

IMPORTANT DATES AND COLLEGE PHONE NUMBERS

2015 – 2017 CLASS CALENDAR

Summer Semester 2015

June 8	Classes Begin
July 3	Holiday - College Closed
July 31	Last Day of Semester
August 3	Grades Due by 10 a.m.

Fall Semester 2015

August 19	Classes Begin
Sept. 5 - Sept. 7	Labor Day Holiday
October 14	Second 8 weeks begins
Nov. 25 - Nov 29	Thanksgiving Break-No Classes
December 7 - 12	Exam Week
December 12	Last Day of Semester
December 14	Grades Due by 10 a.m.

Spring Semester 2016

January 11	Classes Begin
January 18	MLK Day - College Closed
March 7 - 12	Spring Break
March 14	Second 8 weeks begins
May 2 - 7	Exam Week
May 7	Last Day of Semester
May 7	Commencement
May 9	Grades Due by 10 a.m.

Summer Semester 2016

June 6	Classes begin
July 4	Holiday - College Closed
July 29	Last Day of Semester
August 1	Grades Due by 10 a.m.

Fall Semester 2016

August 24	Classes Begin
Sept. 3 - Sept. 5	Labor Day Holiday
October 19	Second 8 weeks begins
Nov. 23 - 27	Thanksgiving Break-No Classes
December 12 - 17	Exam Week
December 17	Last Day of Semester
December 19	Grades Due by 10 a.m.
December 19	Commencement

Spring Semester 2017

January 9	Classes Begin
January 16	MLK Day - College Closed
March 6 - 11	Spring Break
March 13	Second 8 weeks begins
May 1 - 6	Exam Week
May 6	Last Day of Semester
May 6	Commencement
May 8	Grades Due by 10 a.m.

College Phone Numbers

Main Number: (419) 267-5511

Offices

President's Office:	(419) 267-1366
Business Office:	(419) 267-1311
Admissions Office:	(419) 267-1320
	<i>admissions@NorthwestState.edu</i>
Financial Aid Office:	(419) 267-1333
	<i>finaid@NorthwestState.edu</i>
Registrar's Office:	(419) 267-1315
	<i>registrar@NorthwestState.edu</i> (419) 267-1395

Bookstore

NSCC Bookstore: (419) 267-1256

Library

Library Services: (419) 267-1274

Student Resource Center (419) 267-1242

studentresources@NorthwestState.edu

Transfer Advising
Accessibility Services
Career Services
Educational Planning
Success Center
Student Activities

Academic Divisions

Vice President for Academics:	(419) 267-1301
Allied Health & Public Services:	(419) 267-1345
Arts & Sciences:	(419) 267-1247
Business Technologies:	(419) 267-1351
Math, Science & Engineering	
Technologies:	(419) 267-1394
Nursing:	(419) 267-1246

www.NorthwestState.edu

ABOUT NORTHWEST STATE COMMUNITY COLLEGE

About Northwest State

Northwest State Community College is a state supported, public, two-year college which awards the following degrees: Associate of Applied Business, Associate of Applied Science, Associate of Arts, Associate of Individualized Studies, Associate of Science and Associate of Technical Studies.

Progressive History

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

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

Phase II of the College Master Plan in 1987 nearly doubled the size and capacity of the College. An open Atrium linked the original renovated structure and the new wings. The Business Technology Division would now occupy the 'B' Building, with those rooms available to other courses as needed. Student services, food services, a conference room and an exercise area would be housed in the 'C' Building. Also in the fall of 1991, a new Child Development Center was opened.

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

- In 1997, the Engineering Technology and Science Center was opened. The 54,000 square foot facility allowed the College to provide significantly upgraded science and technology laboratories, as well as additional equipment to better serve the workforce development training needs of northwest Ohio.
- In January 2002, a new 12,000 square foot Technology Training Center was opened. The Center included five technical labs that support the Plastics, Industrial Electrical and CAD Technologies.
- A total renovation of the first floor in the 'A' Building took place in 2003. At that time, the maintenance department moved to its own building, creating additional classroom space. The bookstore and food services areas were also enlarged, and more student seating was created.
- In 2004, classes were offered at a satellite location in Van Wert, Ohio.
- In the spring of 2007, the second floor of the 'A' Building was renovated to create a lab for the Medical Assisting program. In addition, five classroom and faculty offices were renovated.

- Classes began at a satellite location in Bryan, Ohio in 2008, a year which also saw the expansion of Custom Training Solutions (Workforce Development Division) to The University of Toledo's Scott Park Campus.
- In 2011 the Allied Health & Public Services Building was opened. This building featured a new, state-of-the-art nursing lab.
- In 2012, a total renovation of the second floor in the 'A' Building created space for new classrooms and study areas for students.
- In 2014, additional space was added to the 'E' Building, creating a new Advanced Manufacturing Training Center to meet workforce development needs for employers throughout the region.

Accreditations and Approvals

Northwest State Community College takes pride in its accreditation by the Higher Learning Commission, and is a member of the North Central Association, 230 S. LaSalle St., Suite 7-500, Chicago, Illinois 60604-1413, (312) 263-0456.

Professional approval and/or accreditations are given for quality programs. Many of the majors at Northwest State Community College have received this distinction.

The Human Services students who have successfully completed the major can apply for registration as a social work assistant with the State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board, 50 West Broad St., Columbus, OH 43215.

The Ohio Department of Education has approved the Associate Educator Licensure Programs in Pre-Kindergarten and Educational Paraprofessional. Ohio Department of Education, 25 South Front Street, Columbus, Ohio 43215.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants Endowment. CAAHEP 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33756, (727) 210-2350.

The Associate Degree Nursing program is approved by the Ohio Board of Nursing and accredited by the Accrediting Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326, (404) 975-5000.

The Practical Nursing program is approved by the Ohio Board of Nursing.

The Business Technologies programs are accredited by the Accreditation Council for Business Schools and Programs, 11520 W. 119th Street, Overland Park, KS 66213, (913) 339-9356.

Affiliations and Memberships

Northwest State Community College maintains memberships in national, regional and local professional organizations including:

STUDENT RESOURCE CENTER

Accreditation Commission for Education in Nursing; Accreditation Council for Business Schools & Programs; American Association of Collegiate Registrars and Admissions Officers; American Association of Community Colleges; Association for Institutional Research; Association for the Advancement of Sustainability in Higher Education; Association of Community College Trustees; Association of Fundraising Professionals; Association of Title IX Administrators; Behavioral Health Professionals of Northwest Ohio; Black Swamp Safety Council; Council for Adult Experiential Learning; Center for Innovative Food Technology; College & University Professional Association for Human Resources; Commission on Accreditation of Allied Health Education Programs; Community Colleges for International Development, Inc.; Council for Advancement and Support of Education; Council for Higher Education; Council for Resource Development; Council of North Central Two Year Colleges; Counselor, Social Worker and Marriage Family Therapist Board; ECHHO, Inc.; Fulton County Economic Development Corporation; Higher Learning Commission; Kappa Beta Delta; League for Innovation in Community Colleges; Midwest Institute for International/Intercultural Education; National Association for Developmental Education; National Association of College and University Business Officers; National Association of Student Financial Aid Officers; National Council for Marketing and Public Relations; National League for Nursing; National Organization for Associate Degree Nursing; Northwest Ohio Regional Economic Development Association; Ohio Association for College Admission Counseling; Ohio Association of Collegiate Registrars and Admissions Officers; Ohio Association of Community Colleges; Ohio Coalition of Associate Degree Early Childhood Program; Ohio Coalition of Associate Degree Human Service Educators; Ohio Council of Associate Degree Nursing Education Administrators; Ohio Council of Chief Academic Officers; Ohio Council of Student Affairs Officers; Ohio League For Nursing; Ohio Two Year College Career Services Association; Paulding County Economic Development; Phi Theta Kappa; Sloan Consortium; Williams County Economic Development Corporation.

Chambers of Commerce Memberships: Archbold, Bryan, Defiance, Delta, Hicksville, Montpelier, Napoleon/Henry County, Paulding, Swanton, Van Wert, Wauseon, and Whitehouse.

NSCC Mission, Vision and Values

Mission:

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

Vision:

Northwest State Community College will be a leader in education that empowers individuals and communities.

Values:

Integrity - We believe that honesty, respect, and accountability are the basis of building trust.

Learning - We believe that the acquisition and application of knowledge is the key to success and to that end we provide access to greater opportunities through education, training, and services.

People - We believe in the power of teamwork, bringing people of diverse backgrounds and communities together to excel.

Institutional/General Education Learning Outcomes

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

1. **Communication** – Graduates from Northwest State Community College will demonstrate effective communication skills.
2. **Computation** – Graduates from Northwest State Community College will perform basic algebraic problem-solving and interpret and communicate numerical data.
3. **Critical Thinking** – Graduates from Northwest State Community College will comprehend the implications of a topic or problem, draw on appropriate evidence, and construct well-reasoned conclusions.
4. **Diversity** – Graduates from Northwest State Community College will demonstrate awareness of the impact of cultural differences.
5. **Sustainability** – Graduates from Northwest State Community College will evaluate the impact of economic, political, social, and/or ecological systems on this and future generations.

Student Resource Center

Student success is a priority at Northwest State Community College. The SRC is designed to enhance success by providing the staff, facilities and resources necessary to support and empower students' ability to achieve their potential. Students are encouraged to use the SRC services and resources, as all are free of charge and easily accessible.

Success Center

The Success Center is located on the first floor of the 'A' Building just inside the east entrance doors of the library, and is open during the day Monday through Friday to assist students. The Success Center offers free assistance to students experiencing difficulty with a course despite regular attendance and hard work. Students interested in receiving tutoring services are encouraged to come to the Success Center and request assistance.

The Success Center houses walk-in academic labs (Accounting, Nursing, Math, Writing, and Life Sciences), Tutoring Services, Make-up Testing Services, and Accessibility Services.

For assistance regarding a learning disability or physical challenge, a student will need to provide recent documentation of the disability. For more specific information regarding the procedure for obtaining assistance, please see the next section.

Accessibility Services (A105B)

Under the Americans with Disabilities Act and Section 504, a student with a disability may obtain assistance to help achieve educational goals. The College is committed to providing qualified students an equal opportunity to access the services appropriate to the student's needs. No student shall, on the basis of his or her disability, be excluded from participation, be denied the benefits of, or otherwise be subject to discrimination under any College program or activity.

STUDENT RESOURCE CENTER

Any student who wishes to investigate available college resources should first meet with the Accessibility Services Coordinator. To be qualified for assistance regarding a disability, a student will need to provide recent documentation of the disability from a qualified professional. Documentation should be submitted as soon as possible, preferably at least three months prior to the semester start date. Each student is expected to:

1. Schedule an appointment with the Accessibility Services Coordinator.
2. Apply for accommodations and other aids as necessary, and in a timely manner.
3. During the first week of class, meet with the instructors and discuss implementation of the accommodations.
4. Make arrangements with instructors and Success Center Coordinator for testing accommodations, if applicable.

