fall semester.

(K) Adjustments and Reductions

Changes in enrollment, Cost of Attendance, federal eligibility, aggregate loan limits, or Schedule of Reduction calculations may result in reductions to previously awarded loan amounts.

If a student does not enroll in a future semester any undisbursed loan funds associated with that enrollment assumption may be reduced or canceled.

Eligibility reviews conducted after the initial award determination are intended to confirm continued eligibility and identify necessary reductions. Such reviews will not result in automatic increases to previously awarded loan amounts.

Students seeking reconsideration of a previously awarded loan amount must submit a request to the financial aid office provide supporting documentation. Approval is not guaranteed and remains subject to federal regulations, institutional Procedure, and available eligibility.

(L) Acceptance of Loan Awards

Students are responsible for reviewing and accepting awarded loan funds in a timely manner. Acceptance of a loan award authorizes the institution to process the loan in accordance with federal regulations and institutional procedures.

Loan awards that remain unaccepted at the conclusion of the semester for which the funds were intended will be canceled by the Financial Aid Office.

Cancellation of an unaccepted loan does not guarantee reinstatement of eligibility in a future term. Any remaining eligibility within the same loan period may be reconsidered based on the student's enrollment, Cost of Attendance, annual and aggregate loan limits, Schedule of Reduction calculations, and all other applicable federal and institutional eligibility requirements.

(M) Administrative Corrections

The Financial Aid Office reserves the right to adjust, reduce, cancel, or correct loan awards at any time to resolve administrative, system, processing, or regulatory errors or to maintain compliance with federal regulations and institutional Procedure.

(N) Documentation

The Financial Aid Office will maintain documentation supporting loan eligibility determinations, Schedule of Reduction calculations, enrollment assumptions, and any subsequent award adjustments.

(O) Procedure Revisions

This procedure may be revised as necessary to reflect changes in federal regulations, Department of Education guidance, institutional practices, or Schedule of Reduction requirements.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-7-05 Student groups.

Effective: Reaffirmed by Board of Trustees 2/7/14

- (A) It is the policy of the board of trustees that student groups be recognized as authorized college organizations only if they are approved by the college administration, sponsored by college approved personnel, composed of members of the current student body, hold the majority of their meetings at college, and have established aims which are educational in nature.
- (B) The board will make college facilities available and provide appropriate staff for the conduct of those social events which have been approved by the vice president for academics and student services.
- (C) As voluntary participants in college social events, students shall be held responsible for compliance with rules set forth for their conduct and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular college program.

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.7-05(A): STUDENT GROUPS PROCEDURE

- (1) Proposals for new student groups will be presented to the President's Cabinet by two of the involved students and the advisor. The proposal will include:
 - (a) The name of the student group
 - (b) The purpose of the group and proposed activities
 - (c) Budget considerations
 - (d) Name of the faculty/staff advisor
- (2) A recognized Student Group may request funds to support projects through the Student Activities Coordinator.
- (3) Funds raised by student groups through fund-raising efforts will be maintained in a separately identified group account through the business office. All groups must follow the college's established fund-raising guidelines. Any funds that remain in a group account that has been inactive for two years will be transferred to the Student Body Organization account.
- (4) To determine viability of the student group, the number of members will be evaluated on yearly basis. A minimum of five current students per semester must participate in group activities/meetings for the group to remain active.
 - (a) Groups will be considered inactive when the minimum number of participants is not met.
 - (b) An inactive group may resubmit a proposal to reactivate a group if student interest increases.
 - (c) If a group fails to register with the Student Activities Coordinator each year, it will also be considered inactive.
 - (d) The group must have a faculty/staff advisor.
 - (e) A report will be provided to the President's Cabinet by October 1 of each year that includes: a list of officers for each student group, membership number, average meeting attendance for the prior year, planned meeting schedule, and a summary of previous year's activities.

(5) Student Group Responsibilities

- (a) Are expected to communicate with the Student Activities Coordinator regularly.
- (b) Must submit a monthly calendar of all events to the Student Activities Coordinator.
- (c) Must seek appropriate approvals for activities held both on and off campus.
- (d) Register yearly as an active student group with the Student Activities Coordinator by submitting the *Active Student Group Registration Form*.

