



**Student Handbook  
2020-2021**

**Northwest State Community College**  
22600 State Route 34  
Archbold, OH 43502  
(Phone) 419-267-1520

The Higher Education Opportunity Act requires institutions participating in federally funded financial aid programs to make information about the institution available to the public, current and prospective students, current and prospective students, current and prospective student loan borrowers, and current employees. Northwest State Community College is committed to the principle of promoting access to information that will allow consumers to make informed decisions about post-secondary education.

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**WELCOME!** The Northwest State Community College (NSCC) faculty and staff are pleased to have you as a student and will do our best to help make your college experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for all, we publish this Consumer Information Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior. Our staff is committed to helping you meet the challenges of today and to better prepare you for the workforce tomorrow. This handbook is meant to be a helpful guide for you. The rules and regulations outlines are not intended as means of restricting your rights and freedoms, but to make you aware that rights and freedoms have responsibilities and must be used with good sense and reason. All students are expected to become knowledgeable of the contents of this handbook. By doing so, you will assure yourself of an excellent chance of success.



## **ABOUT NORTHWEST STATE COMMUNITY COLLEGE**

Northwest State Community College was founded when the Ohio Board of Regents approved the formation of Four County Technical Institute in 1968. The College offered its first classes one year later. In 1972, the College moved to its current location and was renamed Northwest Technical College.

In 1994, Northwest State officially became a community college. This enabled the College to offer Associate of Arts and Associate of Science programs that could easily transfer into a four-year degree program at partnering colleges.

Since that time, the Northwest State campus has continued to grow. Today, the College offers classes at the main campus in Archbold, Ohio, as well as various satellite locations.

## **GEOGRAPHY OF NORTHWEST STATE COMMUNITY COLLEGE**

Northwest State is located in a rural section of Henry County, Ohio.

The full campus is situated in six buildings that are all connected. There are four main parking areas. The faculty and staff parking areas are located to the east side of Building A. All of the parking areas are unfenced.

A floor plan map of the Archbold campus buildings is annotated with fire alarm pull stations, fire extinguishers, first aid kits, hazardous materials storage, AED, evacu trac and utility shutoffs. The floor plan

is available in the Campus Police Department Office (located in A191). Maintenance and custodial staff are required to know these locations as well as how to operate the utility shutoffs.

Northwest State offers classes at various satellite locations that include the following:

**Van Wert: Vantage Career Center**

NSCC offers several short-term certificate programs at Vantage Career Center, located at 818 North Franklin Street, Van Wert, Ohio. Available programs include computer numerical control (CNC) operations and industrial automation maintenance (IAM).

**IBEW Sites**

NSCC is a proud partner of the Joint Apprenticeship Training Committee (JATC), offering apprenticeship training in the electrical fields at locations throughout Ohio. Students must be accepted into the program and can apply apprenticeship credits toward completion of an associate’s degree.

NSCC at Akron Area Electrical JATC 2650 S. Main St., Suite 100 Akron, OH 44319	NSCC at Canton Electrical JATC 3855 Wales Ave. NW Massillon, OH 44646	NSCC at Cincinnati Electrical JATC 6455 Glenway Ave. Cincinnati, OH 45238
NSCC at Cleveland Electrical 9333 Sweet Valley Drive Valley View, OH 44125	NSCC at Dayton Electrical JATC 6550 Poe Ave Dayton, OH 45414	NSCC at Hamilton Electrical JATC 4300 Milikin Rd Hamilton, OH 45011
NSCC at Lima Area Electrical JATC 2285 N. Cole St Lima, OH 45801	NSCC at Lorain County Electrical JATC 2235 W. Park Drive Lorain, OH 44053	NSCC at Marietta Electrical JATC 27754 State Route 7 Marietta, OH 45750
NSCC at Newark JATC 5805 Frazeyburg Rd Nashport, OH 43830	NSCC at Portsmouth Electrical JATC 175 Beaver Creek Rd Piketon, OH 45661	NSCC at Toledo Electrical JATC 803 Lime City Rd Rossford, OH 43460
NSCC Youngstown Electrical JATC 350 E. Western Reserve Rd Youngstown, OH 44514		

**MISSION STATEMENT**

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

**VISION STATEMENT**

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

**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.

## **ACCREDITATION, APPROVAL, and LICENSURE**

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 Street., Suite 7-500, Chicago, Illinois 60604, (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 worker assistant with the State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board, 77 South High Street, 24th Floor, Room 2468, Columbus, OH 43215, (614) 466-0912.

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 43215-4183, (877)-644-6338.

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 33763, (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, 17 S High St Suite 660, Columbus OH, 43215, (614) 466-3947.

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 & MEMBERSHIPS**

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

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 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;

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, Montpelier, Napoleon/Henry County, Swanton, Van Wert, and Wauseon.

## **STUDENT COMPLAINT RESOLUTION**

NSCC is committed to providing quality educational experiences for our learners. Should a problem or concern arise, students are encouraged to resolve the issue through proper channels or authority. Resolution of a problem, whether academic or administrative, including challenging a grade, may be resolved at any level of the institution's due process and grievance procedures located on pages 34 and 35 of the college catalog: <https://northweststate.edu/wp-content/uploads/files/Catalog-2019-2021-Update-6-24-19rs.pdf>.

If you feel your grievance has not been resolved to your satisfaction, you may refer your complaint to the Ohio Department of Higher Education: <https://www.ohiohighered.org/students/complaints>. The ODHE complaint website offers information on how to file an Ohio complaint, what falls under the chancellor's jurisdiction, and more.

You may also file a complaint through our accreditation agency, the Higher Learning Commission. For more information on filing a complaint, please visit: <https://www.hlcommission.org/Student-Resources/complaints.html>

The Higher Learning Commission  
230 South LaSalle, Suite 7-500  
Chicago, Illinois 60604-1411  
Telephone: 312.263.0456 or 800.621.7440  
Fax: 312.263.7462  
Email: [complaints@hlcommission.org](mailto:complaints@hlcommission.org)  
Website: [www.hlcommission.org](http://www.hlcommission.org)

## CONTACT INFORMATION FOR FINANCIAL AID

Northwest State Community College Financial Aid Office Staff are committed to removing financial barriers for those who wish to pursue postsecondary education. Our contact information is as follows:

Northwest State Community College  
Attn: Financial Aid Office  
22600 State Route 34  
Archbold, OH 43502  
Phone: 419-267-1333  
Fax: 419-267-5587  
Email: [finaid@northweststate.edu](mailto:finaid@northweststate.edu)  
Federal School Code: 008677

### **Financial Aid Staff:**

Director of Financial Aid: Amber Yocom  
Associate Director of Financial Aid: Makenzie Warncke  
Financial Aid Counselor: Wendy Walters  
Financial Aid Resource Counselor: Isaac Benner  
Financial Aid Assistant: Madline Fagan

## INSTITUTIONAL AFFIRMATIVE ACTION / DISABILITY POLICIES

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

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Kathryn McKelvey, Vice President of Human Resources  
22600 State Route 34  
Archbold, Ohio 43502  
419.267.1327  
[kmckelvey@NorthwestState.edu](mailto:kmckelvey@NorthwestState.edu)

For further information on notice of non-discrimination, visit the Office for Civil Rights website (<https://www.hhs.gov/ocr/index.html>). The Ohio OCR office is located at:

Office for Civil Rights  
U.S. Department of Health and Human Services  
233 N. Michigan Ave., Suite 240  
Chicago, IL 60601  
Customer Response Center: (800) 368-1019  
Fax: (202) 619-3818  
TDD: (800) 537-7697  
Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)

## ACADEMIC PROGRAMS

If you like having options, you will fit right in at Northwest State. As you begin to explore your career options, you will have nearly 70 degree and certificate programs to choose from – and that number continues to grow.

<b>Allied Health, Business, &amp; Public Service</b>	Medical Assisting	Respiratory Care Practitioner	Cybersecurity Certificate	Maintenance Technician/Mechatronics
Accounting	Medical Support	<b>Arts and Sciences</b>	Electrical Engineering Technology	Millwright Certificate
Accounting Assistant Certificate	Office Administration	Associate of Arts	Electro-Mechanical Engineering Tech	Programmable Controller (PLC) Certificate
Agronomy	Office Assistant Certificate	Associate of Science	Manufacturing Foundations Certificate	<b>Technical Studies &amp; Individualized Studies</b>
Agribusiness	Office Management	Transfer Module	Mechanical Engineering Technology	Associate of Individualized Studies
Banking & Finance	Pre-Paralegal Pathway	Visual Communications – Graphic Design	Cybersecurity and Network Administration	Associate of Technical Studies
Business Management	Paraprofessional Education	<b>Nursing</b>	Plastics	Career Technical Education
Criminal Justice	Pre-Business Administration	LPN to RN Advanced Standing Program	Plastics Manufacturing	<b>Short-Term Technical Certificates</b>
Entrepreneurship	Pre-Kindergarten	Practical Nursing	Project Management Technology	CNC Operations
Human Resources Management	Phlebotomy Technician Short-Term Certificate	Registered Nursing	Quality Control	Cybersecurity
Human Services	Real Estate Certificate	<b>Science, Technology, Engineering Tech &amp; Math</b>	<b>Industrial Technologies</b>	IT-Specialist
Law Enforcement Academy Certificate	<b>Northwest Ohio Allied Health Consortium</b>	CAD/CAM	HVAC-R Climate Control	Welding
Law Enforcement Academy Option	Health Information Technician	Computer Aided Design	Industrial Electrical Certificate	Industrial Automation Maintenance
Logistics & Supply Chain Management	Medical Laboratory Technician	Computer Programming	Industrial Maintenance Certificate	
Logistics & Supply Chain Management Certificate	Occupational Therapy Assistant	Computer Science Engineering Tech	Industrial Technologies	
Marketing	Radiographic Imaging	Computer Technician	Machining Certificate	
*program availability is subject to change, please see the college website for current program information				



As a college, we work closely with area businesses and industries to determine what programs will lead to long-term careers in Northwest Ohio. What does this mean for you? Degrees and certificate options that will lead to jobs after graduation.

Each academic division at NSCC offers its own specialized listing of degree and certificate programs. Students who are unsure which course to follow can choose to declare an undecided major within a specific academic division, or they can follow the guidelines for general undecided students.

### **Gainful Employment**

Generally, in order to be eligible for financial aid funding, an educational program must lead to a degree at a non-profit or public institution or it must prepare students for “gainful employment in a recognized occupation.” NSCC offers numerous one-year and short-term certificate programs that are considered gainful employment programs.

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Northwest State welcomes students from all backgrounds and understands that not everyone learns the same way. The NSCC Accessibility Services Office is here to help students who need special assistance to meet their educational goals.

Under the Americans with Disabilities Act and Section 504, a student with a disability may obtain assistance to help achieve educational goals. For those who are eligible, the office assists with:

- Extended time to complete tests
- Providing test readers
- Identifying note takers
- Procuring auditory books
- Other services as needed

Please explore these services and more by visiting: <https://northweststate.edu/accessibility-services>

### **JOB PLACEMENT ASSISTANCE**

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!

## ACADEMIC CALENDAR

Northwest State offers a wide variety of student activities and events. Please visit our Academic Calendar for a full list of important dates and campus activities: <https://northweststate.edu/events>.

## HOURS OF OPERATION

The campus does close for major holidays and may operate under a different schedule during the summer and/or class breaks (winter break, spring break, between semesters). It may be beneficial to call 419.267.5511 before making a trip to campus.

The main Archbold campus regular hours of operation:

### **Building Hours**

Monday – Thursday: 7 a.m. – 10 p.m.

Friday: 7 a.m. – 4:30 p.m.

Saturday & Sunday: Closed

### **Learner Services Office Hours**

Monday – Tuesday: 8 a.m. – 6 p.m.

Wednesday – Thursday: 8 a.m. – 4:30 p.m.

Friday: 8 a.m. – 12 p.m. (remote)

Saturday & Sunday: Closed

Due to COVID-19 Learner Services Office hours may vary and/or department staffing may be limited. We encourage you to contact the individual office(s) you plan to visit prior to coming to campus.

# ADMISSIONS

## ADMISSIONS POLICY

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 submit ACT or SAT scores, 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.

### **Recruiter Compensation**

Northwest State Community College does not provide any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success of securing enrollment or awarding federal financial aid, to any person or entity in any student recruitment or admissions activity or in making decisions regarding the award of Title IV financial aid funds.

## **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 and course evaluation. If you would like to request transfer credit for courses completed overseas, you must have transcripts evaluated by a professional evaluation company like [www.WES.org](http://www.WES.org). Only original, unopened evaluations will be accepted.
4. A photocopy 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 (\$13,610) must be sent to the college before an I-20 will be issued. An additional \$3,000 should be brought for spending money upon entering the United States.

The complete international student policy and required forms can be found online at <https://northweststate.edu/apply-now/> or in the Admissions Office.

## SELECTIVE SERVICE REGISTRATION

Federal law requires that males having reached the eligible age of eighteen years old 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](http://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.

## COURSE PLACEMENT (ACCUPLACER/ ACT/SAT)

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/SAT scores or the ACCUPLACER Assessment. An appointment is required for the ACCUPLACER Assessment. Contact the Admissions Office at (419) 267-1320 or go online to <https://northweststate.edu/accuplacer> 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- 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 free retest per year.
2. A retest must be requested prior to enrolling in related developmental courses.
3. There must be at least a one month waiting period between testing dates involving a Departmental Proficiency test only.
4. Placement test results are valid for three years. After three years, retesting is recommended and the fee is waived.
5. 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 programs offered at Northwest State Community College require completion of a college-level mathematics course (i.e., not developmental or remedial). All one-year 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 or MTH085, 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

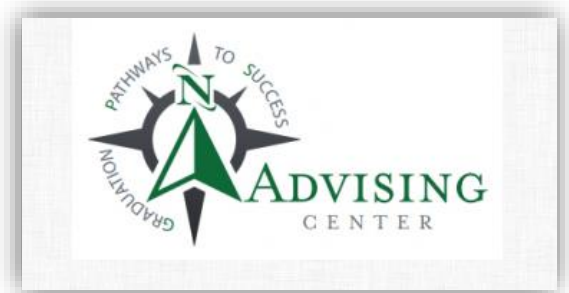
SOAR is a required program for new certificate or degree seeking students at Northwest State Community College. SOAR is an online program that is completed prior to registering for classes the first semester. For questions about SOAR please call (419) 267- 1320 or email [orientation@NorthwestState.edu](mailto:orientation@NorthwestState.edu).