Library Services

The Library has many resources available for students: books, print journals, DVDs, research databases, interlibrary loan service, access to other college resources through OhioLINK, and individual and group study space. The N card (or other photo ID) is needed for checking out materials. For more information call (419) 267-1274 or email library@northweststate.edu

The following are especially helpful to students working on class papers and projects:

- Access to the resources of over 90 libraries in the state of Ohio
- On-demand electronic delivery of full-text journal articles
- 100+ research databases on a variety of subjects
- Personalized research assistance on request (ask at the circulation desk, call, or send us an email)

Career Services (A105E)

The Career Services Office offers a variety of services to help students with their educational goals. Whether you are confident in the career path you have chosen, or you have some uncertainties about your major, we can help.

We specialize in career development, the process of helping you identify, plan for, and achieve your career goals. This is achieved by offering information, advice, training and resources designed to help you select an educational path that leads to a financially rewarding and personally satisfying career. These services are available to currently enrolled students and alumni.

Career Services assists students in finding jobs while pursuing their degrees or upon completion of a program. This includes assistance in planning their job search, resume development and improving interviewing skills. Career Services also assists employers who wish to post job listings on Northwest State's online job board.

To look into what jobs are currently in -demand and to look toward the future, our own on-line job board, JobsNET and the state Ohio Means Jobs boards may be used as well as state and national labor market information.

Visit Career Services on Northwest State's website for more information!

Internship Education

Internship Education combines practical work experience with an academic program. This combination can create an excellent learning environment in a paid or unpaid experience for the student. If the student is already employed in their field of study, the internship program may allow him/her to receive college credit for the work the student is currently doing. The internship duties need to be consistent with the student's program of study and should include approximately 100 hours per credit hour. For further information, contact Dr. Larry Zachrich in A101F.

Educational Planning and Retention

At Northwest State we encourage all students to have an educational plan, a tool that can help identify goals, summarize strengths and weaknesses and link to campus support systems.

Whether you are sure of your academic major or completely undecided on your area of study, educational planning may be able to assist you as a student at NSCC. Contact the main Student Resource Center's office at (419) 267-1242 to request an appointment.

Student Activities

All students are encouraged to participate in campus-sponsored activities outside of the classroom. The Student Body Organization plans and coordinates an ongoing calendar of activities which are promoted through various campus announcements.

Student Organizations and Activities (A105E)

Students for Community Outreach & Awareness (SCOA)

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

Student Body Organization (SBO)

SBO is the representative student government at Northwest State Community College. This group is responsible for promoting academic, cultural, recreational and social activities for students. Student members coordinate and plan activities. Membership is open to all students. Regular meetings are held at which all students have a voice and a vote in the conducting of business.

Phi Theta Kappa (PTK)

PTK is an honors and service organization for students attaining a 3.5 GPA after completing 18 or more credit hours. Students are invited to become members and provide letters of recommendation from faculty.

Kappa Beta Delta (KBD)

KBD is a national honor society for students in a Business Technologies program who maintain a 3.5 GPA after completing 18 or more credit hours. Students are invited to become members and provide letters of recommendation from faculty.

STUDENT SUPPORT SERVICES

Alumni Association

Membership in the Northwest State Alumni Association is available to all graduates of the College. The Alumni Association's mission is to engage alumni interest while promoting loyalty and strengthening relationships with students, community and alumni. For more information, contact Robbin Wilcox at (419) 267-1460.

U.S. Military and Service Members

Northwest State Community College is proud to support the educational and career goals of the local veteran community. The Registrar's Office helps students apply for the various GI Bills, maintain eligibility and troubleshoot payment and other issues. The certifying official submits enrollment and tuition information to the VA Regional Processing Office and/or to the student's Vocational Rehabilitation counselor. In addition, the Certifying Official serves as a central resource regarding other programs and resources available to the veterans and military-connected students both on campus and in the surrounding community. Stop by room C106 or email registrar@northweststate.edu for assistance.

NSSC has a single point of contact for veterans and active duty service members that serve as a pre- and post-admission advising resource to help them understand what is involved in earning college credit for their military training, experience, and coursework; learn about their options; collect the necessary documentation; and make decisions about the various education and training pathways available in Ohio. Please contact Todd Hernandez at thernandez@northweststate.edu or 419-267-1445.

U.S. Military and Service Members – Priority Registration

In June of 2014, Governor Kasich signed House Bill 488 to help veterans and service members. One of the provisions includes priority registration for veterans and service members. At NSSC priority registration means veterans and service members can register beginning at 6:00 P.M. on Friday through 11:59 P.M. on Sunday before open registration begins. Once open registration begins veterans and service members will compete for class spaces along with all other students.

Additional information can be found at https://ohiohighered.org/valuing_ohio_veterans.

The term "veteran or service member" refers to an individual who:

1. Has served in the United States Armed Forces, including a reserve component and the National Guard, and
2. Was discharged or released from such series with a condition other than dishonorable.

The DD214 Member page 4 must identify a period of duty OTHER THAN SOLELY FOR TRAINING. Reservists must have participated in a deployment or have completed their initial reserve obligation. Active duty service members who have completed their initial obligated service should send a letter from their command stating such along with their dates of service.

To exercise this benefit, complete the Priority Registration form and send a copy of the Member 4 section of your DD214 (indicating character of discharge) to the Registrar's Office by 4 P.M. the Wednesday before priority registration begins. Service members currently receiving VA benefits are already included in prior registration.

Contact the registrar's office for the priority registration form at 419-267-1395 or stop by room C106.

Child Development Center

Northwestern Ohio Community Action Commission's Head Start Program offers free preschool to children ages three to five years old at the Northwest State Community College Child Care Center.

The program:

- Prepares children for kindergarten success
- Provides healthy meals and snacks
- Is free to families who meet the income guidelines
- Has transportation available in most areas
- Offers full-day classes (6 hours)

To complete an application, call the NOCAC Central Office at 419-784-5136 ext. 01140.

NSSC Bookstore

For the convenience of the students, a well-stocked bookstore is available on campus. The bookstore hours are Monday – Thursday 7:45a.m to 6:00 p.m. and Friday 7:45a.m to 4:00 p.m. In addition to new, used and rental textbooks, the bookstore also offers class supplies and materials, laptops and software, clothing items and grab-and-go snack and food items. The cost of books and supplies is separate from, and in addition to, instructional fees.

Food Service

Food Service offers dining options in several locations throughout campus. The Snack Bar, located in the 'A' Building, is open Monday-Thursday from 7:45 a.m. to 6:00 p.m. The Snack Bar features gourmet coffee drinks and made-to-order breakfast as well as lunch and dinner specials. The NSSC Café located on the 2nd floor in 'C' Building, offers a salad bar and daily specials from 10:30 a.m. to 2:00 p.m. The salad bar closes at 1:30 p.m. For your convenience, cold sandwiches and salads are also available in the NSSC Bookstore.

Student Facilities

The Fitness Room, located in C105, is for use of students and employees of Northwest State Community College.

M - TH	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 3:30 p.m.
Saturday	8:00 a.m. - Noon

Game Area - Atrium

Food Court - 'A' Building

Shower and Locker Rooms - Women's - C108

Shower and Locker Rooms - Men's - C109

Student Lockers

Atrium and fitness room lockers can be rented through the Student Activities Office. Rental by the semester or the entire academic year is available on a first-come, first-served basis. In case of a campus

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emergency, authorized College and/or emergency personnel may open these lockers.

Student N Cards

All students are required to have a Student N Card. These cards are used to identify individuals as a current NSCC student in all administrative and advising offices, and allows a student to participate in college sponsored activities both on and off campus. Along with use as an I.D. card, a student can load money on the N Card through the Bookstore for use in the Snack Bar and Bookstore.

There is no charge for a Student N Card. However, if the card is lost, there will be a \$10.00 replacement fee. Student N cards are available through the Campus Police Department located in the Atrium.

Quick Alert Emergency Communication System

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

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

Adverse Weather – Closings or Delays

Northwest State Community College will operate under the premise that it will be in session according to the College calendar. However, the president or administrative designee will have the prerogative to close school (including off-campus sites) under extenuating circumstances, and under such conditions the students will not be expected to report. Such closing information will be sent via Quick Alert to participating students, and will be announced over local radio and television stations. You will also find closing information at www.NorthwestState.edu or through a recorded message at (419) 267-5511.

Admission

Admission to Northwest State Community College is open to any high school graduate or holder of a high school equivalency statement (GED). A final, official high school transcript or GED should be presented at the time of application. Some programs may have additional admission requirements including an application and appropriate GPA.

All incoming students with no prior college experience are required to take the ACCUPLACER Assessment, or other appropriate admissions assessment, for course placement prior to enrolling in college-level courses.

Students are not required to meet with an admissions recruiter before enrolling at NSCC, but you may find it helpful. A recruiter can suggest opportunities at the College, explain entrance

requirements and answer any questions you may have about reaching your career goals. Students are encouraged to apply at least one semester prior to their intended start date.

International Student Requirements

Before Northwest State can process an international student's application for admission and issue an I-20, the following documents are necessary:

1. A completed Northwest State Community College application for admission.
2. A certified true copy of a student's complete secondary school record, translated into English.
3. A certified true copy of any college or university studies the student may have completed, translated into English.
4. A photo copy of the student's VISA/PASSPORT and/or residency card and the I-94.
5. All international students wishing to transfer to NSCC from another U.S. institution must prove to be in good standing and have maintained a cumulative G.P.A. of 2.00 at the previous institution before acceptance to NSCC will be granted.
6. Proof of competency in English language usage – The student must have TOEFL PBT scores of 550 or higher, or TOEFL computer based score of 173 or higher, or TOEFL iBT of 70 or higher. TOEFL scores should be submitted directly to the Admissions Office. ACCUPLACER and computer assessments are required once the student arrives at Northwest State.
7. A certified statement of financial stability by a banking institution official which gives proof of the student's assets from parents, relatives, guardians or the student. Proof of personal responsibility for the student must accompany the banking institution statement of financial stability. All financial statements must be converted into American dollars before submission to the College.
8. After the above has been completed, and if the student has been accepted by Northwest State Community College, a deposit of one year's tuition plus book allowance (\$11,000.00) must be sent to the college before an I-20 will be issued. An additional \$2,000 should be brought for spending money upon entering the United States.

The complete international student policy and required forms can be found online at www.NorthwestState.edu/apply-now or in the Admissions Office.

Course Placement (ACCUPLACER/ACT)

Prior to registration, all degree or certificate seeking students should be evaluated or show evidence of successful completion of college-level coursework in math, reading and English through ACT scores or the ACCUPLACER Placement Assessment. An appointment is required for the ACCUPLACER Placement Assessment. Contact the Admissions Office at (419) 267-1320 or go online to www.NorthwestState.edu/testing to schedule an assessment.

Students who receive a score of 8 or higher on the WritePlacer portion of the ACCUPLACER Assessment may choose to submit a writing sample to qualify for placement into ENG112-

ADMISSION REQUIREMENTS

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:

- Take ENG111 and ENG112, or
- Take ENG112 and another writing intensive ENG course. The second writing course will be substituted for ENG111, but cannot be used to meet a Humanities requirement. The approved list of writing courses is maintained by the Dean of Arts & Sciences.

ACCUPLACER Assessment Retesting

1. Students may have one retest using either an alternate form of the ACCUPLACER Assessment or a Departmental Proficiency Test (but not both). College Credit Plus 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 Assessment or choose specific sub-tests for retesting.
7. A \$20.00 retesting fee will be charged for the ACCUPLACER Assessment and a testing fee will be charged for the Proficiency Test.