(6) Advisor Responsibilities/Duties

The advisor shall:

- (a) Be a NSCC full-time faculty, administrator or support staff. It is recommended that a faculty/staff member serve as an advisor to only one student group.
- (b) Exhibit character and professionalism while upholding the mission and goals of NSCC.
- (c) Serve as a resource for students on College policies and other information pertinent to the individual organization.
- (d) Encourage individual and team leadership among the group's officers and members by motivating, challenging, supporting and empowering students.
- (e) Regularly communicate the ongoing activities of the organization with the Student Activities Coordinator.
- (f) Be present at all officer meetings and sponsored events
- (g) Actively participate on local (on campus), regional, state, and/or national events of the organization.
- (h) Oversee and supervise activities of the sponsored organization including:
 - (i) Establishment of agenda items and calendar of events for academic year
 - (ii) Prior approval of all financial transactions and organizational budget for academic year.
 - (iii) Maintenance of financial records and be responsible for annual audit when necessary

- (iv) Approve all internal and external promotions and publicity of the group, ensuring collaboration with appropriate on-campus departments (e.g. public relations, marketing)
- (i) Encourage and mentor initiation of new membership
- (j) Regularly meet with members to assure no counterproductive activities are pursued internally or externally.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-7-06 Student records.

Effective: Reaffirmed by Board of Trustees 2/7/14

- (A) Access to and release of student records shall be in accordance with college policy and federal and state statutes and regulations, and in accordance with procedures adopted by the college.
- (B) Students will be advised of their rights concerning educational records and of certain categories of public information the college designates as directory information in accordance with procedures adopted and implemented by the college.

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No.7-06(A-1): ACCESS TO STUDENT RECORDS

(1) Northwest State Community College rules and procedures regarding student rights and the Family Educational Rights and Privacy Act of 1974, as amended, are published in the college Catalog.

- (a) Students have a right to access, inspect and review their academic records, as well as limit the release of any such information.
- (b) A request to inspect and review records shall be made in writing to the Registrar.

(2) Student Directory Information

- (a) The College maintains in its sole discretion when and to who it will release student records containing directory information in accordance with FERPA. Generally, the college will not release directory information to non-affiliated, third parties for the purposes of commercial solicitation. The following items are designated as “Directory Information” and may be released by the college at its discretion.
 - (i) Name
 - (ii) Address (only sent to four-year higher education institutions)
 - (iii) Email (only sent to four-year higher education institutions)
 - (iv) Major
 - (v) Birth date
 - (vi) Honors
 - (vii) Full-time or Part-time status
 - (viii) Dates of attendance
 - (ix) Degree(s) conferred
- (b) Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of any or all of the above information.
- (c) Should a student decide to withhold any information, a Request to Prevent Disclosure of Directory Information form needs to be completed and submitted to the Registrar.
- (d) Requests will be honored for one academic year or a shorter period of time as designated by the student.

- (e) Whenever a student's information is passed on to a third party, the College will inform the third party that such information may not be passed on to a fourth party.
- (f) The institution will maintain a record of persons who are not institutional employees who request access to a student's file or who obtain access to a student's file. These requests will be directed to the Registrar and/or the vice President for Academics.

(3) Inspect and Review Records

- (a) Individuals who have attended Northwest State Community College have the right to inspect and review official records, files and data directly related to themselves, including material incorporated into each student's cumulative record folder in accordance with the College policy on access to student records.
- (b) A student may request, in writing, the opportunity to inspect and review his/her records.
 - (i) The request should be made to the chief administrator or designee(s) of the department in which the records are on file.
 - (ii) A request must specify records to be inspected and reviewed.
- (c) Release of Information for Deceased Students.
 - (i) Requests for information on individuals other than the executor during the first 10 years after death will be limited to the release of directory information only. Thereafter, all information becomes available to the public.
- (d) A request by a student to inspect and review his/her records will be granted within a reasonable period of time, but such time is not to exceed seven days in which classes are held after the request has been made.
- (e) Records will be inspected and reviewed by the student in the presence of the department head or his/her designee(s).
 - (i) Records may not be changed or deleted during the process of inspection and review.
 - (ii) The student shall be advised of his/her right to challenge and the procedure to challenge any portion(s) of his/her College record.
 - (iii) Upon written request, the student shall be provided with a copy of requested documents within his/her record.