## ADVISING CENTER

Academic and faculty advisors are here to help you navigate academic programs and resources at NSCC.

Advisors specialize in serving students by:

- ✓ Develop a pathway to graduation that fits with your lifestyle and work schedule
- ✓ Review program requirements and course recommendations
- ✓ Listen to student concerns and provide direction to resources
- ✓ Provide a connection to transfer & career options



There are two types of advisors:

### Academic advisors

Academic advisors assist students in the first 15 credit hours of the degree or certificate program. An academic plan will be developed using DegreeWorks. DegreeWorks is a web-based planning tool to help students and advisors monitor student's progress toward degree completion. DegreeWorks provides a more accessible way for students to know where they are academically and how they can plan the rest of their college careers. The academic advisor will also walk the student through myNSCC to register for classes. myNSCC is a campus web portal that provides students with centralized access to campus resources.

### Faculty advisors

Faculty advisors assist students that are beyond 15 credit hours in the degree or certificate program. Faculty advisors provide advice and support for program specific topics, such as transfer options and career paths within the discipline.

## **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.

The student enrolling in College Credit Plus is not responsible for paying tuition, fees or textbook charges. Students may enroll in any semester including summer, for a maximum of 30 credits per academic year. Students exceeding the 30 credit hour limit will have the option to self-pay.

### **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).

### **Bachelor's Bound/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.

## TRANSFER OF CREDITS

### 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.transferology.com](http://www.transferology.com).

The University Center hosts several four-year institutions every month. Representatives are available for one-on-one advising for students interested in transferring to their institution. The schedule is available on the plasma screen near C150C

### Acceptance of Transfer Credits

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 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 fulfills partial degree requirements for these majors. For more information on TAGs for specific fields of study, see the ODHE website at [www.ohiohighered.org](http://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.

### **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.

## **MISREPRESENTATION**

### **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 website, 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

1. 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.
2. 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.
3. 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.
4. 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.
5. The student may appeal any disciplinary action by following the steps of the grievance procedure.

### Computer and Network Use Policy

Northwest State’s Computer and Network Use Policy can be found at: <http://northweststate.edu/wp-content/uploads/files/Chapter-13.-Information-Technology.pdf>

### Copyright Infringement Polices and Sanctions

For more information, please see Academic Honesty policy <https://northweststate.edu/wp-content/uploads/files/Catalog-2019-2021-Update-6-24-19rs.pdf>

### COST OF ATTENDANCE

The cost of attendance (COA) is an estimate of what it costs the typical student to attend Northwest State Community College and is used to determine how much Financial Aid a student is eligible for. Your cost of attendance (COA) doesn’t just cover your college tuition; it considers your basic living expenses too. It is important for you to budget and make wise decisions regarding how to utilize the financial aid funds you receive. Students are not allowed to receive aid that exceeds their cost of attendance.

2020-2021 NSCC Financial Aid Cost of Attendance	
Full-Time In-State	Full-Time Out-of- State



Tuition	\$ 5,360	\$ 10,520
Fees	\$ 1,020	\$ 1,020
Books & Supplies	\$ 2,110	\$ 2,110
Transportation	\$ 2,210	\$ 2,210
Room & Board	\$ 7,110	\$ 7,110
Personal Expense	\$ 4,240	\$ 4,240
<b>Total</b>	<b>\$ 22,050</b>	<b>\$ 27,210</b>

**Tuition and Fees:** The amount for tuition and fees is based on an average of tuition and fees for a full-time student (12-20 credit hours).

**Room and Board:** This includes a reasonable estimate of costs for rent, phone, and food. These amounts were based from the results of the College Boards 2020-2021 Low Budgets for Housing Expenses survey.

**Books and Supplies:** This is the average cost of books and supplies for a typical student for an entire academic year. Typically, this includes books, educational supplies, and course materials. The average costs were rounded in order to achieve the figures.

**Transportation/Online:** This represents the cost of travel to and from the college campus. Northwest State students travel, on average, 30 miles a day to come to school. We base the travel rate in accordance to the Ohio Mileage Rate each year.

**Other Expenses:** This is the estimate of costs for clothing, haircuts, entertainment and other miscellaneous expenses. These amounts were based from the results of the College Boards 2020-2021 Low Budget for Living Expenses survey.

## STUDENT BODY DIVERSITY

Northwest State Community College Enrollment Breakdown by Gender and Ethnicity\*

Total Enrollment

2,857

Ethnicity

Nonresident alien 0%

Race/ethnicity unknown 25%

Two or more races 1%

White 64%

Native Hawaiian or Other Pacific Islander 0%

Hispanic 8%

Black or African American 2%

Asian 1%

American Indian or Alaska Native 0%

Gender

Male 556%

Female 44 %

## Pell Grant\*\*

Percent of full-time, first-time students receive Pell grants = 45%

\*Based on Fall 2018 Enrollment IPEDS data

\*\*Based on 2018-2019 IPEDS data

## GRADUATION REQUIREMENTS

The associate degree is awarded upon 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 associates 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 listed on the student’s transcript. Diplomas are issued for each degree within a technology. Students applying for a certificate and associates 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 program 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. 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.

## Graduation with Honors

Any student graduating with a cumulative point average of 3.50 or higher will graduate 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 application if the second major is completed after the initial degree was awarded. A graduation petition is available on the registrar's office webpage and in the office.

# CAMPUS INFORMATION

## College Navigator

The College Navigator is a free consumer information tool designed to help students, parents, high school counselors, and others get information about the costs associated with attending colleges and universities.

<http://nces.ed.gov/collegenavigator/?q=northwest+state+community+college&s=all&id=204440>

## College Scorecard

The College Scorecard (<https://collegescorecard.ed.gov/>) provides students and families with clear information through an interactive tool that lets them choose among any number options based on their individual needs – including location, size, campus setting, and degree/major programs.

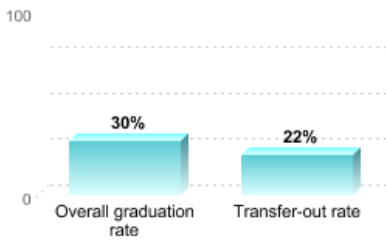
## Graduation and Transfer Rates

According to College Navigator, the overall graduation rate is also known as the “Student Right to Know” or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree or certificate seeking students to see if they complete a degree or other award such as a certificate within 150% of “normal time” for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

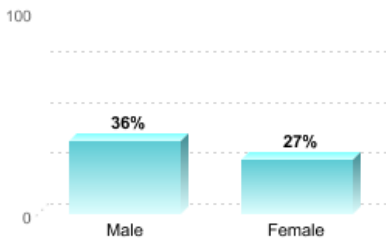
Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. **At this institution, 11 percent of entering students were counted as “full-time, first-time” in 2019.**

OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN FALL 2016

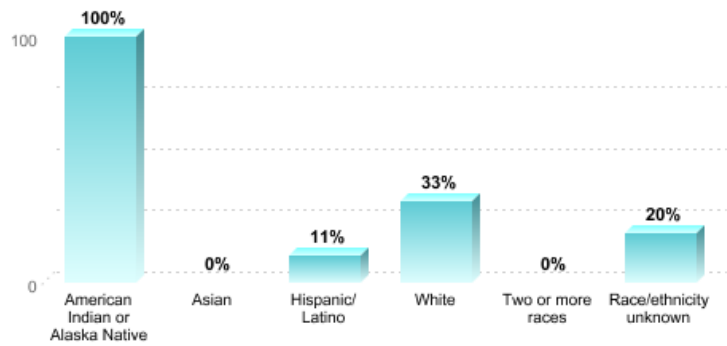


Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

OVERALL GRADUATION RATE BY GENDER



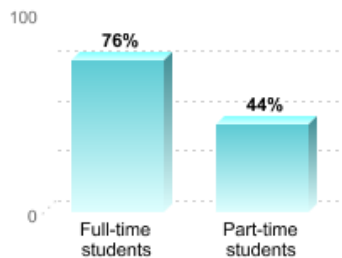
OVERALL GRADUATION RATE BY RACE/ETHNICITY



First-To-Second Year Retention Rates

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall:

RETENTION RATES FOR FIRST-TIME STUDENTS



Percentage of Students Who Began Their Studies in Fall 2018 and Returned in Fall 2019

\* All the information from the Graduation and Retention Rates section came directly from the College Navigator website: <https://nces.ed.gov/collegenavigator/?q=Northwest+State+Community+College&s=all&id=204440#retgrad>

## Net Price Calculator

The Net Price Calculator is a tool to see an estimate of how much student's similar to you paid to attend Northwest State Community College. To calculate the estimated price, please visit <https://northweststate.edu/wp-content/uploads/calc/>.

## Tuition and Fees

The value of a college education is priceless in today's world. At Northwest State, you can earn that college degree at a significantly lower cost than you would pay at a four-year college or university. For a full list of our tuition and fees, please visit: <https://northweststate.edu/tuition-fees>

## Placement in Employment

Northwest State Community College Career Services Office provides programs and services that support the mission and the strategic plan of the College. We focus on career development needs to students as well as alumni.

Six months following graduation, a Graduate Survey is mailed to all graduates completing their program of study in August 2017, December 2017 and May 2018.

The purpose of the Graduate Survey is to gain information from each graduate regarding his or her post-graduation plans as related to employment, furthering education, and employment salaries.

### The Class of 2018 at a Glance

Total number of graduates surveyed.....	380
Total Responses .....	102
Respondents employed and/or continuing education .....	97
Respondents employed in their field of study .....	85%

To view the full report, visit <https://northweststate.edu/career-services>.

## Job Placement Rates

NSCC is not required to disclose because we do not advertise job placement rates for student recruitment.

## Types of Graduate and Professional Education in which the College's Graduates Enroll

NSCC is not required to disclose because we do not have 4-year degree programs.

# STUDENT LIFE & WELL-BEING

## STUDENT ACTIVITIES

Nothing rounds out a college education like getting involved in campus activities and events. Take advantage of networking opportunities and resume builders offered by numerous student groups on campus.

Hungry? Stop by the Café for a hot breakfast, hearty lunch, or a healthy salad.

Need a break from studying or homework? All current students and staff have access to fully-equipped fitness center. The fitness center is equipped with:

- Peloton
- Lat pull
- Quad press
- Hip station
- Trunk curl
- Cross trainer
- Life cycles
- Treadmill
- Shoulder/chest press
- Leg curl
- Leg extension
- Ab crunch
- Free weights
- Smith machine
- Stair master

For more information about student activities at Northwest State Community College, contact Mike Jacobs at [mjacobs@northweststate.edu](mailto:mjacobs@northweststate.edu).

### Student Groups

There are many opportunities to get involved in a student group on campus. We currently have the following active student groups:

- 3Dt Printing Club
- Alpha Delta Nu Nursing Honor Society
- Cru
- Dean's Leadership Group
- evMotorsports
- Kappa Beta Delta Honor Society
- Northwest Ohio Gamers
- Northwest Stat Cryptic Cyborgs
- Phi Theta Kappa Honor Society
- Student Body Organization
- Women in STEM



### FACULTY

Northwest State's faculty and staff are committed to helping students attain skills that will advance them in their career or toward a four-year degree. For a full list of NSCC faculty, please visit:

[https://docs.google.com/spreadsheets/d/1kPSNKePt6fIQfLs4Xi2QkIbmM\\_DpOABYhp0TDivszTQ/edit#gid=0](https://docs.google.com/spreadsheets/d/1kPSNKePt6fIQfLs4Xi2QkIbmM_DpOABYhp0TDivszTQ/edit#gid=0)

### TEXTBOOK INFORMATION

Detailed textbook and course material information is readily available for students to determine the cost for their course materials. Follow the steps below to find the International Standard Book Number (ISBN), retail price information, required and recommended textbooks, and supplemental materials for each course.

- Visit <https://northweststate.edu/events>
- Scroll down to the Course Schedule section
- Click on 'Online Schedule' located under the Course Schedule heading
- Select the appropriate term that you plan to enroll (summer, fall, or spring) and click 'Submit'

- Select the course subject matter then click 'Class Search'
- A full class schedule listing will display. You can view the course materials and textbook information by clicking on the '[Syllabus Available](#)' link under each course.

## CONSTITUTION DAY

Constitution Day, held September 17, commemorates the signing of the U.S. Constitution. Visit our Constitution Day website: <https://northweststate.edu/constitution-day> to learn about more about annual Constitution Day events at NSCC, facts about the Constitution, and more.

## VOTER REGISTRATION

Northwest Community College encourages all students to exercise their right to vote. Click on the state links below to access state election websites, which include voter guides, registration information and deadlines, absentee and early voting dates, provisional voting information, and polling place hours and locations.