College Math Proficiency Policy

All associate degree and certificate programs offered at Northwest State Community College require graduates to demonstrate a minimum math proficiency at the level of MTH080 - Review of Beginning Algebra. Proficiency can be demonstrated on the placement test at the time of entry, by passing a proficiency test, by successfully passing the course MTH080 - Review of Beginning Algebra, or by being a recent high school graduate (within the last six years) and have taken two (2) or more high school algebra courses (not including any pre-algebra or geometry courses) with grades of "C" or better in each semester.

Student Orientation Advising and Registration

SOAR is a required program for new certificate or degree seeking students at Northwest State Community College. SOAR is a one-day, five-hour session. NSCC offers multiple sessions on various dates and times. For questions about SOAR please call (419) 267-5511 or email orientation@NorthwestState.edu.

Academic Advisors

In an effort to foster individualized attention, each student is assigned an academic advisor. An advisor can provide guidance regarding class scheduling and program requirements or discuss academic problems. Advisors are available to answer any questions you may have regarding class schedules or other College policies and procedures. Each advisor has regular office hours set aside for student appointments.

Classification of Students

Applicants for admission to the College may elect one of the following student classifications:

Certificate Seeking Student

A student who has indicated, at the time of application, the intent to study toward a short-term or one-year certificate program and who has fulfilled all admission requirements.

Degree Seeking Student

A student who has indicated, at the time of application, the intent to study toward an associate degree and who has fulfilled all admission requirements.

Early Admit Student

A high school student who has been recommended by his/her guidance counselor or principal to take college courses for credit.

College Credit Plus Student

The State of Ohio allows area students attending public school (must reside in Ohio) to enroll in college-level coursework prior to graduation from high school under the College Credit Plus Program. Students in grades 7-12 who test into college-level coursework with their ACT or ACCUPLACER scores may enroll in college classes concurrently with secondary school enrollment. This program allows qualified students to earn college credit, or both high school and college credit. Secondary grade students in a nonpublic school or home-instructed may participate in the College Credit Plus program if the chief administrator of such the non-public school or the parent notifies the Ohio Department of Education by the first day of April prior to the school year in which the school's students will participate.

College Credit Plus offers students two options for enrolling:

- Option A allows secondary school students to enroll for college credit. Students enrolled in Option A are responsible for paying tuition, fees, and textbook charges, and may enroll in any semester.
- Option B allows secondary school students to enroll



concurrently and receive both high school credit and college credit. The student enrolling under Option B is not responsible for paying tuition, fees or textbook charges. Option B students may enroll in any semester except summer.

OHIO TRANSFER POLICY

Guest/Transient Student

A student who is 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.

International Student

A student from another country who has met the requirements of the Student & Exchange Visitor Information System (SEVIS) as well as the requirements of NSCC. An international student must meet with an admissions representative before being admitted.

Non-Degree Student

A student who has indicated, at the time of application, the intent to pursue selected courses (i.e. personal enrichment).

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.

State of Ohio Policy for Institutional Transfer

The Ohio Board of Regents, following the directive of the Ohio General Assembly, developed a statewide policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. Since independent colleges or universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. For additional information, please visit www.transfer.org.

Transfer Advising at NSCC – The Student Resource Center offers one-on-one advising for students interested in transferring into a four-year institution. Please call (419) 267-1242 to make an appointment.

Transfer Module, Transfer Assurance Guides, and Military Transfer Assurance Guides

The Ohio Department of Education's Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university's general education program. The Transfer Module consists of 54 to 60 quarter hours or 36 to 40 semester hours of courses in the following areas: English, Mathematics, Arts and Humanities, Social and Behavioral Sciences, Natural and Physical Sciences, and Interdisciplinary Study.

A Transfer Module completed at one college or university will automatically meet the requirements of the Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving

institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may require additional general education courses beyond the Transfer Module.

Since many receiving institutions require general education courses within or beyond the Transfer Module, students are encouraged early in their academic careers to meet with an academic advisor at the institution to which they plan to transfer. The Ohio Department of Higher Education (ODHE) has also approved Transfer Assurance Guides (TAGs) for several academic majors. Each TAG identifies courses that are required for particular areas of study (for example, Biology, Education, and History four-year degrees). Students completing TAG-approved coursework will receive transfer credit at Ohio institutions that fulfill partial degree requirements for these majors. For more information on TAGs for specific fields of study, see the ODHE website at www.ohiohighered.org.

Military Transfer Assurance Guide (MTAGs)

The University System of Ohio is committed to the acceptance and awarding of college credit for training and experience in the United States Armed Forces or National Guard, as long as it has been approved by the American Council on Education or a regional accrediting body, such as the Higher Learning Commission. More information can be found on the University System of Ohio website.

Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

Appeals Process

A student disagreeing with the application of transfer credit by the receiving institution shall be informed of the right to appeal the decision and of the process for filing the appeal on the Transfer of Credit Evaluation form. Each institution shall make available to students the appeal process for that specific college or university.

If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the state-level Articulation and Transfer Appeals Review Committee.

Appeals Review Committee

The Appeals Review Committee shall review and recommend to institutions the resolutions of individual cases of appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.

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Conditions for Transfer Admission

The policy encourages receiving institutions to give preferential consideration for admission to students who complete the Associate of Arts or Associate of Science Degree with a cumulative grade point of 2.0 or better for all previous college-level courses.

The policy also encourages receiving institutions to give preferential treatment to students who have not earned an Associate of Arts or Associate of Science Degree, but who have earned 60 semester hours or 90 quarter hours with a cumulative grade point of 2.0 or better for all previous college-level courses.

The policy further encourages that students who have not earned an Associate of Arts or Associate of Science Degree, or who have not earned 60 semester hours or 90 quarter hours with a cumulative grade point of 2.0 or better for all previous college level courses, be eligible for admission as transfer students on a competitive basis.

Acceptance of Transfer Credit

Students who have completed the Associate of Arts or Associate of Science Degree with a cumulative grade point of 2.0 or better will receive transfer credit for all college-level courses in which a grade of “D” or better has been earned. Students who have not earned an Associate of Arts or Associate of Science Degree will receive transfer credit only for those college-level courses in which a grade of “C” or better has been earned.

Admission to a given institution, however, does not guarantee that a transfer student will automatically be admitted to all majors, minors or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students. Furthermore, transfer students shall be accorded the same class standing and other privileges as all students on the basis of the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of a degree.

Transfer Degrees

Through articulation agreements with four-year colleges and universities in the area, Northwest State Community College has developed transfer degrees/programs to provide students the opportunity to complete the first two years at Northwest State and then transfer to another college or university to complete the last two years of a baccalaureate degree. Bluffton College; Bowling Green State University; Defiance College; Franklin University; Lourdes College; and The University of Toledo are a few of the many options available to Northwest State Community College students. NSCC offers the Associate of Arts and the Associate of Science Degrees for undecided transfer students.

Many students have found that tuition and fees at Northwest State are less than those of four-year institutions. This, coupled with small classes and a low student-to-instructor ratio, makes NSCC an attractive alternative for students wishing to obtain the first two years of a bachelor’s degree.

Financial Aid Office

Northwest State Community College offers several types of financial assistance to students. This aid includes grants, loans, scholarships and work-study opportunities. A typical Financial Aid package is a combination of several of these sources.

Financial assistance is based on financial need and academic ability, although some scholarships are given on the basis of academic achievement only. All forms required to apply for Financial Aid may be obtained through the Financial Aid Office or online at www.NorthwestState.edu.

Financial Aid Application Procedures

Applying for financial aid works best when initiated several months prior to the desired semester of enrollment. Students can apply for financial aid by visiting the U.S. Department of Education financial aid website at www.fafsa.ed.gov. Completing the Free Application for Federal Student Aid (FAFSA) online is very efficient and convenient. Applications are available beginning January 1 for the upcoming academic year and should be submitted as soon as possible. NSCC’s FAFSA priority date is March 31 for the following academic year.

- Apply for a FSA ID at fsaid.ed.gov.
- File your FAFSA electronically at www.fafsa.ed.gov and include NSCC’s Title IV School Code 008677

Determining Eligibility

Financial aid eligibility at NSCC is based on the parents’ and/or students’ ability to pay relative to the cost of education. The ability to pay is determined through federal methodology to calculate an Expected Family Contribution (EFC).

To receive any type of aid, a student must:

- Be a United States citizen or an eligible non-citizen
- Have a high school diploma or GED
- Comply with Selective Service requirements (male students)
- Be enrolled as a regular student in an eligible program. Eligible programs for federal student aid at NSCC include Associate degrees and Certificate Programs
- Not be in default on any student loans including Stafford, Perkins, or PLUS loans
- Not owe a refund to any Federal programs (PELL, SEOG, ACG, SMART, TEACH)
- Comply with the Anti-Drug Abuse Act. Eligibility for any of the programs may be suspended or terminated by a court as part of a conviction for possessing or dispensing illegal drugs
- Apply for financial aid and have financial need
- Maintain satisfactory academic progress
- Accurately verify income and other application data if requested by the Financial Aid Office
- Agree to use any federal student aid received for educational purposes
- Meet all additional federal or state requirements

Verification of Information

Some applicants are selected at the federal or institutional level

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for verification of information contained on their application (FAFSA). This means that the Financial Aid Office is entitled to request additional information from you in order to determine your eligibility. Failure to provide this requested documentation would stop further processing.

Award Eligibility

The three components used to determine your eligibility to receive financial aid funding are:

1. Cost of education or allowable expenses
2. Expected family contribution
3. Other financial resources available to you

Cost of Education

This is the estimated average amount for expenses at NSCC according to your residency classification, hours enrolled and program of study. This budget uses average costs and includes everything from tuition and fees to miscellaneous expenses. Expense budgets may also include adjustments for childcare and costs related to a disability or other non-discretionary expenses. Since expense budgets reflect average costs, you may spend more or less than the amounts allowed; however, you may pay more for your personal expenses than the amount budgeted. The amount you spend, excluding tuition and fees, is up to you and depends on your own individual lifestyle, priorities, and obligations.

To obtain a copy of the current year's cost of attendance, please contact the Financial Aid Office, or you can view your student specific cost of attendance on your myNSCC account. The components included in NSCC's cost of attendance are:

- **Tuition and Fees:** Average charges for basic instructional costs and mandatory fees. Actual fees paid may vary based on the number of credits carried each semester.
- **Books and Supplies:** A standard allowance for required books and supplies.
- **Commuting Costs:** A modest allowance for transportation to and from NSCC.
- **Room and Board:** A five-county area average amount for housing, utilities and food charges.
- **Personal Expenses:** Entertainment, medical, laundry, toiletries, clothing, etc.

If attendance is less than or greater than nine months, or if enrollment is less than 12 credit hours per semester, budget components will be prorated accordingly. Please remember, financial aid often cannot meet all of your costs while attending NSCC, so it is very important for you to manage your financial resources wisely.

Expected Family Contribution (EFC)

Since financial aid is designed to assist with your educational expenses, the EFC is the amount that you and your parents (if applicable) are expected to contribute toward your costs. This amount is determined from information provided on your Free Application for Federal Student Aid (FAFSA) according to a formula established by Congress. This is not the amount you will owe NSCC, it is an estimated contribution.