- (f) Northwest State Community College will release non-directory information, including grades, to parents of dependent students only with the written consent of the student, regardless of the student's age or dependency status. Written consent for such requests must be submitted to the Registrar's Office.
- (4) Institutional personnel access to student records
- (a) Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - (i) One exception, which permits disclosure without consent, is disclosure to "school officials" with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position, including law enforcement unit personnel; a person or company with whom the College has contracted such as an attorney, auditor or collection agent; a person serving the on Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - (ii) A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - (b) Financial aid information supplied by students or parents will be maintained on a confidential basis, with only necessary information released to institutional personnel from the standpoint of processing financial aid awards.

NORTHWEST STATE COMMUNITY COLLEGE
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Procedure No.7-06(A-2): CHALLENGE OF STUDENT RECORDS

- (1) Students shall have an opportunity for a hearing to challenge the content of their College generated records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Third party records are not open to challenge.
- (2) A student may request, in writing, an opportunity for a hearing to challenge the content of his/her College record.
 - (a) Request should be made to the President or President's designee(s).
 - (b) A request must:
 - (i) Identify in specific terms the portion(s) of the record to be challenged.
 - (ii) State the reason(s) for challenging the portion(s) of the record so identified.
 - (iii) State the remedy sought; i.e., the correction or the information under challenge.
- (3) Hearing Procedures:
 - (a) The hearing will be conducted by the President or designee(s) who will act as the hearing officer.
 - (b) The hearing will be granted within ten days after the request has been made.
 - (c) The department head or his/her designee(s) responsible for the student record under challenge shall represent that record in the hearing.
 - (d) Prior to the hearing, the hearing officer shall notify the student and the department head of the time, place and date of the hearing and of the specific portion(s) of the student's record to be challenged in the hearing.
 - (e) The hearing shall be limited to consideration of the specific portion(s) of the student's record being challenged.
 - (f) The student will have the right to be assisted by an advisor of his/her choice.
 - (g) The burden of sustaining the challenge rests with the student.

- (h) The student and the department head have the right to present evidence and witnesses directly related to that portion(s) of the student's record being challenged.
- (i) The hearing officer may record the hearing.
- (j) The hearing officer must provide the student with a written notification of the disposition of the challenge including the reason(s) for the disposition.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 7-06(B): CHANGE OF STUDENT INFORMATION

Any change to student information is processed by the registrar's office. Students may request a change in student information via email through their NSCC student email account only; changes will not be accepted from personal email accounts. Emails should be directed to the Registrar's office at registrar@NorthwestState.edu and should include the student's legal name and NSCC ID.

- (1) Students may email or complete the Change of Student Information form for changes to:
 - (a) Major
 - (b) Address
 - (c) Phone number
 - (d) Emergency Contact
 - (e) Catalog year
- (2) Name changes require submission of a legal or court issued document, such as a marriage certificate, divorce decree or other documentation of legal action.
- (3) The college will change the gender code in the student information system when a student requests that their gender code match their gender identity. Students may email the registrar or complete the gender change form.
 - (a) Students may indicate a "preferred" first name. One preferred name change can be submitted per semester. This does not change the legal name in the student information system.
 - (b) Transgender students born male between the ages of 18-26 must provide the selective service number in accordance to the Selective Service rules.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-7-07 Print management policy.

Effective: 8/20/14

College printing privileges are provided in support of Northwest state community college's educational mission. In an effort to promote a greener environment, Northwest state will maintain a network print auditing system. The auditing system will track and maintain printer usage to eliminate the waste of paper, to reduce the cost of printer maintenance, and to reduce the cost of ink and toner incurred by the college for unauthorized, as well as excessive printing.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

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Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 7-07: COLLEGE COMPUTER PRINTING PROCEDURE

Printers of NSCC are state property and as such are to be used accordingly:

- Printers are for use by currently enrolled students and NSCC employees only.
- College printers shall not be used for personal or commercial purposes.
- Printing or duplication of copyrighted material (instructional manuals, textbooks, journals, etc.) is strictly PROHIBITED based on copyright law.