<a href="#">Alabama</a>	<a href="#">Georgia</a>	<a href="#">Maryland</a>	<a href="#">New Mexico</a>	<a href="#">South Dakota</a>
<a href="#">Alaska</a>	<a href="#">Guam</a>	<a href="#">Massachusetts</a>	<a href="#">New York</a>	<a href="#">Tennessee</a>
<a href="#">American Samoa</a>	<a href="#">Hawaii</a>	<a href="#">Michigan</a>	<a href="#">North Carolina</a>	<a href="#">Texas</a>
<a href="#">Arizona</a>	<a href="#">Idaho</a>	<a href="#">Minnesota</a>	<a href="#">North Dakota</a>	<a href="#">Utah</a>
<a href="#">Arkansas</a>	<a href="#">Illinois</a>	<a href="#">Mississippi</a>	<a href="#">Ohio</a>	<a href="#">Vermont</a>
<a href="#">California</a>	<a href="#">Indiana</a>	<a href="#">Missouri</a>	<a href="#">Oklahoma</a>	<a href="#">U.S. Virgin Islands</a>
<a href="#">Colorado</a>	<a href="#">Iowa</a>	<a href="#">Montana</a>	<a href="#">Oregon</a>	<a href="#">Virginia</a>
<a href="#">Connecticut</a>	<a href="#">Kansas</a>	<a href="#">Nebraska</a>	<a href="#">Pennsylvania</a>	<a href="#">Washington</a>
<a href="#">Delaware</a>	<a href="#">Kentucky</a>	<a href="#">Nevada</a>	<a href="#">Puerto Rico</a>	<a href="#">West Virginia</a>
<a href="#">District of Columbia</a>	<a href="#">Louisiana</a>	<a href="#">New Hampshire</a>	<a href="#">Rhode Island</a>	<a href="#">Wisconsin</a>
<a href="#">Florida</a>	<a href="#">Maine</a>	<a href="#">New Jersey</a>	<a href="#">South Carolina</a>	<a href="#">Wyoming</a>

## STUDENT CODE OF CONDUCT

The code of student conduct exists to advance the core mission 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. This may include dismissing a student from a particular course, workshop, or learning event. As a result of disruptive or detrimental behavior, a student may be subject to additional discipline under this policy including, but is not limited to disciplinary probation, suspension, dismissal, expulsion, withholding of transcripts, or other appropriate action.

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

- 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.

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

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



## CODE OF CONDUCT FOR FINANCIAL AID PROFESSIONALS

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel [HEOA –487(z)(25)]. The Northwest State Community College (NSCC) Staff is committed to helping students reach their educational potential by providing appropriate financial aid resources. The staff at NSCC is committed to the highest standards of professional conduct and believes that by educating our students and parents we are making them more knowledgeable individuals regarding personal financial management. We are members of the National Association of Student Financial Aid Administrators and follow their code of conduct. Ethical Principles and Code of Conduct are listed below, directed from NASFAA.

### Ethical Principles

The primary goal of the financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. To this end, this statement provides the Financial Aid Professional with a set of principles that serves as a common foundation for accepted standards of conduct.

The Financial Aid Professional shall:

1. Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
2. Make every effort to assist students with financial need.
3. Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
4. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
5. Educate students and families through quality consumer information.
6. Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
7. Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
8. Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
9. Recognize the need for professional development and continuing education opportunities.
10. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
11. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
12. Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

### Code of Conduct

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal benefit.

- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity involved in the making, holding, consolidating, or processing of any student loans, including anything of value for serving on an advisory board or as part of a training activity of or sponsored by any such entity.
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

## HOW ELIGIBILITY IS DETERMINED

Financial assistance is awarded to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. When applying for Federal Student Aid, it is necessary for you to complete the Free Application for Federal Student Aid (FAFSA) with information concerning your family's financial information such as income and assets, size of family, number in college, and any unusual circumstances or expense which you face. The information reported is used in formula established by the U.S. Congress that calculates the Expected Family Contribution (EFC), (an amount a student and his/her family are expected to contribute toward education). If the EFC is below a certain amount, a student may be eligible for a Federal Pell Grant, assuming he/she meets all other eligibility requirements. The EFC is used in the following equation to determine the financial need:

Cost of Attendance	(calculation of tuition, fees, transportation, personal, etc.)
(-) Family Contribution	(what you and your family are able to contribute toward your educational costs)
(-) <u>Other Resources</u>	(scholarship, tuition assistance dollars, etc.)
(=) Your Financial Need	(eligibility for need based aid)

Students will need to add Northwest State's School Code to the FAFSA in order for it to be sent by the Department of Education:

**Northwest State Community College School Code: 008677**

## TITLE IV ELIGIBILITY REQUIREMENTS

- Complete the Free Application for Federal Student Aid (FAFSA)
- Have financial need (as calculated above)
- Be enrolled in a financial aid eligible program
- Not be in default on a Federal Loan received at any school, and not owe a refund on a Federal, or State Grant at any institution
- Meet Satisfactory Academic Progress standards set by the school
- Be a U.S. citizen or an eligible non-citizen
- Register with Selective Service if you are a male between the ages of 18-25
- Not be incarcerated in a federal or state penal institution
- Have a valid high school diploma or GED
- Have a valid Social Security Number
- Must have resolved any prior drug conviction, if applicable

- Not obtained loan amounts that exceed the annual or aggregate loan amounts
- Not owe money back to the federal grant program
- Not have property subject to a judgment lien for any debt owed to the United States Government
- Must complete and submit all applicable financial aid paperwork

### **Financial Aid Penalties for Drug Law Violations**

Per federal law, a conviction of any offense, during a period of enrollment for which a student received Title IV Financial Aid program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility of any Title IV Financial Aid grant, loan, or work study assistance.

## **RIGHTS & RESPONSIBILITIES OF STUDENTS**

As a recipient of Federal Student Aid, students have certain rights they should exercise and certain responsibilities they must meet. Knowing what they are will put students in a better position to make decisions about their educational goals, and how they can best achieve them.



#### **Students' Rights:**

1. The right to know what Financial Aid programs are available at the school.
2. The right to know the deadlines for submitting applications for each of the financial aid programs available.
3. The right to know how financial aid will be distributed, how decisions on the distributions are made, and the basis for these decisions.
4. The right to know who financial need was determined. This includes how costs for tuition and fees, room and board, transportation, books and supplies, personal and miscellaneous expenses are calculated when determining the cost of attendance.
5. The right to know how resources (tuition assistance, outside scholarships, benefits) are considered when determining financial need.
6. The right to know how much of the financial need as determined by the institution has been met.
7. The right to request an explanation of the various programs in the student financial aid package.
8. The right to know your school's refund policy.
9. The right to know what portion of your financial aid award package must be repaid, and what portion is grant aid. If the aid is a loan, students have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time they have to repay the loan, and when repayment is expected to begin.
10. The right to know how the school determines whether students are making satisfactory academic progress, and what happens if they are not.
11. The right to view the contents of school's student financial aid file in accordance with the Federal Educational Right to Privacy Act (FERPA).
12. The right for all documents submitted to the financial aid office to be confidential.

#### **Students' Responsibilities:**

1. Must abide by all regulations determined by the U.S. Department of Education.
2. Must complete all application forms accurately and submit them in a timely manner.
3. Must provide correct information. Financial aid may be terminated if it is discovered that there was fraud or misrepresentation by the student on any financial aid application. In most instances,

mis-reporting information on financial aid application forms is a violation of the law and may be considered a criminal offense, which could result in an indictment under the Criminal Code.

4. Must provide all additional documentation, verification corrections and/or new information requested by either the Financial Aid Office.
5. Must be responsible for reading and understanding all forms that they are asked to sign and accept responsibility for all agreements that are signed.
6. Must be aware of and comply with the institutional deadlines, these include: financial aid, payment due date, and registration periods.
7. Must be aware of the school's refund procedures.
8. Must maintain satisfactory academic progress.
9. Must understand the consequences of defaulting on a student loan.
10. Must keep their contact information current by notifying the Registrar's Office.
11. Must notify the Financial Aid Office of any changes to their financial aid application or status.
12. Must understand that Financial Aid awards may be changed if estimated dollars are not received from the U.S. Department of Education, if errors in awards were made, or if funding levels are modified

## CONFIRMATION OF CITIZENSHIP

All students applying for financial aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Student Aid to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's Institutional Student Information Record (ISIR) and the following will apply:

### U.S. Citizen or National:

- Must correct SSN, name, or date of birth if these are entered in error and resubmit FAFSA
- If data still doesn't match, student may need to contact the Social Security Administration to resolve discrepancies
- Student may need to provide citizenship documentation which may include birth certificate, social security card, or Certificate of Naturalization

### Eligible Noncitizen:

- "A-number" is sent to DHS for primary verification
- If status is not confirmed an automatic secondary confirmation will be performed by DHS
- School will wait at least five but no more than 15 days for result of secondary confirmation
- If no secondary confirmation the school will begin paper confirmation on form G845
- Form G845 is sent to the DHS field office with documentation from student

## DEPENDENCY STATUS

A student is considered an "Independent Student" if he/she is able to answer 'yes' to any of the following questions:

- Were you born before January 1, 1997?
- As of today, are you married? (also answer 'yes' if you are separated but not divorced)

- At the beginning of the 2020-2021 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you now have or will you have children who will receive more than half of their support from you between July 1, 2020 and June 30, 2021?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2021?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time on or after July 1, 2019, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2019, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2019, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

If the student does not meet any of the above criteria, the student is considered a "Dependent Student" and must provide parent information on the FAFSA.

## Dependency Override

A Dependency Override may be granted for a student who has a special circumstance that prevents a student from providing parental information on the FAFSA. The Dependency Override process is used to address on a case by case basis a student who claims to be independent but does not meet the federal criteria. The student must demonstrate a unique and extenuating circumstance.

The following provides information and explains the procedure used to determine a student's eligibility for a "Dependency Override." A Financial Aid Administrator will review the student's appeal by examining the supporting documentation provided by the student and will either approve or deny the student's request and notify the student in writing. The decision is final and cannot be appealed to the U.S. Department of Education.

### THE FOLLOWING IS NOT CONSIDERED A UNIQUE OR EXTENUATING CIRCUMSTANCE

- Self-sufficiency of the student
- Parent's unwillingness to complete the parent section of the FAFSA
- Parents refuse to contribute to the student's education
- Not residing at the parent's residence
- Not being claimed as a dependent on your parent's tax return
- Student's desire for grants instead of loans

## CIRCUMSTANCES GIVEN CONSIDERATION WHERE PARENTAL SUPPORT HAS BEEN TERMINATED

- Documented abandonment
- Parental drug abuse
- Parental mental incapacity
- Physical or emotional abuse
- Severe estrangement from parents
- Parental Incarceration

The Director of Financial Aid will review the Dependency Override and supporting documentation and will make the final determination. All documents will be retained in the student's financial aid file.

## VERIFICATION

The school is responsible for verifying the accuracy of the financial data used to calculate the student's estimated family contribution (EFC). The U.S. Department of Education randomly selects students for verification, the school may also select a student for verification. Verification must be completed before your financial aid awards will be determined. If there is a difference between your FAFSA and the verification information that is provided to the financial aid office, we will make corrections to the FAFSA and recalculate your EFC. Once the verification process has been completed, students will be sent an award letter noting any changes in aid resulting from the verification process.

### Applicants Selected for Verification:

1. All applicants selected for verification must submit the required documentation to the financial aid office. There are 3 different kinds of verification (V1, V4, and V5). All applicants will be notified in writing of the documentation that must be submitted to the Financial Aid Office based on the type of verification group that the student was selected for.
2. Any applicant failing to submit the required documentation prior to the end of the award year will forfeit aid, which would have been awarded for that time period.
3. Any applicant who forfeits his/her disbursements will be responsible for making cash payments as listed in the Enrollment Acknowledgement Agreement.



### Verification Items for 2020-2021

- Adjusted gross income
- U.S. income tax paid
- Income earned from work
- Exemptions
- Education tax credits
- Household size
- Number in college
- Untaxed portions of IRA distributions
- Untaxed portions of pension and annuity distributions
- IRA deductions & payments to SEP, SIMPLE, Keogh, & other plans
- Tax deferred payments to pensions & savings plans
- Other untaxed income
- Tax exempt interest
- High School completion status
- Identity/Statement of educational purpose

### Correction Procedure:

The following procedures will be used to correct misstated application information:

1. Upon receipt of the verification documentation, the Financial Aid Office will compare the information contained on the applicant's original ISIR with the information requested in the verification requirements.
2. Upon review of the verification documentation and the ISIR record, the Financial Aid Office may need to request additional information to resolve conflicting information that was not originally requested.
3. If it is determined that the applicant has misstated information, the school will correct all the misstated data items on the ISIR.
4. The corrected information will be sent to the Central Processing Center and a new ISIR will be generated.
5. If it is determined that an applicant's award changes as a result of verification, a revised award notification will be provided to the applicant.

NOTE: The Financial Aid Office is obligated to address any discrepancies and may request additional documentation to resolve them. Failure to submit required documentation may result in the loss of eligibility to receive Federal Student Aid.

### **Applicants Excluded from Verification:**

In some instances, certain applicants may be excluded from verification and may receive his/her financial aid awards. However, the following conditions do not apply if the school has documentation that conflicts with information reported on financial aid applications or the Financial Aid Office has reason to believe that the information is incorrect.

1. The applicant dies during the award year. Deceased students are excluded from verification. However, no future payments will be made, and funds already disbursed are not considered an overpayment.
2. Dependent applicants whose both parents are:
  - a. Deceased
  - b. Mentally or physically incapacitated
  - c. Residing in a country other than the United States and cannot be contacted by normal means of communication
  - d. They cannot be located because the student does not have and cannot get their contact information
3. Applicant selected for verification than drops out of school without receiving a disbursement, no further action is required.
4. Verification of spouse's information or signature will not be required under the following circumstances:
  - a. The spouse is deceased
  - b. The spouse is mentally or physically incapacitated
  - c. The spouse is residing in a country other than the United States and cannot be contacted by normal means of communication
  - d. He/she cannot be located because the student does not have and cannot get his/her contact information

### **Professional Judgment/ Special Conditions**

The Estimated Family Contribution formula is the same for all applicants and prior-prior year income is used in the calculation. The financial aid office has the authority on a case by case basis to adjust certain data elements for a student with a special or unusual circumstance. Some examples would include unemployment, unusually high medical bills, divorce/separation, and death of a parent/spouse. If you feel that you have a special circumstance, please contact the financial aid office to discuss your situation and determine what documentation may be needed. After reviewing all documentation, the financial aid office

will decide to approve or deny your request and will notify you of the outcome. The decision is final and cannot be appealed to the U.S. Department of Education.