Other Financial Resources

This component represents other known and expected financial resources you will have available to assist you with your educational costs, such as scholarships, Veterans Education Benefits, WIA, TAA, etc.

Your eligibility (financial need) is calculated by subtracting your Expected Family Contribution and Other Financial Resources from your allowable Costs of Education.

Awarding Aid

Your award package is based on a combination of funds available and your eligibility. Your award package may not include funds from all aid programs. Some funds carry restrictions, and some are limited as to amounts that can be awarded. Financial aid packages are based on the level of eligibility from highest to lowest and files are worked generally in the order received by the Financial Aid Office.

The Federal Pell Grant is the first program awarded if you are eligible. The next programs awarded are grants (federal & state) and scholarships. NSCC funds are limited and awarded until funds are committed. Then Stafford Loans are awarded to students who indicate on the FAFSA and student data form they want loans. PLUS Loans are the last category of aid to be awarded. PLUS (Parent) loans are awarded only when requested by the student or parent after the student applicant receives his/her award letter. Federal Work Study funds will be awarded to students on a case by case basis, after a job on campus has been secured by the student.

Your Award Package

Your financial aid award package is designed to meet as much of your financial eligibility as possible. All awards are contingent on the following:

- Availability of funds from federal, state and institutional sources (if applicable).
- Accuracy of information provided on your application by you and/or your parents or spouse.
- Adjustments to your award when our office receives information that affects your eligibility. Any aid you receive, in addition to that listed on your award offer which exceeds your unmet need, will result in an adjustment in your award(s) from NSCC.
- Satisfactory academic progress toward your degree.
- Compliance with our requests to provide additional documentation to support your application.
- Eligibility to receive funds i.e., you are a U.S. citizen or eligible non-citizen, you have signed all required documentation, and you are enrolled in a degree-seeking program of study.

Accepting or Declining Your Award

Unless otherwise indicated, the awards listed on your Financial Aid Award Notification represent an offer based on an estimated enrollment of full-time. Your aid will pay to your student account based on your actual enrollment and then be adjusted upon freezing of credits. **You must accept or decline each part of your aid package.** It is important that you make your decision, sign the award offer, and submit/return the document by the deadline date.

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If you want to accept a lesser amount than the amount awarded, indicate the amount you wish to request. This is very important, particularly on the loan amounts. Think about the amount and type of loan being accepted. If you have more than one type of loan, you will likely be required to repay those loans simultaneously. Do not borrow more than you absolutely need. The additional unsubsidized loan may be requested by completing the student loan request form.

Awards will not be sent by paper if you are a current student and have a current NSCC email address. You will accept your awards electronically on your myNSCC account. An email will be sent including the steps to accept your awards. You will be able to accept, reject or adjust your awards electronically.

If you have unique circumstances which may affect your costs of attending NSCC, please contact the Financial Aid Office. We may be able to re-evaluate your eligibility based on special conditions.

Financial Aid Programs

Financial aid is funding in the form of grants, employment, loans and scholarships available to students to help pay the cost of attending the institution of their choice. Financial aid comes from the Federal Government, which is the largest provider of aid, as well as state governments, the schools themselves and a large variety of other public and private sources.

The following is a source of information concerning federal financial aid for which you may be eligible. Current funding may vary from year to year and current programs can be found on the Department of Education website.

Federal Pell Grant: A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. The maximum Pell Grant **amounts can change from year-to-year, for specific yearly amounts see the Financial Aid Office.** The lifetime limit for the Federal Pell Grant is 12 full-time semesters. The amount you receive will depend on your expected family contribution (EFC), cost of attendance, and whether you are a full-time or part-time student. You may not receive Pell Grant funds from more than one school at a time. Pell Grant funds will be credited to your student account.

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG is for undergraduates with exceptional financial need, with priority being given to students who receive Federal Pell Grants. FSEOG does not have to be paid back. Funds will be credited to your expenses in the registration process in the Business Office. Students must be enrolled in at least 6 credit hours.

Student Employment & Work-Study: The Career Services Office, located in the "C" Building, assists students attending NSCC to locate employment. Both work-study and other part-time employment opportunities are listed with Career Services. On and off-campus employment opportunities are available.

Work-study eligibility will be determined once you have secured a work-study position. In order to be eligible, you must have

completed the FAFSA and received your financial aid award notification from the Financial Aid Office. You must be enrolled in at least 6 credit hours Fall and Spring semesters, be maintaining a 2.0 cumulative GPA, and comply with the Financial Aid Satisfactory Academic Progress Policy. For more information about securing a work study position please contact the Career Services Office.

Work-study awards are not credited to your expenses in the Business Office. You are paid on scheduled pay days for the actual hours worked during the preceding month. When you have earned the amount of your work-study award, your employer may decide to continue your employment as a regular student employee.

William D. Ford Federal Direct Loan (Direct Loan) Program:

Loans made through this program are referred to as Direct Loans. Eligible students borrow directly from the U.S. Department of Education at participating schools. Direct Loans are either subsidized or unsubsidized Direct Stafford Loans (also known as Direct Subsidized Loans and Direct Unsubsidized Loans). With a subsidized loan, the Federal Government pays interest on the loan while you are attending school. If you receive an unsubsidized loan, you will be charged interest from the time the loan is disbursed until it is repaid in full. If you allow the interest to accumulate, it will be capitalized (added to the principal which means the loan "grows") and the amount you repay can become very expensive. If you choose to pay the interest as it accumulates, you will repay less over the life of the loan. You can receive both a subsidized and an unsubsidized loan for the same enrollment period.

- The interest rates are determined by congress. The interest is charged on the loan from the date that the first disbursement is made until the loan is paid in full. For current rates, please contact the Financial Aid Office.
- The borrower must also pay a loan fee of 1 percent of the amount borrowed, which is deducted from each disbursement. The loan fee is paid to the lending institution.
- Repayment of the principle balance begins after you graduate, leave school or drop below half-time enrollment. You have six months before payments begin. This is called a "grace period." Contact the Department of Education for more information about repayment options. Federal regulations require the maximum annual Federal Stafford Loan amount an undergraduate student may borrow to be prorated in cases where it is known that the student's remaining period of study will consist of less than one (1) academic year. The proration is based on a ratio of the number of credits enrolled divided by 24. The student will be asked to fill out a loan proration form for the financial aid office.
- Direct Loans will be credited to your student account.
- Students must complete the Free Application for Federal Student Aid (FAFSA).
- Students must be enrolled in at least 6 credit hours to qualify for a student loan.

Direct Plus Loans (Parent Loan): Federal PLUS Loans enable parents with good credit histories to borrow to pay the education expenses of their children. To be eligible, the child must be a

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dependent, undergraduate student enrolled at least half-time. The yearly borrowing limit on the PLUS loan is equal to the cost of education minus any other financial aid received.

- The interest rates are determined by congress each year and are typically a fixed rate. The interest is charged on the loan from the date that the first disbursement is made until the loan is paid in full.
- The borrower must also pay a loan fee. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. The loan fee is paid to the lending institution. The percentage amount varies depending on when the loan is first disbursed. For current loan fee rates, please visit <https://studentaid.ed.gov>.
- Repayment generally begins within 60 days after the loan disbursement. There is no grace period. This means that interest begins to accumulate at the time of the first disbursement and repayment of both interest and principal begins while the student is in school.
- Contact the Financial Aid Office for information on how to process this type of loan.

Nurse Education Assistance Loan Program (NEALP): This is a state program for nursing students who, upon completion of their education, plan to practice nursing in the state of Ohio.

- Based on financial need.
- A student may receive a maximum of \$3,000 per year, which may be renewed for a maximum of four years or total loan balance of \$12,000.
- After graduation, the student may be eligible for loan forgiveness at the rate of 20 percent per year and a maximum loan cancellation of 100 percent.
- Applications are available at the Ohio Department of Higher Education (ODHE) web site <http://regents.ohio.gov/sgs/index.php>. Applications are due June 1 of each year. Call the ODHE Grants and Scholarships Office at 1-888-833-1133 for more information.
- Students must complete the Free Application for Federal Student Aid (FAFSA) and submit the results as part of the application.

Ohio College Opportunity Grant (OCOG): The Ohio Department of Higher Education administers the OCOG program, which provides grant money to Ohio residents who demonstrate the

highest levels of financial need as determined by the results of the FAFSA.

- Ohio residents in an associate degree, first bachelor's degree, or nurse diploma program at an eligible Ohio institution
- FAFSA Expected Family Contribution (EFC) of \$2,190 or less and a maximum household income of \$75,000
- The initial FAFSA must be submitted by October 1
- Students are limited to 10 semesters or 15 quarters of state, need-based grant aid (including combination of OCOG and OIG)
- Students enrolled at community colleges are only eligible for OCOG during the spring semester and only if they were enrolled during the previous summer and fall semesters and have a limited (reduced) pell award remaining for the spring semester
- OCOG can only be used for tuition and general fees

Scholarships: Primarily two departments on campus, the Admissions Office and the Financial Aid Office, award scholarships. Committees make selections, and application information is available at each office.

Scholarships are awarded generally in the spring of each year for disbursement in the following year. These awards are made on the basis of academic achievement, financial need, or a combination of the two. Many scholarships have additional requirements as well. Institutional scholarships are provided to the institution by donors who specify the award criteria. The selection process is managed by a committee and awards are disbursed through the Financial Aid Office. Generally, the Admissions Office serves incoming student scholarships.

Disbursement of Funds

Provided you meet all qualifications to receive financial aid funds; any scholarship, grant or loan awarded to you will be automatically credited to your expenses (tuition, fees, and any books/supplies charged to account) and any other charges assessed by the institution.

If financial aid credited to your account exceeds allowable charges due for the term, a refund will be issued for the difference. The refund will usually be issued in week 7 of instruction of each term. See the Academic Calendar for exact dates. Students need to select their refund preference prior to the refund period in order to prevent delays of receiving their refund. Refund options include direct deposit into a personal checking or savings account, personal check, or direct deposit through a third-party account. Please see the Student Refund FAQ page on the college website for more details regarding student refunds.

Check your online fee statement carefully. Some types of financial aid appear on your student account as credits and others (such as work-study) are paid at other intervals. Compare your credits, which show your aid against your award letter, to reconcile funds awarded to you. NOTE: If for any reason you register for classes late or enroll for insufficient credits, your aid will be delayed and possibly adjusted. Financial aid funds will not be credited to your account until all required documents have been processed.



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Please remember, fees and other charges must be paid when due or a late fee may be applied and/or your registration may be canceled. If your financial aid or outside payment (i.e. scholarship, TAA, WIA, etc) does not arrive in time for you to pay your fees and other charges, you are responsible for payment of your bill on the due date. If you have specific questions regarding charges, credits, release processes or student account refunds, please contact the Business Office at (419) 267-1311.

Class Attendance

Your financial aid will pay to your student account based on the number of credits you are attending at the time of disbursement. Aid will pay to your account upon start of additional hours. This may result in a late refund.