Each student is provided a printing account with \$12.50 at the beginning of each semester that the student is enrolled in at least one class. Print costs are as follows:

- Black and White, 8.5" x 11", single-side: \$0.05 each.
- Color, 8.5" x 11", single-sided: \$0.15 each.

Note: Double-side prints count as 2 single-sided prints. Color printing is only available in select computer labs.

Print balances from the Fall semester carry over to the Spring semester. Print balances from the Spring semester carry over to the Summer semester. Summer balance does not carry over. No balance from any semester is carried over to the Fall semester.

No refund of money will be given for unused funds left on account at any time

A student may add funds to his / her print account through the business office.

Students may keep track of their print usage through the print audit client on each student lab computer at Northwest State Community College. When a student logs onto a computer, a pop-up will show up on the desktop providing the number of print copies still available to them.

Print Refunds:

Once a print job has been sent to the printer it cannot be stopped. Students need to verify the number of pages and content on the pages before sending the print job to the printer. If for some reason there is a technical problem with a print job, for example a paper jam or if the print job is not properly printed, the student can request a refund of their print credits to their account. They must either submit a support ticket using the Technology Services Help portal, or e-mail helpdesk@northweststate.edu.

A coin-operated photocopier is available to students in the Atrium.

Staff and faculty will be audited for departmental budgeting purposes but not limited in printing.

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-7-08 Valuing our veterans support and assistance policy.

Effective: 12/5/14

Northwest state community college seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, Northwest state community college has adopted this policy as required by Ohio Revised Code Section 3345.421(B). The purpose of this policy is to set forth the support and assistance the college will provide to service members and veterans.

- (A) In alignment with Ohio Revised Code Section 3345.42, this policy utilizes the definitions for “service member” and “veteran.”
- (B) “Service member” means a person who is serving in the armed forces of the United States.
- (C) “Veteran” means any person who has completed service in the armed forces, including national guard of any state or a reserve component of the armed forces, and who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

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Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 7-08: VALUING OUR VETERANS SUPPORT & ASSISTANCE PROCEDURE

Northwest State Community College (NSCC) seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. NSCC will:

- Refer service members and veterans to proper local, state and/or federal agencies in the event NSCC believes that the service member or veteran is eligible for services;
- Work with the Ohio Board of Regents (OBR) to develop a veteran-friendly campus that increases the opportunity for service members and veterans to succeed academically;
- Work with other Ohio institutions of higher education to disseminate and share promising practices for serving service members and veterans effectively;
- Promote veteran-friendly campuses by utilizing the OBR's structure to disseminate and share promising practices statewide for serving service members and veterans effectively;
- Increase faculty and staff awareness of the mindset and unique needs of service members and veterans returning from combat zones and/or tours of duty overseas;
- Recognize the service of service members and veterans at various events such as graduation, an appreciation day, etc.;
- Regularly evaluate institutional policies and procedures that create barriers to service member and veteran success;
- Empower those working directly with service members and veterans to provide services designed to promote educational achievement;
- Providing training, in partnership with Veterans Affairs, in the proper certification methods for certifying officials on each campus;
- Develop a clear outreach strategy to communicate with eligible persons about educational and training benefits to encourage the use of GI Bill benefits, as well as services and assistance offered by the institution;
- Continue to work with the legislature, workforce and higher education community to identify and develop statewide policies to ensure the transition to higher education is seamless for all students, including service members and veterans. (This may include, but is not limited to, issues such as transfer, credit for prior learning and/or experience, career ladders, support services, etc.); and
- Ensure the campus community is aware of benefits associated with the new Post 9/11 GI Bill and actively find ways to connect returning service members and veterans with the services offered by the Department of Veterans Affairs.

Workforce Training and Education

NSCC will work to provide better access and success for service members and veterans in postsecondary education and training while improving transition to civilian work.