NOTE: The use of professional judgement is allowed but is not required of the school.

## TYPES OF FINANCIAL AID

Investing in a college degree could be the best financial decision you ever make. At Northwest State, you may be eligible to earn some form of financial aid to help offset the cost of tuition. There are many different [types of financial aid](#) to assist you in bridging the gap between your family contribution and the cost of educational expenses. The NSCC Financial Aid Office staff are available to help you through the process of [applying for financial aid](#).

Financial Aid is money intended to help you meet the expenses of going to college. Aid may be in the form of grants, loans, scholarships, employment, or a combination of these and can come from many different sources:

- The [U.S. Federal Government](#)
  - To view the latest Department of Education Regulatory Information, visit:  
<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=9b0be01839ad274bc33fe014604ea2de&rqn=div8&view=text&node=34:3.1.3.1.34.4.39.2&idno=34>
- The [State](#) in which you live
- The [Institution](#) that you attend
- Other [nonprofit or private organizations](#)

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid ([FAFSA](#)) and submit all required documents to the financial aid office.

### Federal Aid

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 typically 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 change from year-to-year, for specific yearly amounts see the Financial Aid Office.

The student's lifetime eligibility used (LEU) for the Federal Pell Grant is 12 full-time semesters (or its equivalent). 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. When a student reaches 600% LEU, they become indefinitely ineligible for the Federal Pell Grant. 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.

To track your Pell Grant history and your LEU percentage, visit the StudentAid website at <https://studentaid.gov/>. This site is updated regularly with your Pell Grant awards as they are reported from each institution.

**Important Note:** Your Title IV grant disbursement history will be stored in the National Student Loan Data System (NSLDS) website where other school financial aid administrators, guaranty agencies, and eligible lenders will be able to view your federal financial aid history.



**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 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 for Fall and Spring semesters (or 3 credit hours for the summer), be maintaining a 2.0 cumulative GPA, and comply with the Financial Aid Satisfactory Academic Progress Policy. Students **may** also be eligible to work during a period of non-attendance as long as they are registered for the following semester.

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.

**CARES Act Emergency Grant Funds to Students:** On Tuesday, May 5, 2020, Northwest State Community College was granted \$481,467 in Higher Education Emergency Relief Funding to provide Emergency Financial Aid Grants to students. To receive these grants, students must apply through the HEERF Emergency Grant Application, be Title IV eligible, be enrolled at Northwest State during the spring 2020 semester, and have been attending at least one in-person course when courses were switched to remote delivery.

In addition to disbursing these funds, NSCC must report to the public within 30 days of receipt of the funds how the funds are being used and then update this report once every quarter thereafter. Please visit: <https://northweststate.edu/covid-19/> to find our full list of reports.

**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 visit <https://studentaid.ed.gov/sa/types/loans/interest-rates>.
- 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 Loan Borrowing Limits			
	Base Loan Amount <small>(may be sub or unsub)</small>	Additional Unsubsidized	Total Combined Aggregate Limit
Dependent			
Freshman	\$3,500	\$2,000	\$23,000 sub
Sophomore	\$4,500	\$2,000	\$31,000 combined
			total
Independent			
Freshman	\$3,500	\$6,000	\$23,000 sub
Sophomore	\$4,500	\$6,000	\$57,500 combined
			total

*Important Note: Your Title IV loan disbursement history will be stored in the National Student Loan Data System (NSLDS) website where other school financial aid administrators, guaranty agencies, and eligible lenders will be able to view your federal financial aid history.*

### Entrance Counseling

All first-time student loan borrowers are required to complete Direct Loan Entrance Counseling before their loan can be disbursed. This is completed online and takes approximately 20 minutes. It is a process designed to inform you of the rights and responsibilities associated with your student loan. Direct Loan Entrance Counseling should be completed at:

<https://studentloans.gov/myDirectLoan/index.action>

**Federal Parent Loan to Undergraduate Student (PLUS):** Federal Parent 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 dependent, undergraduate student enrolled at least half-time. The yearly borrowing limit on the Parent 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/sa/types/loans/plus/parent>.
- 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.

If your parent is interested in borrowing a Parent PLUS loan, please contact the Financial Aid Office for information on how to apply this type of loan or visit: <https://northweststate.edu/student-loans>.

**Important Note:** Your Title IV loan disbursement history will be stored in the National Student Loan Data System (NSLDS) website where other school financial aid administrators, guaranty agencies, and eligible lenders will be able to view your federal financial aid history.

## State Aid

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

**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/sqs/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 \$96,000.
- 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
  - Eligible students receiving federal veteran's education benefits at community colleges and regional campuses may qualify for OCOG for living expenses
  - Eligible foster youth at community colleges may qualify for OCOG
- OCOG can only be used for tuition and general fees

### Institutional Aid

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

**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.

### Other Sources of Assistance

The following is a source of information concerning some of the other sources of assistance for which you may be eligible. Current funding may vary from year to year depending on availability from the funding source.

**Bureau of Vocational Rehabilitation (BVR):** The Bureau of Vocational Rehabilitation (BVR) provides individuals with disabilities services and supports necessary to help them attain and maintain employment. Disabilities may include physical, intellectual, mental health, or sensory disabilities. Vocational Rehabilitation (VR) services are customized for each individual through assessment and one-on-one meetings with professional VR Counselors. VR services are available in all 88 counties. For more information, please contact your local Bureau of Vocational Rehabilitation office.

**Charles E. Schell Foundation Assistance Loan:** The Charles E. Schell Loan was established at the request of the Last Will and Testament of Charles Edison Schell to provide educational assistance loans without interest and without security to qualified students. The loan will aid students in securing a practical education that may not otherwise be attainable at NSCC. The eligibility criteria includes:

- Minimum 2.0 GPA

- Enrolled at least half-time (6 credit hours) during the term the loan is requested
- Be a citizen of Ohio, Kentucky, West Virginia or adjoining states
- Born in and citizen of the United States of America; student's parents must also have been born in and are a citizen of the United States of America.
- No outstanding Charles Schell loan balance

To apply for the Charles E. Schell loan, please contact the NSCC Financial Aid Office at 419-267-1333.

### **Department of Veterans Affairs (VA):**

The NSCC Registrar's Office assists students with applying for various GI Bills, maintain eligibility, and troubleshoot payment and other issues. Our certifying official submits enrollment and tuition information to the VA Regional Processing Office and/or to the student's vocational rehabilitation counselor.

#### *Post 9/11 GI Bill (Chapter 33) and Transfer of Entitlement (TOE)*

This program provides financial support for education and housing to veterans with at least 90 days of active service on or after September 11, 2001, and eligible dependents that meet requirements for transfer of benefits. Benefits are available for up to 15 years following discharge.

- An annual book stipend of \$1,000 paid proportionately based on enrollment
- Tuition payment will be made directly to the school after registration, not to exceed the maximum in-state tuition/fees at a public institution
- Monthly housing allowance when meeting the basic allowance for housing criteria for an E5 with dependents based on location of the school of higher learning
- If you participated in the \$600 buy-up under the Montgomery GI Bill Active Duty, you will not receive that additional benefit under the Post 9/11 GI Bill

#### *Montgomery GI Bill Active Duty (Chapter 30)*

Benefits are payable for 10 years following your release from active duty.

- You will receive a monthly payment at a rate set by Congress based on your expenses for 36 months, which varies based on enrollment status
- Monthly check (via direct deposit) sent to veteran after proof of enrollment and monthly online verification

#### *Montgomery GI Bill Selected Reserve (Chapter 1606)*

This program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard, and Air National Guard.

- Allows "kickers" up to \$350 per month
- Monthly check (via direct deposit) sent to veteran after proof of enrollment and monthly online verification

#### *Reserve Education Assistance Program – REAP (Chapter 1607)*

This program makes certain reservists who were activated for at least 90 days after September 11, 2001, either eligible for education benefits or eligible for increased benefits.

- Monthly check (via direct deposit) sent to veteran after proof of enrollment and monthly online verification

- Allows “kicker” up to \$350 per month
- Increased benefits based on longest continuous time on active duty

*Survivors and Dependents Assistance – DEA (Chapter 35)*

DEA provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits.

- For a son or daughter, you must be between the ages of 18 and 26
- If you are a spouse, benefits end 10 years from the date the VA finds you eligible
- For surviving spouses (spouses of service members who died on active duty) benefits end 20 years from the date of death.

*Vocational Rehabilitation (Chapter 31)*

This program provides effective vocational rehabilitation services to veterans with service connected disabilities.

- Benefits determined on an individual basis
- Visit the Vocational Rehabilitation website for more information:  
<https://www.benefits.va.gov/vocrehab/index.asp>

**Private Loans:** Northwest State Community College does not participate in any private loan programs. Please contact the Financial Aid Office to see if you have any additional Federal Direct Subsidized or Unsubsidized Loan eligibility to help fund your college education.

**Trade Adjustment Assistance (TAA):** Assistance may be available for students who have lost jobs or had hours or wages reduced because of foreign trade. Contact your employer or a local Ohio Bureau of Employment Services office for more information: [https://jfs.ohio.gov/ouio/TradeAdjustAssist\\_FAQ.stm](https://jfs.ohio.gov/ouio/TradeAdjustAssist_FAQ.stm).

**Workforce Investment Act (WIAO):** The Workforce Innovation & Opportunity Act (WIOA) of 2014 is a federal employment and training law that replace the Workforce Investment Act (WIA). Implemented to streamline employment and training programs, help job seekers find work, and help employers locate qualified workers. Contact your county Ohio Means Jobs center for more information.

Defiance County: 419-784-3777

Paulding County: 419-784-3777

Fulton County: 419-337-9215

Williams County: 419-633-5250

Henry County: 419-592-3862

Wood County: 419-352-7566

Lucas County: 419-213-5627

Van Wert County: 419-238-4931

## LOAN REPAYMENT

When it comes to start repaying your student loan(s), you can select a repayment plan that’s right for your financial situation. Generally, you will have from 10 to 25 years to repay your loan, depending on which repayment plan you choose. The following repayment options are available to Direct Loan borrowers:

1. Standard Repayment Plan
2. Graduated Repayment Plan

3. Extended Repayment Plan
4. Revised Pay As You Earn Repayment Plan (REPAYE)
5. Income-Based Repayment Plan (IBR)
6. Income-Contingent Repayment Plan (ICR)
7. Income Sensitive Repayment Plan

For more information on each of the following payment options, please visit [www.studentaid.gov](http://www.studentaid.gov), or contact your loan servicer. If you are unsure who your loan servicer is, log in to your account at [www.studentaid.gov](http://www.studentaid.gov).

If you are having troubles making payments on your Federal Student Loans, contact your loan servicer immediately. Your loan becomes delinquent the first day after you miss a payment. If you are more than 90 days delinquent on your student loan payment, your loan servicer will report the delinquency to the three major national credit bureaus. This will affect your credit score and negatively affect your finances. If your loan continues to be delinquent, you may go into default. The consequences, may include loss of additional federal financial aid eligibility, damage to credit rating, withhold tax refunds, wage garnishment, and more.



## EXIT COUNSELING

Exit Counseling provides important information to prepare you to repay your federal student loan(s). If you have received a subsidized, unsubsidized, or PLUS loan under the Direct Loan Program or the FFEL Program, you must complete exit counseling each time you:

- Drop below half-time enrollment
- Graduate
- Leave school

The exit counseling process can be completed online at [www.studentloans.gov](http://www.studentloans.gov) and usually takes around 20-30 minutes to complete. If you do not complete Exit Counseling within 14 days, a hold will be placed on your student account and you will be unable to register for classes or request an academic transcript.

## SATISFACTORY ACADEMIC PROGRESS

### Policy

To be eligible for financial aid funds at Northwest State Community College, you must maintain satisfactory academic progress toward your degree objective. The NSCC financial aid office will determine your SAP status at the end of every semester (including summer) and will send an electronic notification via your NSCC Student email account. Every enrolled student will receive this notification, regardless if they are currently receiving financial aid. ALL courses count towards in the determination, **regardless if the student was receiving financial aid funds**. Satisfactory Academic Progress is a condition for continued financial aid eligibility and is measured by the following factors:

- Qualitative Progress (GPA and Credit Hour Pace of Progression Requirement)

➤ Quantitative Progress (Time-based)

These criteria evaluate: the quality and quantity of the academic work a student completes and progress toward completion of his/her academic program. The satisfactory academic progress requirements listed below are minimum standards

**Grade Point Average (GPA)**

Students must meet a **cumulative** grade point average requirement based on the number of credit hours attempted.

<b><u>Credits Attempted</u></b>	<b><u>Cumulative GPA</u></b>
1-15	1.4
16-30	1.6
31-45	1.8
46+	2.0

**Credit Hour Pace of Progression**

Students must successfully complete no less than 67% of all credit hours **attempted** cumulatively. Successful completion of classes means passing grades must be earned. Grades of F, W, I, U, P, UC, WF, WM, WP, NP, and NR do not count towards successful completion. Examples of the hours that need to be completed in order to meet 67% completion rate:

<b><u>Total Hours Attempted</u></b>	<b><u>Minimum Hours Required to Complete</u></b>
4	3
9	7
12	9
24	17
42	29

**Length of Eligibility for Degree Completion (Maximum Time Frame)**

For each program of study, an institution must establish a maximum time frame in which a student is expected to complete his/her degree requirements. The maximum “length of eligibility” a student is allowed is 150% of the actual credits required for his/her degree or certificate as stated in the Northwest State Catalog.