Freeze Date

NSCC financial aid uses a “freeze” date each semester to determine a student’s enrollment status for awarding financial aid. The number of credit hours in which a student is enrolled on the freeze date is used to calculate the amount of federal financial aid the student will receive. This means that if a student adds or drops classes before the freeze date, the amount of financial aid for which the student is eligible will be affected. If classes are added or withdrawn after the freeze date, the financial aid will not change. If you are enrolled in a late-starting class and you drop that class after receiving aid, you may be required to return a portion if not all of the aid you received. Exceptions to this policy are students receiving Stafford Loans who must be enrolled for a minimum of six credit hours at the time of loan disbursement, and students who withdraw and/or stop attending all of their classes. These students will have their financial aid recalculated based on their withdrawal date or last day of attendance.

Attendance Verification

To be eligible for federal financial aid, attendance in class must be verified. Instructors will verify attendance on the 14th class day. Enrollment will be reported to the Registrar’s Office. If a student is not attending class, his/her registration for the course(s) will be terminated and the student’s aid will be adjusted accordingly.

Withdrawing From NSCC

If you withdraw from all courses, either officially or unofficially, your aid will be terminated and a Return of Title IV calculation will be performed by the Financial Aid Office to determine the amount of aid you are eligible to receive. A copy of this refund/return of Title IV funds is available in the Financial Aid Office and online. If you received funds for which you were not eligible, you will receive notification from NSCC for repayment of those funds.

If you have any student loans, The Department of Education will be notified of your enrollment status change and you may enter a “grace period” or repayment status. In keeping with the terms of your loans, you are required to inform The Department of Education of changes in your enrollment status.

If you plan to return to NSCC and apply for assistance, you must pay off your balance owing with the Business Office. In order to receive financial aid you must be meeting financial aid satisfactory academic progress. Please refer to the Satisfactory Progress Policy to determine your eligibility status for future applications for aid.

Repeating Courses

Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course. A student may receive aid when repeating a course that was previously failed (received a failing or unsatisfactory grade) regardless of the number of times the course was attempted and failed. A student may receive aid to repeat a previously passed course (grade of ‘D’ or higher) one additional time. Once the student has completed any course twice with a passing grade (grade of ‘D’ or higher), he/she is no longer eligible to receive aid for that course. This rule applies whether or not the student received aid for earlier enrollment in the course. A copy of this repeated course policy can be picked up at the Financial Aid Office or found on the website.

Satisfactory Academic Progress (SAP)

To remain eligible for financial aid at NSCC, you must make satisfactory academic progress toward your degree objective. Satisfactory Progress is a condition for continued eligibility and is measured by the following factors:

1. **Grade Point Average (GPA):** Students must meet a cumulative grade point average requirement according to the number hours attempted. Two consecutive terms with a cumulative GPA 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.

2. **Credit Hour Completion:** All aid recipients must successfully complete no less than 67 percent 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 percent completion rate will result in “SUSPENSION” of eligibility, and the student will receive NO further aid.

Any combination of all F, W, I, U, UC, P, WF, WM, WP, NP, AND NR grades for the term with zero credits earned will result in IMMEDIATE suspension and will no longer be eligible to receive financial aid. Examples of completion rates are below:

Total Hours Attempted	Minimum Hours Required to Complete
42	29
24	17
12	9
9	7
4	3

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3. **Length of Eligibility for Degree Completion:** For each program of study an institution must establish a maximum time frame in which a student is expected to complete his or her degree requirements. The maximum “length of eligibility” students are allowed is 150 percent of the actual credits required for their degree or program.

Degree Program	Average Credits	150%
Certificate	36 Cr. Hrs.	57 Cr. Hrs
Associates Degree	70 Cr. Hrs.	105 Cr. Hrs.

A copy of the Satisfactory Progress Policy is posted at the NSCC web site www.northweststate.edu. You are responsible for knowing and understanding this policy thoroughly. The information in this policy provides more detailed instructions on how the institution monitors progress and how to exercise the appeal process.

Special Circumstances

If you or your parent(s) have had a substantial change in family income or assets due to unemployment, disaster, disability, divorce or the loss of other compensation or benefits since applying for financial aid, you and/or your parent(s) may be eligible for special consideration. In addition, if you have non-discretionary expenses, which may affect your ability to meet educational expenses, you may ask for reconsideration to increase your eligibility. All requests must be documented and reasons for the exception must be provided. If you or your parent(s) have special circumstances, please contact the Financial Aid Office for assistance with the process.

Student's Rights and Responsibilities

- You have the right to privacy. All records and data submitted with your application for financial aid are treated as confidential information.
- You have the right to a complete explanation of the award process. If you do not understand your financial aid award, or feel your application has not been evaluated fairly, please contact the Financial Aid Office.
- You have the right to be notified of cancellation or withdrawal of aid and to be informed of why this action is being taken.
- You have the right to appeal. You may request a review of any decision concerning your financial aid eligibility. Please contact the Financial Aid Office and make an appointment. If necessary you may be directed to submit a written appeal and supporting documentation.
- You have the responsibility to report funds or benefits from any source (such as outside scholarships) that you receive or are promised (before and after you are awarded financial aid).
- The Financial Aid Office is required BY LAW to make adjustments to prevent or correct over awards. We take this responsibility seriously. You will save yourself frustration, inconvenience, and possible financial penalty by reporting any changes in your financial status promptly.
- You have the responsibility to report any change in your student status immediately. If you move, change your name, drop credits, withdraw from school or do anything else that may affect your financial situation, please report

that information to the Financial Aid Office and your student loan lender/servicer.

- You have the responsibility to keep copies of all correspondence regarding your financial aid, whether it is from the Financial Aid Office, governmental agencies, Department of Education or outside lenders.
- You have the responsibility to use financial aid funds for educational related expenses **only** such as tuition and fees, books, supplies and reasonable living costs.
- You have the responsibility to repay loans on time. Acceptance of any loan carries the serious obligation to repay. Failure to meet this obligation affects the availability of loans to future students. Before you accept any loans for financing your education, you should carefully consider the total amount and repayment requirements for which you will be responsible when you terminate your educational objectives.
- You have the responsibility to understand how the Financial Aid Office determines if you are making satisfactory academic progress and what happens if you do not maintain satisfactory progress.

How to Avoid Problems

- Come to the institution with some money of your own. Even if your aid is prepared on time, funds may not be available until classes begin and processing is complete. You will need money for housing, books and other immediate expenses. If you are able to save money during the summer before school starts, these savings will be useful in meeting your beginning-of-the semester expenses and protecting you from hardships if your aid is delayed.
- Be sure to complete a loan entrance counseling exam if you are a student loan borrower. This may be completed online at www.studentloans.gov. Your loan funds will be delayed until you complete this requirement.
- Pay your own fees and other charges by the due date if your FAFSA and/or financial aid paperwork is submitted after the financial aid file deadline. Fees are due one week prior to the start of each semester. If they are not paid when due, you are subject to a late fee and/or cancellation of registration. The Financial Aid Office cannot prevent cancellation for non-payment of fees. If you anticipate problems, see either the Financial Aid Office or the Business Office for assistance.
- If you are not sure how dropping or adding classes will affect your aid status, do not drop any of your classes or withdraw from NSCC without checking with the Financial Aid Office first.
- If you drop below the required minimum credit load or fail to complete the appropriate number of credits, your aid may be canceled and repayment of the aid may be required.
- Please notify the Financial Aid Office of any changes in your permanent address.

Using Financial Aid Funds in the Bookstore

No student on academic or financial aid probation or suspension

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can make purchases in the bookstore with financial aid funds until after the current semester grades have been posted. Students will remain eligible for federal financial aid while on financial aid probation, but will not be allowed to purchase books in the bookstore with future financial aid until a week prior to the start of classes. As of the week prior to the semester, all financial aid funds available to the student will be totally accessible for all bookstore purchases.

Additional Information

Our goal is to provide information for you, the student, to enable you to meet your educational objectives and long term goals.

We have a qualified staff of professionals to assist you. If you have questions, please call us at (419) 267-1333. You may also come in to the office located in C103. Office hours are Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 4:00 p.m. Although personnel are usually available to assist walk-ins, appointments are recommended.

Policies and procedures governing financial aid programs are subject to change at any time without prior notice or publication due to changes of policy by federal and state governments. NSCC Financial Aid Office is an equal opportunity/affirmative action office that does not discriminate on the basis of race, color, national origin, sex, sexual orientation or preference, marital status, age, physical or mental disability, creed or political belief, religion, or veteran status.

The Tuition and Fee Installment Plan (TIP)

TIP is an alternative to the single payment of fees due at the beginning of each semester. A nonrefundable service fee will be charged to students for the Tuition and Fee Installment Plan.

Participants pay their fees in three installments for 16-week terms and in two installments for 8-week terms. The first installment is due according to the published fee payment schedule, with the second and third payments due in approximately 30-day increments. The second and third installments are due on the same dates for all students regardless of when the first payment was made. It is the students' responsibility to know the payment due dates and to make payments on time, even if they have not received a reminder notice.

A late fee will be added to an installment payment when payment is not received by the due date stated on the contract.

Tuition, out-of-state, lab, student and late fees are covered by this program. Courses added after the first payment is made are not covered. Courses (including flexibly scheduled courses) paid for after late registration dates are not covered. Books, supplies and noncredit tuition are not covered. Financial aid is deducted from total fees due before calculation of the payments. Financial aid finalized after the first payment is applied to the TIP balance due. The refund amount of a withdrawal from class is applied to the TIP balance due. Financial aid or a withdrawal which results in an overpayment (after the TIP balance is covered in full) will be refunded to the student.

Senior Citizen Discount

Any person who is 60 years of age or older, and who has resided in the state for at least one year, shall be permitted to enroll in classes without instructional charge, provided such attendance is on a credit basis and classroom space is available. Your instructional and general fees will be waived, but you are still responsible for any lab fees, student fees, books and any required materials. The fee waiver will be applied to tuition only after all other grants and scholarships are used. Students need to pay for all other fees by the scheduled due date to avoid a late fee charge.

Complete the "Senior Citizen Fee Waiver" form in the Business Office and bring your driver's license or Golden Buckeye Card. (You will need to do this each semester you register for a class.)

Payment of Fees

The amount of fees students pay each semester will depend upon the number of credit hours for which they are enrolled. Students choosing to audit courses will pay the same fees as if the courses were being taken for credit.

Students who have outstanding financial obligations to the College will not be permitted to register for any subsequent term, obtain grade transcripts or receive grades for the current term until those obligations are met.

Any student who does not pay their fees by the published due date for the semester may be removed from their classes without notice on that day. If you are registering for multiple sessions, the earliest due date applies.

Payment of fees is required prior to the first day of the semester. Failure to pay on time will result in a late fee being added.

All fees are subject to change at the beginning of any semester. If paying in person by credit card with a credit card not in your name, NSCC must have both a written authorization and the credit card signed by the card holder specifying if the card may be used for fees and/or books. This must be done each time the card is used.

Student Fee

A student fee will be assessed to students each semester. Upon total withdrawal from all classes during the 100 percent refund period, the student fee will be fully refunded.

Late Registration

Late registration will be permitted after the term has begun with the signature of the instructor and division dean on an Add/Drop/Withdrawal form. A late registration fee may apply.

Course/Lab Fees

Course/Laboratory fees are assessed in certain courses to cover the cost of expendable materials used by the student, technology costs, and/or distance learning costs.