Services provided will include:

- An online tool for exploring careers, searching programs in Ohio and providing consumer reporting information on earnings and employment outcomes for each program. This website should include special information targeted to service members and veterans regarding shortening the time to receive a credential or degree.
- Improving services for service member and veteran job seekers by promoting seamless workforce development services such as those provided at Ohio Means Jobs Centers, campus career centers, and through affiliates.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358:14-7-09 Financial aid fraud policy.

Effective Date: 12/2/16

Northwest state community college has established guidelines for the prevention, identification of and response to identification of identity theft and financial aid fraud.

(A) What is identity theft and financial aid fraud?

- (1) Identity theft: individuals who use personally identifying information of other people to apply for admission to college, receive financial aid and then enroll in classes are committing identity theft. Often, the victimized student is not aware that they have been enrolled in classes, and the financial aid funds in their name are sent to the individual who is perpetrating the fraud. This frequently results in the victimized student being left with unpaid debt at the institution and with the U.S. department of education due to student loans that were obtained in their name.
- (2) Financial aid fraud: students and potential students who enroll in classes and accept financial aid based on enrollment with no intent to complete classes may be considered perpetrators of financial aid fraud. The student's tuition and fees are usually paid by financial aid funds, and the student receives a refund of financial aid funds in excess of those costs.
- (3) Students, parents, spouses, college staff and all others are responsible for accurately portraying information submitted on the FAFSA, and in all supporting documents to the financial aid application process. Such documents include, but are not limited to, the FAFSA, verification forms, time sheets, signature pages, appeal applications, correspondence, etc. Falsification of financial aid documents is an extremely serious offense. Students and others who fraudulently complete financial aid documents will be subject to disciplinary action, which may include loss of eligibility for all financial assistance, termination from all college employment programs, and referral to the U.S. department of education for criminal prosecution.

(B) Response to financial aid fraud or identify theft.

- (1) When a northwest state community college student is identified as being a potential victim of identity theft or involved in financial aid fraud, their account at the college is placed on hold. This hold

prevents students from registering and prevents their financial aid from disbursing to their student account. Financial aid funds for the current semester may also be revoked pending resolution. The hold will remain in place until the student has provided all documents that northwest state may request. Northwest state reserves the right to leave the hold in place until those documents are provided by the

student in person to the director of financial aid or designee. The student may be asked questions particular to their status in order to positively determine their identity and intent as a student at northwest state. The student may also be asked to submit additional documentation in order to clarify the student as a student. Additional documentation may include, but not be limited to:

- (a) Unexpired state issued photo id
 - (b) Proof of residency at the address listed on the student's college records
 - (c) Social security card
 - (d) Birth certificate
 - (e) Official high school transcript or GED from the issuing entity
 - (f) Official transcripts from other institutions of higher education that the student has previously attended
- (2) When the college has credible information that suggests that an individual has engaged in fraud or other criminal misconduct, the case will be reported to the regional office of the inspector general and, if applicable, the state or local law enforcement agencies as specified by the U.S. department of education under section 668.14(g) of the general provisions regulation.
- (3) In these instances, the college will leave the student account hold in place until instructed by the department of education that it is appropriate to lift the hold. Students identified to be involved in financial aid fraud will also be referred to the dean of students for possible disciplinary action up to and including expulsion from the college. All monies paid to the student that are determined to have been the result of fraud will be immediately due to the college. If not repaid, this debt will be referred to a collection agency for collection and legal action, and may also be referred to the U.S. department of education. Debts that are referred to a collection agency are subject to fees for the costs associated with collecting the debt, including attorney fees and court costs.
- (4) Any fraud that the college refers to the department of education may result in criminal prosecution. Criminal prosecution may result in a fine of up to twenty thousand dollars, imprisonment for up to five years, or both.
- (5) Students who are victims of identity theft and/or financial aid fraud are urged to file a police report and seek assistance from appropriate authorities outside of the college. This may include contacting credit bureaus and banking institutions.

Effective: 05/28/2020
CERTIFIED ELECTRONICALLY

Certification

05/14/2020

Date

Promulgated Under: 111.15

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