**Examples** are listed below:

<b><u>Degree Program</u></b>	<b><u>Average Hours Required</u></b>	<b><u>150%</u></b>
Certificate program	36 credit hours	54 credit hours
Associates degree	70 credit hours	105 credit hours

**Additional SAP Information**

**Repeated Courses**

When a course, or its current equivalent, is repeated, the most recent grade will be included in the calculation of the Grade Point Average (GPA). A course repeated will be considered as any other course (earned hours and attempted hours) for the calculation of pace of progression and Maximum Time Frame. Refer to the Repeat Course Policy for additional information regarding aid eligibility for repeated courses.



### **Transfer Credit**

Credit(s) transferred to NSCC will apply toward graduation only if they satisfy requirements for a particular major. Transfer credit(s) not required by a particular major may be counted as additional hours completed. Transfer(s) credits are not included in the calculation of Grade Point Average (GPA), however, they are included in the calculation for Pace of Progression and Maximum Time Frame.

### **Incomplete Grades**

Incomplete grades are factored into student's SAP calculation for the term in which the grade is assigned. When an incomplete grade is changed to a final grade, the new grade will be factored into the student's SAP calculation during the next formal evaluation period. The school cannot retroactively change the student's SAP status when the grade of "I" becomes a final grade, since, at the time of the SAP evaluation, the grade of "I" was a valid grade.

### **Withdrawals**

If a student withdraws (W) from a course after the drop/add period for any given semester, the course is considered in "hours attempted" when calculating Credit Hour Pace of Progression and Maximum Timeframe.

### **Remedial Courses**

Remedial or developmental courses do not count toward the student's degree requirements; however, they are counted as attempted and earned hours and are used to determine a student's academic grade level or classification. Thus, developmental courses are calculated in the quantitative and maximum time frame measures.

Reminder – financial aid may be awarded to cover up to 30 remedial course credits. Remedial course credits in excess of 30 cannot be calculated as enrolled hours for financial aid purposes. This rule is not related to SAP but is a general financial aid eligibility requirement.

### **Changes of Major and Pursuit of Second Degree**

Prior credits and grades that do not count toward the new major will be included in the SAP determination of Grade Point Average (GPA), Pace of Progression and Maximum Time Frame. All periods of the student's enrollment count when assessing Satisfactory Academic Progress, even periods in which the student did not receive Financial Aid funds.

All periods of enrollment (including the summer semester) are included during the calculation of a student's Satisfactory Academic Progress status, regardless if the student paid out of pocket. If the student paid for classes without financial aid, the hours are included in the earned and attempted hours during the calculation of Satisfactory Academic Progress.

### **Financial Aid Appeal**

Students that are placed on Financial Aid Suspension may be granted an exception to this policy if they complete the **Financial Aid Appeal Form** and present written evidence showing why an exception is in order. It is the student's responsibility to initiate all appeals.

The Financial Aid Office will review the financial aid appeal with all documentation, including the student's academic history, to determine whether the circumstances warrant approval. The student must explain in the appeal how the documented circumstances will not prevent him/her from maintaining satisfactory progress in the future.

If the appeal is approved, the student will be allowed to restore satisfactory standing based on the plan of study and meeting the conditions of the appeal. A student, whose financial aid has been reinstated through the appeal process, may have adjustments made to their original awards, including loans, as a condition of an approval.

**The student must earn C's or better in each course without withdrawing from any classes.** If the student goes back onto suspension, a second appeal may not be approved.

If the student will need more than the allowed maximum "length of eligibility" for his/her program, a financial aid appeal for an extension must be submitted. The appeal must document circumstances responsible for the extended time needed. The student must be making satisfactory academic progress at the time of the request. The signed plan of study must include every semester needed to complete his/her degree or certificate.

If the appeal is NOT approved it is the students' responsibility to either make payment arrangements with the Business Office or go online and drop the courses that he/she is registered for; otherwise the student is responsible for any outstanding balance.

### Plan of Study

The objective of the plan of study or academic plan should be to assist the student in producing academic success at each of the stipulated checkpoints and milestones of the academic plan. The long-term goal of the plan of study should be to restore the student to proper SAP standards at a specified future point in time.

Students who are meeting the conditions of an academic plan can work with the school to change the terms of the plan without submitting an appeal.

A plan of study will be voided by the financial aid office for the following reasons:

- **When a student changes major, then the previous plan is void since it pertained to the major at the time of the appeal.**
- **If a student violates the academic plan as defined by the academic advisor.**
- **If a student does not enroll for the term that the plan of study was designed to be applicable.**

The financial aid office may specify in a plan of study the terms and conditions that the student will be required to take a reduced course load or enroll in specific courses.

### Re-Instatement of Financial Aid Eligibility

The Financial Aid Office will make a decision regarding the approval or denial of the appeal. Listed below are the possible decisions and their meanings:

**Probation Appeal Approved** – Student did not meet satisfactory academic progress requirements and was placed on Suspension. He/she submitted an appeal describing the special circumstance that caused them to be unsuccessful in their classes and how that situation has since been resolved. The students appeal was approved for **ONE** additional semester of probation. Student must meet ALL satisfactory academic progress requirements during this semester or their financial aid eligibility will be suspended. Students are only considered one time for a probation appeal approved status.

**Probation Plan of Study** – Student did not meet satisfactory academic progress requirements and was placed on Suspension. He/she submitted an appeal describing the special circumstance that caused them to be unsuccessful in their classes and how the situation has been resolved. The student's appeal was approved for the number of semesters that have been outlined by the student's academic advisor. The plan of study must include every class needed in order to get the student back on track with meeting all satisfactory academic progress requirements. Student may not fail or withdraw from any future classes and must pass each course listed on their plan of study with 'C' or higher. If the student fails to meet the conditions of their approved appeal they will go back on Suspension and will no longer be eligible to receive financial aid funds.

**Plan of study for Maximum Time Frame (1, 2, 3, or 4 more semesters)** – Student has previously reached the maximum time frame and submitted an appeal for an extension of financial aid eligibility to complete their degree or certificate or to work on another degree program. Student must meet satisfactory academic progress requirement throughout each additional semester he/she has been granted. Student may not fail or withdraw from any future classes and must pass each course listed on their plan of study with 'C' or higher. If the student fails to meet the conditions of their approved appeal they will go back on Suspension and will no longer be eligible to receive financial aid funds.

**Appeal Denied** – The appeal has been denied and the student is not eligible to receive financial aid funds (including student loans). There are multiple reasons why an appeal may be denied, listed below are a few examples of those reasons:

- Did not have an extenuating circumstance that caused them to be unsuccessful in classes.
- The number of hours needed to raise Pace of Progression/GPA to required levels exceeds the maximum number of hours allowed for their program of study.
- Did not meet conditions of a previously approved appeal.

Students will be notified via their NSCC student email account regarding the decision of their appeal within 15 business days of receipt of the appeal. If you have questions regarding the Satisfactory Academic Progress Policy or the steps to appeal, please contact the Financial Aid Office at 419-267-1333 or email at [finaid@northweststate.edu](mailto:finaid@northweststate.edu).

Students who do not wish to complete the appeal may also choose to pay for courses on their own until they once again meet satisfactory academic progress requirements.

## **DISBURSEMENT OF FINANCIAL AID**

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.

Grants, Loans, and Scholarships are first applied as a pending payment to the student's account. These funds are available as payment for Tuition, Fees and other charges on the student's account. Any remaining funds (after account charges are covered) can be used in the bookstore to make purchases.

Grants and loans are disbursed according to predetermined disbursement dates or when the student has begun attendance (whichever is later). If financial aid credited to your account exceeds allowable charges due for the term, a refund will be issued for the difference.

All loans require repayment. Students have the right to cancel their Federal Direct Loan. Should a student wish to cancel their loan, they need to notify the Financial Aid Office in writing within 14 days from the disbursement date.

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. Earnings from the Federal Work Study program are paid to student workers bi-monthly according to our normal payroll dates by direct deposit. 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.

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.

### **Refunds of Student Account Balances**

If financial aid credited to your account exceeds allowable charges for the term, a refund will be issued for the difference. The refund will usually be issued during the 7<sup>th</sup> week of instruction each semester (5<sup>th</sup> week for summer). Please review the Academic Calendar for exact dates. Students need to select their refund preference with BankMobile prior to the refund period in order to prevent delays of receiving their refund. For more information about BankMobile, visit this link: <https://northweststate.edu/student-refunds>. To view information on the College's contract with the third-party service provider, please visit <https://www.vibeaccount.com/swc/doc/landing/oa57rhzd96dykgw7hxi5>.

### **REFUND POLICY**

A student takes full responsibility for adding or dropping courses. This can be done through myNSCC, or by completing an Add-Drop Form and returning it to the NSCC Registrar's Office.

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

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.

### **Dropping Class(es)**

Student's may drop courses online through their myNSCC account through the 100% tuition refund period for a specific course. 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.

### Withdrawing from Class(es)

Dropping a course after the 100% tuition period is considered a “withdrawal.” Withdrawing from courses may be done through a student’s myNSCC account, in-person in the Registrar’s Office, by faxing the request to the Registrar’s Office, or by mailing the request (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 a failure of the course. Students will be academically and financially responsible for any “W” or “F” grade received.

#### Refund policy for courses 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 8 - 15 weeks:

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

#### Refund policy for courses 2 - 7 weeks

Week 1 100% Refund  
Week 2 No Refund

#### Refund policy for courses 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**

### 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% of the student’s tuition and fee for the semester, and any “W” grades will be changed to “WM” to signify a military withdrawal on the transcript. Upon returning to the college, the student is required to submit a copy of the DD214.

### 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.

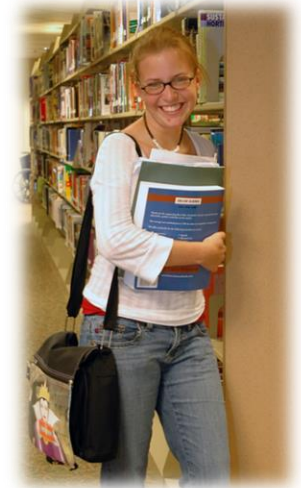
The College is obligated to report lack of attendance or last date of attendance to federal and state agencies that provide financial assistance to students. Failure to attend classes will result in loss of financial aid (grants and/or loans). Students considering withdrawing from all classes should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

## RETURN OF TITLE IV POLICY

### How a withdrawal affects financial aid

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.



Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws, or
- Stops attending before completing the semester, or
- Does not complete all modules (courses which are not scheduled for the entire semester or payment period for which he/she has registered at the time those modules began).

Based on this calculation, Northwest State Community College students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term.

### How a withdrawal affects academics

The following policies will help you understand that a withdrawal potentially affects students academically as well as financially. We encourage students to read all the information below prior to making a final decision.

- The Northwest State Academic Policy is available in the College Catalog, see Academic Policies and Procedures section.
- The Northwest State tuition refund policy is separate from the federal regulations to repay unearned aid. Whether or not a student receives a tuition refund has no bearing on the amount he/she must repay to the federal aid programs. The tuition refund policy is available in the College Catalog, see Academic Policies and Procedures section.

### How the earned financial aid is calculated

Students who receive federal financial aid must "earn" the aid they receive by staying enrolled in classes. The amount of federal financial aid assistance the student earns is on a pro-rated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded.

Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid programs. Regulations require schools to perform calculations within 30 days from the date the school determines a student’s complete withdrawal. The school must return the funds within 45 days of the calculation. For example, if a student completes 30% of the payment period, they earn 30% of the aid they were originally scheduled to receive. This means 70% of the scheduled awards remain “unearned” and must be returned to the federal government. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any federal funds.

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long).
- The payment period is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester or term), the payment period only includes those days for the module(s) in which the student is registered.
- The percent unearned is equal to 100% minus the percent earned.

**For students enrolled in modules (part of term/ courses that do not run the entire length of the term):** A student is considered withdrawn if the student does not complete all of the days in the payment period that the student was scheduled to complete. Northwest State will track enrollment in each module (part of term) to determine if a student began enrollment in all scheduled courses. If a student officially drops courses in a later module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on a change in enrollment status may still be required.

### Steps in the Return of Title IV funds policy

Northwest State Community College will determine:

- A. The total amount of Title IV aid disbursed for the semester in which the student withdrew. A student’s Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student’s account on or before the date the student withdrew.
- B. The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.
- C. Will calculate the percentage of Title IV aid earned as follows: the number of calendar days completed divided by the total number of calendar days in the semester in which the student withdrew. The total number of calendar days in a semester shall exclude any scheduled breaks of more than 5 days. **Days Attended ÷ Days in Enrollment Period = Percentage Completed**
- D. If the calculated percentage completed exceeds 60%, then the student has “earned” all the Title IV aid for the enrollment period.
- E. Northwest State will calculate the amount of Title IV aid earned as follows: The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew. **Total Aid Disbursed × Percentage Completed = Earned Aid**

#### F. Amount of Title IV aid to be disbursed or returned

- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
- **Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned**
- If the aid already disbursed is less than the earned aid, then Northwest State will calculate a post-withdrawal disbursement.

### Post-Withdrawal Disbursement

Students may be eligible for a post-withdrawal disbursement if they have accepted aid that had not yet disbursed at the time of withdrawal. NSCC will notify the student within 30 days of the date of determination of any amount of a post-withdrawal disbursement. The school is permitted to credit the student's account with the post-withdrawal disbursement of Title IV grant funds without the student's permission for current charges for tuition and fees up to the amount of outstanding charges. The school must notify the student (or parent in cases of a Direct Parent PLUS loan), in writing prior to making any post-withdrawal disbursement of loan funds. If the student (or parent in cases of a Direct Parent PLUS loan) wishes to accept the loan funds, he/she must complete the Loan Request form and return it to the financial aid office. Once the school has received confirmation from the student (or parent in cases of a Direct Parent PLUS loan) that he or she wants to receive the post withdrawal disbursement of loan funds, a school must make the post withdrawal disbursement of Title IV loan proceeds as soon as possible but no later than 180 days after the date of the school's determination that the student withdrew.