FEES AND REFUND POLICY

Proficiency Examination and Credit by Documentation Fees

A non-refundable fee must accompany any application for a proficiency examination or credit by documentation. Contact your Division Dean to secure the proper proficiency application form.

Refund of Student Fees

All withdrawals from class(es) may be done through a student's myNSCC account or in writing and are effective on the date received by the Registrar. The tuition and lab/material fee refund policy is shown below. The student fee is refunded if a complete drop is done during the 100 percent refund period.

In extreme circumstances, tuition and lab/material fees may be refunded after the refund period. Documentation proving extreme circumstances must be submitted to the Registrar for consideration and final approval from the Chief Fiscal Officer.

Refund policy for courses that are 16 weeks or more:

Week 1	100% Refund
Week 2	75% Refund
Week 3	50% Refund
After Week 3	No Refund

Refund policy for courses that are 8-15 weeks:

Week 1	100% Refund
Week 2	50% Refund
After Week 2	No Refund

Refund policy for courses that are 2-7 weeks

Week 1	100% Refund
Week 2	No Refund

Refund policy for courses that are 1 week or less:

Must be dropped the day before the course begins for a 100% refund.

Financial aid recipients should contact the Financial Aid Office if they plan to withdraw from (or stop attending) all classes during the semester.

Ohio Residency

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

1. 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.
2. 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.

3. 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.
4. A veteran, the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:
 - a. 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.
 - b. 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.
5. 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.

Specific Exceptions and Circumstances

1. 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.
2. 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.
3. 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.
4. 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

FEES AND REFUND POLICY

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.

5. 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.
6. 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.
7. 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.
8. 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.

Procedures

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.

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.

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.

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.

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.

ACADEMIC POLICIES AND PROCEDURES

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.

Indiana Reciprocity Agreement

Under the tuition reciprocity agreement with the Ohio Department of Higher Education and Indiana Commission for Higher Education, Northwest State Community College accepts at Ohio resident tuition rates for any Indiana resident of Adams, Allen, Blackford, Clark, DeKalb, Dearborn, Decatur, Delaware, Fayette, Flood, Franklin, Harrison, Henry, Jay, Jefferson, Jennings, Noble, Ohio, Randolph, Ripley, Rush, Scott, Steuben, Switzerland, Union, Wayne, Washington and Wells counties. Applicants must submit an application to receive resident tuition rates, enroll at NSCC and meet requirements for admissions. They must submit documentation to the Registrar's Office. Forms submitted after the first date of the term will not be considered for that semester. Once enrolled, the student must maintain satisfactory academic performance. This agreement is in effect July 1, 2015 - June 30, 2017.

Selective Service Registration

Federal law requires that males having reached the eligible age of eighteen must register with the Selective Service System. Failure to provide proof of Selective Service registration will result in an additional out-of-state surcharge for all future terms. This surcharge will be waived only if proof of a Selective Service registration is received prior to the beginning of the semester. In addition, grades and transcripts will not be released without proof of registration, and financial aid eligibility may also be affected. Registration for a Selective Service number can be completed in one of two ways:

1. Applications are available at any post office. Complete the necessary forms and follow the procedures as outlined on the application.
2. Register online at www.sss.gov. In many cases, the selective service number will be received instantly, instead of the 90 days it takes to complete the mail-in application procedure.

After applying for a number, eligible students should fill out a verification form in the Registrar's Office, and as soon as they receive their selective service number, submit it to the Registrar's Office for final documentation.

Grading System

The quality of coursework 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's cumulative point average.

- A Superior Quality** (4.0 Credit Points)
- B High Quality** (3.0 Credit Points)
- C Average** (2.0 Credit Points)
- D Below Average** (1.0 Credit Points)
- F Failing** (0.0 Credit Points)
- I Incomplete** (Must be completed by the end of the next semester for fall and spring, and September 15 for summer.)

- P Progress** (0.0 Credit Points)
- W Withdrawal**
- WM Military Withdrawal**
- S Satisfactory** (Satisfactory work for a developmental course).
- U Unsatisfactory** (Unsatisfactory work for a developmental course.)
- AU Audit** (no credit)
- CR Credit Given** (Credit granted through proficiency testing or prior learning.)
- SC Satisfactory Credit** (Satisfactory work for an elective course taken on a pass/fail basis.)
- UC Unsatisfactory Credit** (Unsatisfactory work for an elective course taken on a pass/fail basis.)

***Grades of W, S, U, AU, P, CR, SC, UC and I, are not computed in the cumulative point average.*

Adding or Dropping Classes

Students add or drop for classes through myNSCC at www.NorthwestState.edu.

A student takes full responsibility for adding or dropping courses. Failure to attend classes or give proper written intention to withdraw will result in failure of a course. Students will be academically and/or financially responsible for any "W" or "F" grades received. The adding or dropping of courses requires the student to contact the Financial Aid Office and/or the Business Office to adjust the aid or make payment.

Students who are reported as non-attending for all courses during the first 14-days of the term are administratively dropped from the course(s). Online courses require an assignment submission to verify attendance.

Adding Classes

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.

Registering for more than 20 credit hours in the fall/spring terms or more than 10 hours in the summer term require a student to obtain permission from the Dean or Vice President for Academics.

Auditing Courses

The term "audit" refers to a course which is taken without credit. Courses taken on this basis are not included in the computation of the cumulative grade point average and are not applicable to graduation requirements. A student must elect audit status at the time of registration or take action to change to audit during the refund period for that class length. (Class length: 1 week or less = enroll as audit; 2 weeks to 7 weeks = 1 week to change to audit; 8 weeks to 15 weeks = 2 weeks to change to audit; 16 wks = 3 weeks to change to audit.) The student initiates such action through the Registrar's Office. Students auditing a course will pay the same fees as if the course was being taken for credit.

ACADEMIC POLICIES AND PROCEDURES

Dropping Classes

Student's drop courses using myNSCC through the 100 percent tuition refund period for a specific course.

Withdrawing from class(es)

Dropping a course after the 100 percent tuition refund period is a "withdrawal," which may be completed by using myNSCC, in person at the Registrar's Office room C106, by faxing the request to the Registrar's Office at (419) 267-5604, or by mailing the request which must be post marked on or before the last date for a "W" deadline. Failure to attend classes or give proper written intention to withdraw will result in failure of a course. Students will be academically and financially responsible for any "W" or "F" grade received.

Withdraw policy for courses that are 3 weeks or less:

No withdrawal option.

Withdraw policy for courses that are 4-7 weeks:

End of second week to withdraw.

Withdraw policy for courses that are 8-15 weeks:

End of the fourth week to withdraw.

Withdraw policy for courses that are 16 weeks or longer:

End of the eighth week to withdraw.

Students may withdraw from any or all courses on or before the posted withdrawal deadline. Deadlines are posted on the College website. Withdrawals after the withdrawal deadline are on an exception basis only and may be approved by a Division Dean or the Vice President for Academics.

Military Withdrawal

Withdrawals due to military activation during a semester will require the student to withdraw from classes at the time of activation, 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 percent of the student's tuition and fee for the semester, and any "W" grade will be changed to a "WM" to signify a military withdrawal on the transcript. Upon returning to college the student is required to submit a copy of Member page 4 of the DD214.

Satisfactory Credit / Unsatisfactory Credit Option

Students are permitted to select Satisfactory Credit or Unsatisfactory Credit grade (SC/UC) status for a limit of two elective courses per associate degree, and one per certificate program. Courses must be designated as such no later than the end of the first week of classes. 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. NOTE: SC/UC courses may not transfer to other institutions.

Cumulative Point Average

The cumulative point average is obtained at the conclusion of each

semester by dividing the total number of credit points earned by the number of semester credit hours the student has attempted. Please refer to the Grading System for point system.

Example:

Course	Credits	Grade	Points
ENG111	3	B	9
CIS119	1	A	4
CHM101	4	B	12
MTH109	<u>4</u>	<u>C</u>	<u>8</u>
	12 credits		33 points
			$33 \div 12 = 2.75$ cumulative GPA

Grade Reports

Grades are accessed electronically through myNSCC.

Dean's List

For the purposes of the Dean's List calculations, a full-time student is defined as a student carrying at least 12 graded credit hours for the semester. A part-time student is defined as a student carrying between 6 -11.99 graded credit hours for the semester.

Each full-time student earning a grade point average of 3.50 or above on a 4.00 scale will be named to the full-time Dean's List for that semester. Each half-time student earning a grade point average of 3.50 or above on a 4.00 scale will be named to the half-time Dean's List for that semester.

Repeated Courses

A student may repeat coursework for which he or she earned a "D", "U", "F" or "W" 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. The student must secure permission from the Division Dean or the Retention Coordinator to repeat a course more than once. Permission to repeat the course would include the development of an educational plan for the student including specific academic support services interventions. 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. A grade received for the repeated course will thereafter be substituted for the former grade in calculating the student's cumulative point average.

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.

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.

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 available for the student to repeat and/or a reasonable substitution can be made.

ACADEMIC POLICIES AND PROCEDURES

Repeating a course may affect financial aid. Students receiving veteran educational benefits or other students who receive financial assistance from an outside agency should check for any agency rules that do not permit payment for courses that are taken more than once. Veteran educational benefits, for example, will not cover a third attempt for a failed course.

Developmental Courses

Refresher courses are offered in reading, writing and mathematics for students who need or desire preparation for college-level studies. These courses may be required on the basis of ACCUPLACER Assessment scores, ACT scores, or elected by students. Students with questions regarding their need for these courses should consult with the Admissions Office or their advisor for clarification. Please see the Course Description section of this catalog for more details. Students whose placement scores indicate a need for developmental courses may be limited to twelve credit hours until satisfactory (“S”) academic status is achieved. Developmental courses do not count towards graduation requirements and are graded as Satisfactory or Unsatisfactory (S/U).

Incomplete Grade

Students may request an incomplete grade through discussion with the instructor and by negotiating and completing an “Incomplete Grade Contract” with that instructor and the academic dean, provided that each of the following criteria is met:

1. The student is unable to complete the work due to reasons beyond their control.
2. The student is passing the course.
3. At least seventy-five percent of the coursework is completed.
4. The course must be completed without the aid of classroom instruction.

The contract must indicate the specific procedures and deadlines for fulfilling course requirements. A grade of an “I” will be assigned until a final grade can be established. 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 15 for summer, whichever is earlier. All incomplete grade contracts must be approved and signed by the Division Dean.

Failure to complete the requirements of the contract will result in failure of the course, and the “I” will be converted to a grade of “F” on the student’s permanent record by the Registrar’s Office. Extensions to the time limit may be made only upon recommendation of the instructor involved and approval of the Division Dean. Students are academically and financially responsible for an “I” grade received.

Independent Study

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

The independent study must satisfy the following three criteria:

1. The student is capable of successfully completing the course independently.

2. The course is appropriate for the independent study methodology.
3. The College is willing to offer the course independently.

Academic Standing

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. In addition, students on probation or suspension will be required to take GSD100 Success Seminar.

Academic Probation or Suspension

Academic Probation

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	Cumulative GPA below
1 - 15	1.40
16 – 30	1.60
31 – 45	1.80
46 +	2.00

Students will remain on academic probation until such time as their cumulative GPA meets or exceeds the minimum levels referenced above. While on probation, students may register for a maximum of 12 credit hours. NOTE: Veterans receiving VA educational assistance may have benefits terminated following their second semester of academic probation if progress is not being made toward the required GPA.

Academic Suspension

A student on probation will be suspended at the end of any semester, including summer, if the minimum cumulative grade point average is not reached while on probation. There will be no suspension if the semester grade point average is 2.00 or the student shows significant progress, as determined by the Vice President for Academics.

The period of suspension will be for one academic semester, excluding summer session. 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. A student may register for 6 credit hours the first semester returning from suspension.

Credit by Transfer, Examination or Documentation

A student must have submitted an application for admission to the College.

Transfer Credit

Transfer credit will be allowed for any previous courses in which a “D” or better grade was earned from a U.S. regionally accredited institution of higher learning. Some course prerequisites and program requirements may only be fulfilled with a “C” grade or better.

ACADEMIC POLICIES AND PROCEDURES

International students may receive credit for coursework taken at foreign institutions of higher learning by:

1. 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 - www.wes.org; Josef Sliney & Associates – (305) 273-1616; or,
2. A student may choose, in lieu of providing a Credential Evaluation Report (officially translated transcript), to take proficiency examinations for any applicable coursework according to the College's Proficiency Examinations policy.

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.

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, NSCC will not accept the proficiency as transfer credit.

Students may receive credit for courses taken at non-accredited institutions by successfully passing a proficiency examination, if one is available.

In order to be eligible for an associate degree awarded from NSCC at least thirty percent of the credits must have been earned at NSCC.

Military Transfer Assurance Guide (MTAG)

The University System of Ohio is committed to the acceptance and awarding of college credit for training and experience in the United States Armed Forces or National Guard, as long as it has been approved by the American Council on Education or a regional accrediting body, such as the Higher Learning Commission. More information can be found on the University System of Ohio website.

Total military credit transferred may not exceed seventy (70) percent of any degree requirement.

College Level Examination Program (CLEP), Advanced Placement (AP), and DANTES (DSST) Credit

1. Full college credit may be granted or prerequisite courses waived based upon College Level Examination Program (CLEP), Advanced Placement (AP), or DANTES (DSST) test results. A list of courses will be maintained by the Vice President for Academics.
 - a. Credit will be granted for equivalent courses for a score of 3 or higher on the AP test.
 - b. An AP score of at least 4 may be required for highly dependent sequence of courses in a STEM area.
 - c. 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.

- d. Credits earned via AP exams are transferable in Ohio according to the state's transfer module. (The NSCC AP code is 1235).
 - e. CLEP and DANTES credit will be granted for equivalent courses based on the American Council on Education minimum score.
2. Credit awarded through CLEP, AP, or DSST scores may not exceed 70 percent of any degree or certificate requirement.
 3. 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.

Proficiency Examination

1. Students may complete an application for a proficiency examination in an available subject area. Applications are available in each academic division's main office. The exam fee must be paid prior to the examination.
2. 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.
3. A student cannot proficiency in a course previously taken (successfully or unsuccessfully).
4. A student may submit an application for a Proficiency Examination ONE TIME PER COURSE.
5. Students certified as proficient, who are enrolled in the proficiency course, will be refunded the appropriate credit hour tuition charge for the course.
6. 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.
7. 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.
8. A student may submit an application for proficiency examination, if not enrolled in the particular course for which examination is requested, at any time during the regularly scheduled semesters by completing the application process outlined above. All other policies will apply with the exception of refund of instructional charges.

Credit by Documentation

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.

Examples of documentation that may identify successful accomplishment of course learning outcomes include but are not limited to: a portfolio of work samples, reference

ACADEMIC POLICIES AND PROCEDURES

letters, employment verification, licensure, and certifications. Documentation requirements are determined by the Division Dean and faculty teaching the course.

A student may not receive credit by documentation for a course previously completed (successfully or unsuccessfully). A non-refundable documentation fee must be paid to have the course reviewed and entered on the transcript. Credit by Documentation will not be posted to the transcript until the end of the semester in which the student has completed at least one course at NSCC.

Academic Honesty

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

Examples of academic dishonesty include but are not limited to:

- Plagiarism – representing the words or ideas of another person as your own without identifying the source.
- Using the exact words from a source, including cutting and pasting from a Web site, without both quotation marks to indicate the extent of the material borrowed and a citation of the original source.
- Paraphrasing or summarizing ideas from a source without proper citation. Submitting work written or created by another, whether such work is written by a friend, an author or is downloaded from the internet.
- Quoting from an unacknowledged source during an oral presentation.
- Patching together a work using phrases and ideas borrowed from a number of different sources.
- Accepting assistance or collaborating with other students beyond what is explicitly permitted by the faculty.
- Cheating - The use of unauthorized or prohibited materials. Students, who intentionally use or attempt to use unauthorized information in any academic exercise, including computers or exams, are cheating.
- Cooperating with another person in academic dishonesty, such as, taking an exam for another student, having another student take an exam for you, or exchanging information with another student during or after an exam.
- Copying from or looking at another person's exam or allowing another student to copy your exam.
- Obtaining unauthorized copies of an exam prior to exam time.
- Intentionally falsifying information in an academic exercise or clinical/laboratory record.
- Unauthorized resubmission of coursework for more than one course.

Disciplinary Penalties for Academic Dishonesty

- A. The faculty member who detects academic dishonesty and the Division Dean will handle the discipline. In the event the faculty member is the dean, the Vice President for Academics 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.

Catalog Requirements

Students will follow the curriculum requirements for their major as listed in the catalog in effect at the time of their admission to the College. Following a break of enrollment at NSCC of two years or more, students will be updated to the catalog requirements in effect at the time of their re-enrollment.

Change of Student Information

A change of major, address or name are processed by the Registrar's Office. A change of major can be submitted by emailing from a student's NSCC email account to registrar@NorthwestState.edu or by completing the Change of Student Information form in the Registrar's Office. An address change can be completed through the Change of Student Information form. A name change is completed by submitting the legal or court issued documents such as a marriage certificate, divorce decree or other documentation of legal action to the Registrar's Office.

Attendance Policy

Student attendance is essential to success in the course. Faculty may issue a failing grade to students who incur excessive absences and who have not filed an official withdrawal from a course.

Excessive absences are defined as three consecutive absences or sporadic absences that impair satisfactory student progress in a course. For those students, instructors should report excessive absences and last date of attendance to Student Resources.

The College is obligated to report lack of attendance or last date of attendance to federal and state agencies that provide financial

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assistance to students. Failure to attend classes will result in loss of financial aid (grants and/or loans). Students considering withdrawing from all classes should contact the Financial Aid Office to discuss the financial implications of withdrawing from all classes.

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

Course Cancellation for Cause

The College reserves the right to cancel courses for cause, such as insufficient enrollment or unavailability of faculty.

Course and Credit Hour Load Limitations

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. 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.

Academic Fresh Start Policy

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

1. A student must be currently enrolled in credit courses and have a declared major at NSCC.
2. 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 for these courses at NSCC including developmental courses.
3. Courses requested for fresh start must have been taken during the first 30 credit hours attempted.
4. 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.
5. An application fee of \$10.00 per requested course change must be paid at the time of the application.
6. A transcript placement fee of \$20.00 per approved course must be paid within ten (10) days of notice of final approval.
7. Academic Fresh Start application forms are available in the Registrar's Office.

Medical Fresh Start Policy

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 (earned and "F" or "U" grade) as a result of their medical condition. The requirements are as follows:

1. The student's incapacitation must have exceeded two weeks in duration.
2. A medical fresh start only applies to illness/injury experienced by the student.
3. 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 the Registrar's Office.

4. The student had to be passing course(s) prior to the event.
5. 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.
6. 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.
7. A non-refundable petition fee of \$20.00 must be paid at the time of the application.
8. 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.

Graduation Requirements

The associate degree is awarded upon the successful completion of any one of the two-year programs. A certificate is awarded upon the successful completion of any of the one-year certificate programs.

Students must:

- Successfully complete 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.
- Attain a 2.0 grade point average in their technical courses. The cumulative technical point average (cumulative technical GPA) is obtained at the conclusion of each semester by dividing the number of credit points earned by the number of credit hours the student has attempted in technical courses only. Technical courses are designated by a "+" in front of the course number under each technology in this catalog.
- Maintain an accumulative grade point average of 2.0 in all courses.
- Completion of 30 percent of the credits from Northwest State Community College.
- In addition, all associate degree graduates may be required to :
 - Complete a national normed test
 - Submit the required elements of a portfolio

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. Students wishing to receive dual degree/dual technologies must meet with their academic advisor to fulfill their programs of study.

The graduation application is available in the Registrar's Office and online. The petition is due by June 15 for fall graduates, and October 1 for spring and summer graduates. This ensures evaluation prior to the beginning of the respective term to better assist students in scheduling any remaining courses that are needed.

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Students who file for graduation 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.

Each graduate is expected to attend the graduation ceremony after the application for graduation has been approved. Students who are unable to attend the graduation ceremony should notify the College by contacting the Registrar's Office at least two weeks prior to commencement.

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.

Graduation with Honors

Any student graduating with a cumulative 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

A notation of this honor will be placed on the student's diploma and transcript. Graduates' honors designations printed in the commencement program are based on fall semester calculations of all grades.

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 petition, if the second major is completed after the initial degree was awarded. A graduation petition is available on the Registrar's Office link at www.NorthwestState.edu, or in the office located in C106.

Commencement

The College has two graduation ceremonies. One is held at the end of the fall term for fall graduates and one is held at the end of the spring term for spring and summer graduates. All students who have petitioned to graduate are expected to attend. Diplomas are not distributed during the ceremony. Diplomas will be issued after the verification of graduation requirements is complete. (Allow 6 weeks from the date of the commencement ceremony for delivery of the diploma via mail.) Caps and gowns are required standard attire for the ceremony. Graduates' honors designations printed in the commencement program are based on the previous semester calculations of all grades.

Current Electronic Portfolio Requirements Include

- The final paper, including Works Cited page, from English 111.
- The research paper, including Works Cited page, from English 112.
- A writing assignment from a Humanities core course

most likely to demonstrate critical thinking skills.

- A writing assignment from a Social /Behavioral Sciences core course most likely to demonstrate critical thinking skills.
- A writing assignment that represents, in the student's opinion, his or her best writing and critical thinking performance from late in the program (preferably from the final semester, and not duplicating other portfolio submissions).
- A writing assignment from the student's technical program (or, for an Associate of Arts or Associate of Science student, from the intended area of study upon transfer), that demonstrates application of writing and critical thinking skills (not to duplicate other portfolio submissions).
- Any other assignments designated by the student's specific degree program. Some programs require additional submissions beyond the minimum listed above.
- Submissions are made through myNSCC.

Student Directory Information

Right to Inspect and Review Records

The Family Education Rights and Privacy Act of 1974 was designated to protect the privacy of education records. It established the right of students to have access to inspect and review their academic records, as well as limits the release of any such information about a student without the student's consent. A request to inspect and review records shall be made in writing to the Registrar.