### Types of Withdrawals

For financial aid purposes there are two types of withdrawals: Official and Unofficial.

**Official** – an official withdrawal from Northwest State by the student. For the policy and procedure of Official Withdrawals review the NSCC College Catalog, Academic Policies section. Contact the Registrar's Office for more information.

**Unofficial** – federal financial aid regulations consider a student to be an unofficial withdrawal if the student receives all F, U (failure) grades or a combination of all F, U, and W (withdraw) grades for the term.

### Determination of the Withdrawal Date

The withdrawal date used in the return calculation of a student's federal financial aid is the actual date indicated on the official drop form. If a student stops attending classes without notifying Northwest State, the withdrawal date will be the midpoint of the semester or the last date of academic activity as reported by the NSCC course instructor.

### Withdrawing prior to completing 60% of a term

Unless a student completes 60% of the term in which federal aid was disbursed, the student will be required to return all or part of the financial aid disbursed in the term. This applies to students who have officially or unofficially withdrawn.

### When a student fails to begin attendance

If a student receives financial aid, but never attends classes, NSCC will return all disbursed funds to the respective federal aid programs. If the student owes money to NSCC resulting from the return of federal funds, the student will be billed by the Business Office. If the student does not pay the funds due to the



college, a business hold is placed on the student's account. This means he/she will not be permitted to register for classes or receive transcripts until the balance is paid in full.

### **Students who do not receive an earned grade in a term**

Financial aid is awarded under the assumption that the student will attend Northwest State for the entire term for which federal assistance was disbursed. Northwest State is required to have a procedure for determining whether a Title IV recipient who began attendance during a period completed the period or should be treated as a withdrawal. Students who attended the entire length of the course but failed to meet the academic requirements of the course at the end of the term are awarded a grade of F or U. Students who started a course but stopped attending class at some point and was given a grade of an F(failure), U(unsatisfactory), or W(withdrawal) are considered an "unofficial" withdrawal, and will be reviewed to determine that last date of an academically related activity or the midpoint of the semester.

### **Repayment calculation process:**

Once grades are posted for the student who receives a combination of either all F, U or W grades, Northwest State will return all unearned aid back to the federal aid programs and the student's billing account will be charged. The Business Office will mail a bill to the student's permanent address. The student is responsible for any balance due.

### **Definition of an academic related activity**

Examples of Northwest State academic-related activities include but are not limited to physically attending a class where there is an opportunity for direct interaction between the instructor and students.

#### *Proof of participation:*

- Exams or quizzes
- Tutorials
- Computer-assisted instruction
- Submission of an academic assignment, paper or project
- Participating in online discussion about academic matters



### **Repayment of Federal Aid Programs**

Federal regulations require that the following aid programs be subject to the repayment calculation if the student did not attend through 60% of the term in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct PLUS (Parent) Loan
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant (SEOG)

### **Overpayment of Federal Grant Funds**

Federal regulations provide that 50% of the unearned amount of all federal grants is protected by the federal calculation. Any federal grant money subject to repayment is returned by Northwest State Community College and that amount will be billed to the student's billing account as a debt to the college.

## Additional loan information to consider when withdrawing

When a student is enrolled less than part-time, the grace period begins. The student's grace period for loan repayments for Federal Direct Unsubsidized and Subsidized Loans will begin on the day of the withdrawal from the school. If the student is not enrolled part-time for more than 6 months, the loans will go into repayment. The student must contact the U.S. Department of Education or his/her lender(s) to make payment arrangements. Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note. The student should contact the lender if he/she has questions regarding their grace period or repayment status.

## Repayment of unearned funds and consequences

Unearned funds are paid to the U.S. Department of Education by Northwest State Community College on the student's behalf. The school will return the funds within 45 days from the Date of Determination. If the student owes any money to the college resulting from the return of unearned federal financial aid, the student will be billed by NSCC. If the student does not pay the funds, a business hold is placed on the student's account. This means he/she will not be permitted to register for classes or receive transcripts until the balance is paid.

## School and Student responsibilities in regard to the Return of Title IV policy & process

*Northwest State Community College's responsibilities:*

- Provide each student with the information given in this policy
- Identify students affected by this policy and complete the R2T4 calculation
- Inform the student of the result of the R2T4 calculation and any balance owed to the college as a result of a required return of funds
- Return funds to the U.S. Department of Education within 45 days from the Date of Determination
- Return any unearned Title IV aid that is due to the Title IV programs and, if applicable, notify the borrower's holder of federal loan funds of the student's withdrawal date
- Notify the student and/or PLUS borrower of eligibility for a Post-Withdraw Disbursement, if applicable

*Student's responsibilities*

- Becoming familiar with the R2T4 policy and how withdrawing from all courses effects eligibility for Title IV aid
- Resolve any outstanding balance owed to Northwest State Community College
- Resolve any repayment to the U.S. Department of Education as a result of an overpayment of Title IV grant funds

## How a withdrawal affects future financial aid eligibility

Refer to the Northwest State Community College Satisfactory Academic Progress Policy to determine how a withdrawal will impact future financial aid eligibility.

*Note: The procedures and policies listed above are subject to change without advance notice based on changes to federal laws, federal regulations, or school policies. If changes are made, students must abide by the most current policy. For further guidance on Return of Title IV policies and procedures please contact the Northwest State Community College Financial Aid Office.*

## REFERRAL OF OVERPAYMENTS

If the school discovers during the verification or Return of Title IV process that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If

this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U.S. Department of Education for collection. Such applicants will be ineligible for future Federal Aid funds.

## FRAUD POLICY

Northwest State Community College has established guidelines for the prevention, identification of and response to identification of identity theft and financial aid fraud.

### What is Identity Theft and Financial Aid Fraud?

#### Identity Theft

Individuals who use personally identifying information of other people to apply for admission to college, receive financial aid and then enroll in classes are committing identity theft. Often, the victimized student is not aware that they have been enrolled in classes, and the financial aid funds in their name are sent to the individual who is perpetrating the fraud. This frequently results in the victimized student being left with unpaid debt at the institution and with the U.S. Department of Education due to student loans that were obtained in their name.

#### Financial Aid Fraud

Students and potential students who enroll in classes and accept financial aid based on enrollment with no intent to complete classes may be considered perpetrators of financial aid fraud. The student's tuition and fees are usually paid by financial aid funds, and the student receives a refund of financial aid funds in excess of those costs.

Students, parents, spouses, college staff and all others are responsible for accurately portraying information submitted on the FAFSA, and in all supporting documents to the financial aid application process. Such documents include, but are not limited to, the FAFSA, verification forms, time sheets, signature pages, appeal applications, correspondence, etc. Falsification of financial aid documents is an extremely serious offense. Students and others who fraudulently complete financial aid documents will be subject to disciplinary action, which may include loss of eligibility for all financial assistance, termination from all College employment programs, and referral to the U.S. Department of Education for criminal prosecution.

### Response to Financial Aid Fraud or Identify Theft

When a Northwest State Community College student is identified as being a potential victim of identity theft or involved in financial aid fraud, their account at the college is placed on hold. This hold prevents students from registering and prevents their financial aid from disbursing to their student account. Financial aid funds for the current semester may also be revoked pending resolution. The hold will remain in place until the student has provided all documents that Northwest State may request. Northwest State reserves the right to leave the hold in place until those documents are provided by the student **in person** to the Director of Financial Aid or designee. The student may be asked questions particular to their status in order to positively determine their identity and intent as a student at Northwest State. The student may also be asked to submit additional documentation in order to clarify their student as a student. Additional documentation may include, but not be limited to:

- Unexpired State Issued Photo ID
- Proof of residency at the address listed on the student's college records
- Social Security Card
- Birth Certificate
- Official High School Transcript or GED from the issuing entity

- Official transcripts from other institutions of higher education that the student has previously attended

When the College has credible information that suggests that an individual has engaged in fraud or other criminal misconduct, the case will be reported to the Regional Office of the Inspector General and, if applicable, the state or local law enforcement agencies as specified by the U.S. Department of Education under section 668.14(g) of the General Provisions Regulation.

In these instances, the College will leave the student account hold in place until instructed by the Department of Education that it is appropriate to lift the hold. Students identified to be involved in financial aid fraud will also be referred to the Vice President for Academics for possible disciplinary action up to and including expulsion from the College. All monies paid to the student that are determined to have been the result of fraud will be immediately due to the College. If not repaid, this debt will be referred to a collection agency for collection and legal action, and may also be referred to the U.S. Department of Education. Debts that are referred to a collection agency are subject to fees for the costs associated with collecting the debt, including attorney fees and court costs.

Any fraud that the College refers to the Department of Education may result in criminal prosecution. Criminal prosecution may result in a fine of up to \$20,000, imprisonment for up to five years, or both.

Students who are victims of identity theft and/or financial aid fraud are urged to file a police report and seek assistance from appropriate authorities outside of the college. This may include contacting credit bureaus and your banking institution.

## **UNUSUAL ENROLLMENT HISTORY VERIFICATION**

The U.S. Department of Education has established new regulations to prevent fraud and abuse in the Federal Student Aid Program. They have done this by identifying financial aid students with an unusual enrollment history. If a student has received federal financial aid while attending multiple institutions during the last four academic years, the student may be flagged for unusual enrollment history (UEH). While most students have legitimate reasons for unusual enrollment histories, other students enroll in school just long enough to receive cash refunds of federal student aid. These students will often leave school, after receiving their financial aid refund, and repeat the process again by enrolling at another school.

Students with unusual enrollment histories will be flagged by the central processor on their Student Aid Report (SAR) as having either a possible or questionable enrollment pattern. Once identified as having a UEH flag, the Financial Aid Office is required to review the student's enrollment information and determine if academic credit was earned during the last four award years. Students with UEH flags will be required to provide the Financial Aid Office with their official signed academic transcripts from each college from which financial aid was received in the past four award years. As part of the review process, the Financial Aid Office has the authority to request missing official academic transcripts from the student. The Financial Aid Office is able to determine if academic records are missing by reviewing data from the National Student Loan Data System (NSLDS).

Students will be ineligible for financial aid until all required transcripts are received by the Financial Aid Office. Once all required transcripts are received, the Financial Aid Office will review the student's enrollment and financial aid records to determine if academic credit was earned. Records may be reviewed from previously attended schools.

- **Academic Credit Earned** – if the institution determines that the student earned any academic credit at each of the previously attended institutions during relevant award years, no further action is required unless the institution has other reasons to believe that the student is one who enrolls just to receive the credit balance. In such instances, the institution must require the student to provide additional documentation as outlined below. Academic Credit is considered to have been earned if the academic records show that student completed any credit hours or clock hours.
- **Academic Credit Not Earned** – if the student did not earn academic credit at a previously attended institution and, if applicable, at the institution performing the review, the institution must obtain documentation from the student explaining why the student failed to earn academic credit. The institution must determine whether the documentation supports (1) the reasons given by the student for the student's failure to earn academic credit; and (2) that the student did not enroll only to receive credit balance funds.

Reasons could include illness, family emergency, change in students living arrangement, and military obligations. The institution should, to the extent possible, obtain third party documentation to support the student's claim. The financial aid administrator may choose to require the student to establish an academic plan, similar to the type of plan used to resolve satisfactory academic progress appeals.

If the student did not earn academic credit at one or more of the relevant institutions and does not provide acceptable explanation and documentation for each of those failures, the institution must deny the student any additional title IV program assistance.

If the institution denies a student continued Title IV program assistance, it must provide the student with information as to how the student may subsequently regain title IV program eligibility. Since the basis for the denial is the student's academic performance, it is expected that successful completion of academic credit would form the basis for the student's subsequent request for renewal of title IV eligibility. This could include meeting the requirements of an academic plan that the institution established with the student.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

Section 99.7 of the Family Educational Rights and Privacy Act (FERPA) requires students be informed of their rights under the FERPA regulations. Student rights include the following:

1. The right to inspect and review their education records.
2. The right to request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that the Act and regulations in this part authorize disclosure without consent such as University officials with legitimate educational interest.
4. The right to file with the U.S. Department of Education a complaint under Sections 99.63 and 99.64 concerning alleged failures by the University to comply with the regulations of the Act. The office that administers FERPA is:

Family Policy Compliance Office,  
U.S. Department of Education,  
400 Maryland Ave., SW  
Washington, D.C. 20202-8520

### Authorization to Release Financial Information

The Family Educational Rights and Privacy Act of 1974 is designed to protect the privacy of a student's educational records. These confidential records include financial aid, scholarship, billing/account information, and will not be released without written consent from the student.

A student may complete the Authorization to Release Financial Information form to grant the Business Office and Financial Aid Office to discuss account information with a designated person. Account information may include:

- Financial aid and scholarship records, including processing and eligibility status as well as award types and amounts. This information will not include specific parental income or asset information.
- Student account and statements, including credits and debits posted to that account and any refund amounts that the student may have received.
- Any other unpaid bills that are owed to the College.

The student must appear in person to the Financial Aid or Business Office and present an unexpired state-issued photo ID. The authorization will remain in effect until revoked in writing by the student.

### Directory Information

The following has been identified as Directory Information and may be released without the student's written consent:

- Student name
- Student address \*\*
- Email Address \*\*
- Major field of study
- Dates of attendance
- Degree and awards received
- Enrollment Status
- Honors (e.g., Dean's List)

\*\* For legitimate educational purposes only.