Directory Information

The items listed below are designated as "Directory Information" and may be released by this institution at its discretion:

Name	Major	Full-time or Part-time status
Address*	Birth Date	Dates of Attendance
Email*	Honors	Degree(s) Conferred

**For legitimate educational purposes only*

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. Should a student decide to withhold any information, he/she will need to fill out a Request to Prevent Disclosure of Directory Information form and submit it to the Registrar no later than the end of the second week of classes each semester. This form is available in the Registrar's Office. Such requests will be honored for one academic year or a shorter period of time as designated by the student. A complete set of FERPA guidelines is available for students to review in the Registrar's Office.

Third parties: 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.

Records: 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.

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Access to Student Records

It is College policy for a student to have the right to inspect and review personally identifiable records and the right for a hearing to challenge the content of those records:

Inspect and Review Records

1. 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.
2. A student may request, in writing, the opportunity to inspect and review his/her records.
 - a. The request should be made to the chief administrator or designee(s) of the department in which the records are on file.
 - b. A request must specify records to be inspected and reviewed.
3. Release of Information for Deceased Students.
 - a. 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.
4. 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.
5. Records will be inspected and reviewed by the student in the presence of the department head or his/her designee(s).
 - a. Records may not be changed or deleted during the process of inspection and review.
 - b. The student shall be advised of his/her right to challenge and the procedure to challenge any portion(s) of his/her College record.
 - c. Upon written request, the student shall be provided with a copy of requested documents within his/her record.
6. 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.

Hearing to challenge content of records:

1. Students shall have an opportunity for a hearing to challenge the content of their College generated records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Third party records are not open to challenge.
2. A student may request, in writing, an opportunity for a hearing to challenge the content of his/her College record.
 - a. Request should be made to the President or President's designee(s).

- b. A request must:
 - i. Identify in specific terms the portion(s) of the record to be challenged.
 - ii. State the reason(s) for challenging the portion(s) of the record so identified.
 - iii. State the remedy sought; i.e., the correction or the information under challenge.

Hearing procedures:

1. The hearing will be conducted by the President or designee(s) who will act as the hearing officer.
2. The hearing will be granted within ten days after the request has been made.
3. The department head or his/her designee(s) responsible for the student record under challenge shall represent that record in the hearing.
4. 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.
5. The hearing shall be limited to consideration of the specific portion(s) of the student's record being challenged.
6. The student will have the right to be assisted by an advisor of his/her choice.
7. The burden of sustaining the challenge rests with the student.
8. 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.
9. The hearing officer shall keep a taped record of the hearing.
10. The hearing officer must provide the student with a written notification of the disposition of the challenge including the reason(s) for the disposition.



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Institutional personnel access to student records:

1. 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.
 - a. 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 on the 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.
 - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
2. 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.

Second-Year Student Status

A "second-year student" is anyone who has completed thirty or more credit hours.

Affirmative Action

Policy Statement

1. The Northwest State Community College affirmative action policy has as its objective the equal employment and treatment of all individuals without regard to race, color, religion, sex, national origin or ancestry, handicap, age, marital or parental status, veteran status, or other non-job related factors.
2. The College is fully committed to providing:
 - a. equal opportunities in all employment-related activities, including but not limited to, recruiting, hiring, advancement, transfer, compensation, benefits, and terms of employment;
 - b. Equal opportunities in all educational, social and recreational programs;
 - c. Physical access to all facilities.
3. It is the intent that this policy be in full compliance with all applicable federal and state laws and regulations concerning affirmative action.

Harassment Policy Statement

General Policy Statement

It is the policy of Northwest State Community College to provide a positive, discrimination free educational and working environment. We are committed to a policy of non-discrimination on the basis of sex, race, color, national origin, sexual orientation, marital status, disability, religion, or age in admission and access to, or treatment, or employment in our programs or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights

Act of 1964, the Age Discrimination Act and their implementing regulations. Harassment, sexual harassment, and/or sexual misconduct of students, employees, or others working or visiting in the employment or academic setting will not be tolerated.

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

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

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

Reports and Complaints of Harassing Conduct

Students are encouraged to promptly report incidents of harassing conduct to the Vice President for Academics, the Dean of your division, faculty or administrators so that the College may address the conduct before it becomes severe, pervasive or persistent.

Confidentiality

The College will make reasonable efforts to maintain the confidentiality of the parties involved in a harassment investigation. Confidentiality, however, cannot be guaranteed.

A full copy of the NSCC Anti-Harassment Policy is available in the Office of the Vice President for Academics.

Code of Student Conduct

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.

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

The code applies to the on-campus conduct of all students and

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

- a. A class assignment;
- b. Academic course requirements or any credit-bearing experiences, such as clinical experiences, externships, internships, field trips, study abroad or student teaching;
- c. Any activity supporting pursuit of a degree;
- d. Activities sanctioned, sponsored, conducted or authorized by the College or by registered student organizations;
- e. Any activity that causes substantial destruction of property belonging to the College or members of the College community or causes serious harm to the health or safety of members of the College community; or
- f. 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.

All persons are encouraged to report code violations to a College official as soon as possible. Charges must be filed within sixty days of the incident or of the identification of the person having allegedly committed the violation. Students continue to be subject to city, state and federal laws while at the college. Violations of city county, state and/or federal laws may also constitute violations of the code. The college reserves the right to proceed with disciplinary action under the code, independently of any criminal proceedings and impose sanctions for code violation, whether or not the criminal proceedings are resolved or is resolved in the student's favor.

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. Prohibited Conduct may include but is not limited to academic misconduct, endangering health or safety of others, sexual misconduct, destruction of property, possession of dangerous weapons, dishonest conduct, theft, failure to comply with College authority, use or possession of drugs or alcohol, unauthorized presence, disorderly or disruptive conduct, hazing, abuse of discipline proceedings, misuse of computing resources, violation of college rules, and riotous behavior.

A student who is formally charged with a code violation will have their case heard at an administrative proceeding. 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. Disciplinary action may include but is not limited to disciplinary warning, disciplinary probation, suspension, dismissal, expulsion, withholding of transcripts or other appropriate action.

A complete copy of the policy with definitions and procedural guidelines can be obtained from the Vice President for Academics.

Student Due Process and Grievance Policy

Resolution of a problem, whether academic or administrative, including challenging of a grade, can be achieved through proper

channels or authority and may be resolved at any level of the due process and grievance procedure. Any student filing a grievance must follow the step-by-step procedure in the listed sequence.

Academic and Non-Academic Matter

Informal discussion between the student and the faculty member or administrator should take place within twelve (12) instructional days* from the date of occurrence or discovery.** If the matter is not resolved, the student may invoke the formal written appeal process outlined below.

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

**A grade challenge date of occurrence will be the date posted to the transcript.

Step 1 - Formal Appeal Process

- i. The student will submit a written grievance form to the individual involved within six (6) instructional days following unresolved informal discussion. If the written request is not received within the 6-day deadline, the case will be considered closed and the student will have forfeited the right for an appeal hearing.
- ii. Within six (6) instructional days of receiving the formal grievance, the individual involved and the student will meet and attempt to resolve the problem to the mutual satisfaction of both parties.
- iii. The faculty member/administrator will issue a written response to the student within six (6) instructional days after the meeting.
- iv. If the problem is not resolved in step one or the above time frames are not adhered to by the faculty member/administrator, the student may proceed with Step 2.

Step 2 - Formal Appeal Process

- i. Within six (6) instructional days of receiving the written response from Step 1, the student will submit the original grievance form to the supervisor of the individual involved, with a copy to the Vice President for Academics.
- ii. Within six (6) instructional days of receiving all written documentation, the immediate supervisor will meet with the student and the individual involved to attempt to resolve the problem to the mutual satisfaction of both parties. The Vice President for Academics may attend this meeting at his/her discretion.
- iii. Within six (6) instructional days after the meeting, the immediate supervisor will issue a written response to all parties involved, with the original copy to the Vice President for Academics.
- iv. 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.
- v. If the problem is not resolved, the student may proceed to Step 3.
- vi. If the above time frames are not adhered to by the student, the case will be considered closed and the student will have forfeited the right for an appeal hearing.

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Step 3 - Formal Appeal Process

- i. Within six (6) instructional days of receiving the written response from Step 2, the student may request a formal hearing by notifying the Vice President for Academics. If the request is not received within the 6-day deadline, the case will be considered closed, and the student will have forfeited the right for an appeal hearing.
 - ii. *Within six (6) instructional days of receiving the request, the Vice President for Academics will appoint an ad hoc due-process committee to hear the grievance.
 1. The ad hoc committee will consist of five (5) members: one grade level I, II, or III employee; two faculty members; an officer of the student body organization; and a person of the student grievant's choice (person must be a present student, faculty member or other employee of the college).
 2. Alternate committee members may be appointed as well by the Vice President for Academics. Grade level I, II, and III include Vice Presidents, Division Deans and student service professionals.
 3. The Vice President for Academics will appoint one member of the ad hoc committee to act as chair for the proceedings.
 - iii. *The hearing will take place within six (6) instructional days after the committee appointments. To prepare for the hearing, the chair of the ad hoc committee may make the following arrangements, which are intended to facilitate due process.
 1. Provide all ad hoc committee members with copies of the written grievance prior to the meeting.
 2. Identify a date, time and meeting place convenient for the ad hoc committee members, the student grievant, and the person who is the object of the grievance.
 3. Inform the student and the individual involved that they may present witnesses and additional written documentation at the hearing.
 4. The following chronology for the hearing and follow-up is recommended. (The proceedings may also be tape-recorded, provided that all parties are informed in advance.)
 - a. Select a recorder.
 - b. Review the grievance and hearing procedures. This segment will be closed to the grievant and faculty member.
 - c. Invite the student to be heard. The student may present witnesses and additional written documentation at this time. This segment will be closed to the faculty member / administrator.
 - d. Invite the individual involved to be heard, at which time he or she may provide witnesses and additional written documentation. This segment will be closed to the student.
 - e. In closed session, the committee will discuss its findings and reach a clear and explicit decision. The student and individual involved may be invited to reappear and provide more information as requested.
5. Within six (6) instructional days after the formal hearing is concluded, the ruling of the ad hoc committee will be presented in writing to the student, the faculty member/ administrator involved, the department dean, and the Vice President for Academics, who will implement the ruling.
 6. The decisions rendered by the ad hoc due-process committee will be final. All committee members will need to sign the decision on Step 3 Form at the time the decision is made.
 7. All original documentation will be kept on file in the Vice President for Academic's office.

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

Study at Other Institutions

A student who wants to attend another institution during the summer or any other part of the academic year, for the purpose of transferring credit to a degree program of NSCC, must first obtain permission from the Vice President for Academics and file a transient student form signed by the Vice President for Academics or the Registrar.

Only credit hours transfer - quality points and grades are not figured into the student's permanent record.

Campus Crime and Security Policy

Northwest State Community College does comply with the Crime Awareness and Campus Security Act of 1990. The Campus Security Report can be found on the college website.

Drug Free Workplace Policy

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

Protection of Human Subjects Research Policy

Northwest State Community College shall 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. Contact the Vice President for Academics for more information.

Smoking and Tobacco Use Policy

Smoking and the use of tobacco products including electronic cigarettes (ecigarettes) is prohibited at all times in all Northwest State Community College buildings and fleet vehicles. This also applies to satellite and other locations where NSCC classes are conducted. Smoking is only permitted in the small courtyard south of the vending area of the "E" Building, on the smokers' court north of the sidewalk entering the Atrium and inside personal vehicles in the parking lot on the Archbold Campus.