*Note: Northwest State Community College reserves the right to exercise its discretion to limit disclosure of directory information "to specific parties, for specific purposes, or both."*

Under FERPA a student may request that directory information cannot be released. In doing so directory information required for instances including but not limited to classroom administration and Internal Revenue Service remain exempt. Northwest State does not assume any responsibility for contacting a student for ongoing permission to release directory information and does not assume liability for honoring a student's request to restrict disclosure of directory information. Please contact the Registrar's Office at [registrar@northweststate.edu](mailto:registrar@northweststate.edu) for more information on restricting directory information.

As a part of FERPA policy, Northwest State defines a College official as: members of the College in an administrative, supervisory, academic, research, or support position or a person employed by (or under contract to) the College to perform a special task, such as an agent, attorney, or auditor.

A College official has a legitimate interest if the official has the need to know within the limitations typically required to fulfill his or her official responsibilities or by a contract agreement related to a student's educational experience.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures of directory information, and disclosures to the student, 99.32 of FERPA regulations require Northwest State to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

1. The disclosure is to other school officials, including teachers, within the institution whom the institution has determined to have a legitimate educational interest.
2. The disclosure is to officials of another institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment transfer.
3. The disclosure is to authorized representatives of federal, state, or local educational authorities.
4. Disclosure is to the student.
5. In connection with the student's request for receipt of financial aid.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of the College.
8. To accrediting organizations to carry out their functions.
9. To the student's parents if they claim the student as a dependent for income tax purposes.
10. To comply with a judicial order or lawfully issued subpoena.

*Note: The College will make a reasonable effort to notify the student or a designate of the order or subpoena in advance of compliance.*

11. To appropriate parties in a health or safety emergency.
12. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. [99.31 9(a)(13)]
13. To the general public, the final results of a disciplinary proceeding, subject to the requirements of 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (99.31 (a)(14))
14. To parents of a student regarding the student's violation of any federal, state or local law, or any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. [99.31 (a)(15)]
15. Information the school has designated as "directory information" under 99.37. [99.31 (a)(11)]

## Inspection and Review of Educational Records

A student may inspect and review their education records upon request to the appropriate record custodian.

A student may submit a written request which identifies as precisely as possible the record or records they wish to inspect to the record custodian or an appropriate College staff person. The record keeper or an appropriate College staff member will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When records contain information about more than one student, the requesting student may inspect and review only the records which relate to them. Northwest State reserves the right to refuse to permit a student to inspect the following:

- The financial statement of their parents.
- Letters and statements of recommendation for which the student has waived their right of access, or which were placed in file before January 1, 1975.
- Records connected with an application to attend Northwest State if that application was denied.
- Those records which are excluded from the FERPA definition of education records.

Northwest State reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- The student has an unpaid financial obligation to the College.
- There is an unresolved disciplinary action against the student.

## 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 ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Third party records are not open to challenge.
2. A student may request, in writing, an opportunity for a hearing to challenge the content of his/her College record.
  - a. Request should be made to the President or President's designee(s).
  - b. A request must:
    - i. Identify in specific terms the portion(s) of the record to be challenged.
    - ii. State the reason(s) for challenging the portion(s) of the record so identified.
    - iii. State the remedy sought; i.e., the correction or the information under challenge.

### **Hearing procedures:**

1. The hearing will be conducted by the President or designee(s) who will act as the hearing officer(s).
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(s) 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(s) 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.

### **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.

### Types, Locations, and Custodians of Education Records

<u>Type</u>	<u>Location</u>	<u>Custodian</u>
Admissions Records	Registrar’s Office	Registrar
Cumulative Academic Records	Registrar’s Office	Registrar
Financial Records	Business Office	Director of Business Office
Financial Aid Records	Financial Aid Office	Director of Financial Aid

### Amendment of Educational Records

You need to ask the appropriate College official (President or President’s designee) to amend a record. You should identify the part of the record you want amended and specify why you believe it is inaccurate, misleading, or in violation of your privacy or other rights. Please note this procedure excludes grades.

Northwest State may comply with the request or decide not to comply. If we decide not to comply, you will receive notification of the decision and advice on your right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of your rights. Upon request to the President or designee, the College will arrange for a hearing, and notify you, reasonably in advance, of the date, place, and time of the hearing.

The hearing will be conducted by a hearing officer (who is a neutral party). The hearing officer may be an official of the institution. You shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend your educational records. Northwest State will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the College decides the challenged information is not inaccurate, misleading, or in violation of your right of privacy, we will notify you that you have a right to submit a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision for placement in the record. The statement will be maintained as part of your education records as long as the contested portion is maintained. If Northwest State discloses the contested portion of the record, it must also disclose the statement. If Northwest State decides the information is inaccurate, misleading, or in violation of your right of privacy, we will amend the record and notify you in writing that the record has been amended.

# HEALTH AND SAFETY

The NSCC Campus Police Department makes every effort to provide a safe and secure environment that allows all members of the campus community an opportunity to achieve their educational goals. Personnel of the department are on duty during all hours that the campus is open.

The NSCC Campus Police Office offers a variety of services to students, staff, and guests while on campus. Services include: escorts to and from their vehicles, vehicle jump-starts, unlocks, and stop-bys. You can contact the Campus Police Department by calling 419-572-1773.

## Annual Campus Security Report

The campus security report statistics are compiled in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act. The Clery Act mandates the manner and format in which statistics are collected and published. Please visit: <https://northweststate.edu/campus-police> to access the Annual Security Report, or you can request a hard copy by visiting the NSCC Campus Police Department, located in the College Atrium.

## Campus Security, Campus Crime Statistics, and Clery Act Information

The Jeanne Clery Act requires colleges to disclose an annual report highlighting crime statistics for the previous three years, safety awareness programming, student conduct information, and other information on campus crimes and incidents. Northwest State is strongly committed to provide a safe and secure environment for the campus community. Please visit: <https://northweststate.edu/campus-police> to access the most current Jeanne Clery Act report.

The daily crime log <https://northweststate.edu/campus-police> is updated in compliance with the Clery Act in an effort to inform the campus community and general public. The log includes criminal occurrences that have happened on College-owned property or at a College-sponsored event. The items listed in the daily crime log are only those that have been reported to a local police agency or to an officer of the NSCC Campus Police Department.

Federal Law provides tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, working, or volunteering on campus. The Northwest State Community College Police, in compliance with the Campus Sex Crime Prevention Act, makes the following information available to the college campus community in order to afford those from the campus community with the opportunity to be aware of the condition of their community environment concerning known sex offenders. To access the Local Sex Offender Registry website, visit <https://northweststate.edu/campus-police>.

For more Campus Security information, please visit: <https://northweststate.edu/campus-police>.

## Timely Warning Policy

The Timely Warning is designed to give students, faculty and staff timely notification of a crime that constitutes a danger to the College community. Such information is a valuable tool in heightening safety awareness and obtaining information, which may lead to an arrest and conviction of a perpetrator. The College issues a Timely Warning when a crime is reported to the Campus Police Department or adjoining law enforcement agency and it is determined that such offense represents a threat to the safety of the College community. A Timely Warning will be issued as soon as the pertinent information is available; however, the release is subject to the availability of facts concerning the incident. An alert is distributed by the Rave Alert system and may also be posted on the Northwest State Community College web site. As the purpose of a Timely Warning is to alert the community of a crime or crimes that have occurred and offer the community advice and guidance on protecting itself, the College will withhold the names of victims as confidential when issuing the alert.

## Emergency Response and Evacuation Procedures

In the event of an on-campus emergency, Northwest State students and employees should contact the campus police office at 419-572-1773.

Weather related closings and delays will be communicated via the college website, Quick Alert system, and local Radio and Television stations.

The College Emergency Response Plan can be found at: <https://northweststate.edu/wp-content/uploads/files/NSCC-Emergency-Plan.pdf>.

## Fire Safety Report

Northwest State Community College does not have on-campus housing and is therefore not required to maintain a written fire log.

## Missing Student Policy

Northwest State Community College does not have on-campus housing and is therefore not required to have a missing student notification procedure included in our annual security report.

## Vaccinations Policy

Northwest State Community College does not have a vaccination policy in place to attend.

## 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.

## Substance Free Campus and Workplace

The Drug-Free Schools and Communities Act amendments of 1989 (PL 101-226) require that as a condition of receiving funds, or any other form of financial assistance under any federal program, Northwest State Community College must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Northwest State Community College is opposed to the misuse of lawful drugs, the possession and use of unlawful drugs and the abuse of alcohol.

At a minimum, an institution of higher education must annually distribute the following in writing to all students and employees:

- A written statement about its standards of conduct that prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A written description of legal sanctions imposed under Federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, and rehabilitation/re-entry programs that are available to students and employees; and
- A statement that the institution of higher education will impose disciplinary sanctions on students and employees for violations of the institution’s codes of conduct and a description of such sanctions.

## Standards of Conduct

### 3358:14-19-01 - Smoking and use of tobacco policy

Northwest State Community College adopted a smoke-free and tobacco-free policy which prohibits the use of smoke and tobacco products on college property owned or controlled by the college. This policy applies to all campuses, employees, students, visitors, and contractors on its property or as part of any of its activities. The policy is as follows:

- a) **The board of trustees recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the non-user and is, therefore, of concern to the board.**
- b) **For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, and other devices or process wherein the user ingests in a manner similar to cigar, cigarette, pipe, snuff (with or without tobacco and with or without nicotine), including but not limited to electronic cigarettes.**
- c) **In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the board cannot, even by indirection, condone the use of tobacco, the board prohibits the use to tobacco on the college campus and in the fleet vehicles at all times. Exceptions to this include personal vehicles and a designated area authorized by the campus.**

### 3358:14-3-21 - Drug-free Workplace

Northwest State Community College has adopted a Drug-Free Workplace policy which prohibits the unlawful drug related activities, which include but are not limited to: the possession, use, manufacture, distribution, and/or dispensation of a controlled substance on college-owned or college-controlled property. This policy applies to all campuses, employees, students, visitors, and contractors on its property or as part of any of its activities. The policy is as follows:

- a) **Northwest State Community College shall comply with the Drug-free Workplace Act of 1988 and the Drug-Free School and Community Act of 1989.**
- b) **Northwest State Community College shall maintain a drug and alcohol prevention plan.**

**Employees** – If any employee of the college engages in any activities prohibited by the Drug Free Workplace Act and the Drug-Free School and Community Act, that employee may be subject to disciplinary action by the college in accordance with college policy and the bargaining unit agreements, as applicable.

**Student** – If any student engages in any activities prohibited by the Drug Free Workplace Act and the Drug-Free School and Community Act, that student may undergo disciplinary or remedial action, expulsion, and/or referral for prosecution under local, state, or federal laws.

#### ***Student Code of 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.

This may include dismissing a student from a particular course, workshop, or learning event. As a result of disruptive or detrimental behavior, a student may be subject to additional discipline under this policy including, but is not limited to disciplinary probation, suspension, dismissal, expulsion, withholding of transcripts, or other appropriate action.

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

1. A class assignment;
2. Academic course requirements or any credit-bearing experiences, such as clinical experiences, externships, internships, field trips, study abroad, or student teaching;
3. Any activity supporting pursuit of a degree;
4. Activities sanctioned, sponsored, conducted, or authorized by the College or by registered student organizations;
5. Any activity that causes substantial destruction of property belonging to the College or members of the College community or causes serious harm to the health or safety of members of the College community; or
6. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

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.

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

A complete copy of the student code of conduct and procedural guidelines can be obtained from the Vice President for Academics.

### **Drug and Alcohol Health Risks**

The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs. This summary is not intended to be an exhaustive or final statement of all possible consequences to your health of substance abuse, but rather is intended to increase your awareness of the grave risks involved in this kind of behavior.

### *ALCOHOL*

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol may increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol may cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression or death. If combined with other depressants, dependency may occur. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and intellectual disabilities. In addition, research indicates that children of alcoholic parents are more at risk than other youngsters of becoming alcoholics.

### *NARCOTICS*

Narcotics are drugs that relieve pain, often induce sleep, and refer to opium, opium derivatives, and synthetic substitutes. Opioids and morphine derivatives can cause drowsiness, confusion, nausea, feelings of euphoria, respiratory complications, and relieve pain. These include: codeine, fentanyl and fentanyl analogs, heroin, morphine, opium, Oxycodone HCL, and hydrocodone bitartrate, acetaminophen.

### *STIMULANTS*

These drugs speed up the body's nervous system and create a feeling of energy. They are also called "uppers" because of their ability to make you feel very awake. Stimulants have the opposite effect of depressants. When the effects of a stimulant wear off, the user is typically left with feelings of sickness and a loss of energy. Constant use of such drugs can have very negative effects on the user. In order to prevent extreme negative side effects of these drugs and the impact they have on life; drug treatment centers are often recommended. Stimulants include: cocaine, methamphetamines, amphetamines, Ritalin, and Cylert.

### *DEPRESSANTS (Sedatives)*

Depressants slow down activity in the central nervous system of your body. These drugs are also called "downers" because they slow the body down and seem to give feelings of relaxation. Depressants are available as prescription drugs to relieve stress and anger, although drowsiness is often a side effect. The "relaxation" felt from these drugs is not a healthy feeling for the body to experience. To stop abuse of this drug, drug treatment is suggested. Depressants include: barbiturates, benzodiazepines, Flunitrazepam, GHB (Gamma-hydroxybutyrate), Methaqualone, alcohol, and tranquilizers.

### *HALLUCINOGENS*

When taking hallucinogens, switching emotions is frequent. These drugs change the mind and cause the appearance of things that are not really there. Hallucinogens affect the body's self-control, such as speech and movement, and often bring about hostility. Other negative side effects of these drugs include heart failure, increased heart rate, higher blood pressure, and changes in the body's hormones. Hallucinogens include: LSD (lysergic acid diethylamide), Mescaline, and Psilocybin.

### *CANNABINOIDS*

These drugs result in feelings of euphoria, cause confusion and memory problems, anxiety, a higher heart rate, as well as staggering and poor reaction time. Cannabinoids include hashish and marijuana.

## Preventing Abuse

### *Effectively deal with peer pressure*

The biggest reason individuals start using alcohol and drugs is because their friends utilize peer pressure. No one likes to be left out, and people find themselves doing things they normally wouldn't do, just to fit in. In these cases, you need to either find a better group of friends that won't pressure you into doing harmful things, or you need to find a good way to say no. Prepare a good excuse or plan ahead of time to keep from giving into tempting situations.

### *Deal with life pressure*

People today are overworked and overwhelmed, and often feel like a good break or a reward is deserved. But in the end, alcohol and drugs only make life more stressful; and many all too often fail to recognize this in the moment. To prevent using alcohol and drugs as a reward, find other ways to handle stress and unwind. Take up exercising, read a good book, volunteer with the needy, and/or create something. Anything positive and relaxing helps take the mind off using alcohol and drugs to relieve stress.

### *Seek help for mental illness*

Mental illness and substance abuse often go hand-in-hand. Those with a mental illness may turn to alcohol and drugs as a way to ease the pain. Those suffering from some form of mental illness, such as anxiety, depression, or post-traumatic stress disorder should seek the help of a trained professional for treatment before it leads to substance abuse.

### *Examine the risk factors*

If you're aware of the biological, environmental, and physical risk factors you possess, you're more likely to overcome them. A history of substance abuse in the family, living in a social setting that glorifies alcohol and drug abuse and/or family life that model's alcohol and drug abuse can be risk factors.

### *Keep a well-balanced life*

People take up alcohol and drugs when something in their life is not working, or when they're unhappy about their lives or where their lives are going. Look at life's big picture, and have priorities in order.

## Drug and Alcohol Counseling or Rehabilitation Services

The Campus Counseling Center is available for students that need help with:

- Depression
- Home/work/school related anxiety and stress
- Relationship problems
- Alcohol and drug abuse
- Sexual abuse or rape
- Sexual issues
- Life Issues

**Help is just a text away! Text NSCHELP to 419-591-6487!** Available 24/7. No charge.

If it is determined that a student needs resources beyond what the Campus Counseling Center can provide, staff will assist students with locating appropriate off campus resources. The following resources represent examples of some of the external partners that are located in our service area:

[Arrowhead Behavioral Health Alcohol Detox Treatment Program](#)

[Defiance Inpatient Drug and Alcohol Rehab Facilities](#)

[Recovery.org](#)

[Recovery Services of Northwest Ohio](#)



## **Federal and State Law**

### *Legal Sanctions*

Legal sanctions that are in violation of local, state, or federal law can include probation, fines, driver's license suspension, participation in substance abuse programs, community service hours, ineligibility to possess a firearm, potential ineligibility to receive federal benefits such as student loans and grants, and/or incarceration. Please refer to the links provided in this section for any updates to this information. Any legislative updates or revisions to these statutory or regulatory legal sanctions are outside of the College's control.

### *Federal law*

Federal law provides strict penalties for violation of federal drug laws. Certain federal laws may apply to unlawful manufacture, possession, and trafficking of alcohol as well. Penalties range from fines to prison terms. To view the most up-to-date offenses and penalties, visit the U.S. Department of Justice Drug Enforcement Administration website: <https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>.

### *State and local law*

State law and local law also provide penalties for violations of laws relating to the unlawful manufacture, sale, use, or possession of controlled (and/or imitation of) controlled substances and alcohol. In addition, states and localities have laws relating to underage drinking, driving while intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to prison terms, depending on the violation and past criminal history of the individual.

### **Ohio law:**

Chapter 2925: Drug Offenses <http://codes.ohio.gov/orc/2925>

Chapter 3719: Controlled Substances <http://codes.ohio.gov/orc/3719>

Chapter 4301 Liquor Control Laws <http://codes.ohio.gov/orc/4301>

### *Drug Convictions and Student Financial Aid Eligibility*

Under federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Student (Financial) Aid, lose eligibility for that aid. Federal Student Aid includes grants, loans, and work assistance otherwise provided to eligible college students under Title IV of the Higher Education Act. The period of non-eligibility begins on the date of the conviction and remains in effect until the student has met certain rehabilitation requirements.

The prohibition on federal aid applies to any student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance as defined by Section 102(6) of the Controlled Substances Act [21 U.S.C. § 802(6)]. Laws regulating distilled spirits, wine, and malt beverages are not included within the definition of "controlled substance." For additional information regarding suspension of eligibility for financial aid drug-related offenses can be found at:

<https://studentaid.ed.gov/sa/eligibility/criminal-convictions#drug-convictions>

Other financial aid programs, including certain state programs, may also limit eligibility for students convicted of a drug offense.

## **Annual Notification of the Drug and Alcohol Prevention Plan and Biennial Review**

### **A) Employee Notification**

Notification of the information contained in the Drug and Alcohol Prevention Plan will be distributed on at least an annual basis to all employees of the college via email on or before July 1<sup>st</sup>. The Drug and Alcohol Prevention Plan will also be readily available for all employees by contacting the Human Resources Office. The notification is also provided to all employees upon hire via the new hire employment paperwork.

**B) *Student Notification***

Notification of the information contained in the Drug and Alcohol Prevention Plan will be distributed on at least an annual basis to all students via email on or before July 1<sup>st</sup>. The notification is provided to students who enroll after the annual distribution, via the College's Consumer Information Handbook. The Drug and Alcohol Prevention Plan will also be readily available for all employees by contacting the Vice President of Academics Office.

**C) *Biennial Review***

Northwest State Community College conducts a biennial review of the Drug and Alcohol Prevention Plan in all even years. The review is conducted to determine its effectiveness and implement changes to the program if they are needed and to ensure that the disciplinary sanctions are consistently enforced. The review is certified by the President and includes the results of the review, a description of the methods and analysis tools that were used to conduct the review, and a list of the responsible departments who conduct the review. Any interested party may request a hard copy of the Biennial Review by contacting the Vice President of Academics.

**D) *Oversight Responsibility***

The Campus Security Department and the Vice President of Academics shall have main oversight responsibility of the Drug and Alcohol Prevention Plan including, but not limited to: updates, coordination of information required in the prevention plan, coordination of the annual notification to employees and students, and the biennial review.

## Policy Prohibiting Harassment and Discrimination

### PURPOSE OF THE POLICY

Northwest State Community College (herein “NSCC” or “the College”) is committed to providing an academic and work environment that respects the dignity of individuals and groups. As such, the College prohibits any form of discrimination or harassment. This policy and the respective accompanying procedures are intended to cover discrimination and harassment based on a protected class. Protected classes for purposes of this policy are age, ancestry, color, disability, familial status, gender, gender identity or expression, genetic information (GINA), military or veteran status, national origin, race, religion, sex, and sexual orientation, or any other bases under the law. Through this and related policies, the College acknowledges and complies with its duties under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, the Pregnancy Discrimination Act, and relevant state and local laws, by setting forth comprehensive frameworks for receiving, processing, investigating, and resolving complaints.

To foster a climate of respect and security on campus as it relates to preventing and responding to acts of protected class harassment and/or discrimination (herein “Prohibited Conduct”), this policy (and respective resolution procedures) serve to demonstrate the College’s commitment to:

- Identifying the forms of Prohibited Conduct that violate this policy;
- Disseminating clear policies and procedures for responding to Prohibited Conduct reported to the College;
- Developing a campaign for delivering primary prevention and awareness programs and ongoing training and education programs to students and employees so they may identify what behavior constitutes Sexual Misconduct, as defined in this policy; understand how to report Prohibited Conduct; recognize warning signs of potentially abusive behavior and ways to reduce risks; and learn about safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual misconduct in compliance with the Clery Act as amended by the 2013 Reauthorization of the Violence Against Women Act;
- Engaging in investigative inquiry and resolution of reports that support the due process rights of both parties and are adequate, reliable, impartial, prompt, fair, and equitable;
- Supporting Complainants and Respondents and holding persons accountable for established violations of this Policy; and
- Providing a written explanation of rights and options, including information on supportive measures, available to any student or employee who reports that they have been the victim of sexual harassment, sexual assault, dating violence, domestic violence and/or stalking, regardless of when, where, or in what context the misconduct is reported to have occurred in compliance with the Clery Act as amended by the 2013 Reauthorization of the Violence Against Women Act.

In addition, this policy:

1. Identifies the places and persons to whom Prohibited Conduct may be reported, including the College’s Title IX Coordinator and Deputy Title IX Coordinators for instances of Sexual Misconduct, and describes their roles in compliance with Title IX and the Clery Act, to include VAWA.
2. Identifies how students and employees can report Prohibited Conduct to the College confidentially and what resources are available both on and off campus to aid them, including employees’ and students’ rights to notify campus and local law enforcement, be assisted in that notification, and their right also

to decline to notify such authorities.

3. Provides information regarding where to find procedures that speak to how reports are assessed, investigated, and resolved.
4. Provides the College with a means to take all reasonable steps to identify Prohibited Conduct as identified in this policy, prevent recurrence, and to correct its discriminatory effects on the Complainant and others, if appropriate.

This policy supersedes any conflicting information contained in other College policies with respect to the definitions or procedures relating to conduct prohibited by this policy.

## **JURISDICTION**

This policy applies to students, as defined in the Student Code of Conduct (“Students”); College employees, including but not limited to all full-time and part-time faculty, and College staff; and third parties including contractors, vendors, visitors, guests or other third parties (Third Parties”). This policy pertains to acts of Prohibited Conduct that may be based on a protected class committed by or against students, employees and third parties when:

1. the conduct occurs on College property or other property owned or controlled by the College;
2. the conduct occurs in the context of a College employment or education program or activity, including, but not limited to, College satellite locations, on-line learning environments, or within internship programs; or
3. the conduct occurs in locations, events and/or under circumstances where a school exercises a substantial control over the context of the alleged harassment and the person accused of committing sexual harassment (on and off campus);
4. the conduct occurs in any building owned or controlled by a student organization that is officially recognized, no matter where the building sits (within the US.).

In addition to the investigation and sanctioning processes that are set out in this policy, members of the College community may also be subject to review of the same conduct for 1) violation of professional standards related to an academic program; 2) conduct standards associated with Athletics; 3) conduct standards associated with recognized student organizations; 5) eligibility to participate in other College sponsored programs.

Harassment and/or discrimination against a person based on a protected class is a violation of College policy and is illegal. For purposes of this policy, the following definitions apply to complaints of harassment or discrimination related to age, ancestry, color, disability, familial status, gender, genetic information (GINA), military or veteran status, national origin, race, religion, sex, sexual orientation, or any other bases under the law.

Terms used in this policy are defined below.

## **DEFINITIONS OF PROTECTED CLASS HARASSMENT/DISCRIMINATION**

*NOTE: The definitions in this policy may differ from those used in the civil or criminal laws of the State of Ohio. In some cases, the definitions include behaviors that, while not torts or crimes under Ohio law, still violate the College’s standards of conduct for faculty, staff, and students. In addition, certain conduct may be punishable under Ohio or federal criminal statutes, civil law, and College policy. These processes are separate and distinct from one another, however, but can run concurrently.*

The person complaining of Prohibited Conduct is called the “Complainant,” and the person alleged to have engaged in Prohibited Conduct is called the “Respondent.”

The below terms relate to all forms of protected classes EXCEPT sex. Discrimination and Harassment based on sex are defined on page 6 of this document.

**Discrimination** – occurs when an adverse employment or academic action is taken and is based upon a protected class. Discrimination may occur in several forms, such as:

- **Disparate Treatment** – when a person, or a group of people are treated less favorably than another person or group of people on the basis of a protected class.
- **Disparate Impact** – when a college policy, practice or decision is based on neutral factors that have an adverse impact on a protected class.
- **Harassment** – (1) Unwelcome, protected class-based physical non-verbal or verbal conduct that (2) is sufficiently severe, persistent or pervasive that (3) it unreasonably interferes with, denies, or limits an individual's ability to participate in or benefit from the College's education and employment programs and activities; and (4) is based on power differentials (quid pro quo) or the creation of a hostile environment.
- **Hostile Work Environment** – occurs when the conduct at issue is sufficiently severe or pervasive that it creates an intimidating, abusive or offensive environment regarding employment or academic decisions for a person in a protected class. A single instance of discrimination may be sufficient to create a hostile work environment.

**Examples of discrimination/harassment include, but are not limited to the following:**

Conduct that explicitly or implicitly affects an individual's or group's employment or academic achievement; unreasonably interferes with an individual's work performance or learning ability; and/or creates an intimidating, hostile or offensive work, or academic environment when that person belongs to a protected class;

Verbal behaviors or comments, slurs, jokes, recordings, videos, music and personal references or use of negative terms used to identify someone in a protected class;

Non-verbal, offensive, graphic communication (i.e. obscene hand or finger gestures), bullying, demeaning, insulting, intimidating, or suggestive written material, email, posters, graffiti, cartoons, other electronically transmitted messages or use of social media which are directed at someone because of a protected class;

Any other conduct that has the effect of creating an intimidating, hostile, offensive work environment, or unreasonably interferes with a person's work or academic environment based on a protected class.

\*Of note, the harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee. The victim does not have to be the person harassed but can be anyone affected by the offensive conduct. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

## **DEFINITIONS OF HARASSMENT/DISCRIMINATION SPECIFIC TO SEX-BASED CLAIMS**

**Sexual misconduct** is a broad term used by the College to identify a number of forms of harassment/discrimination based on sex. Sexual misconduct includes the following offenses: sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking as well as other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Schools must respond to acts of sexual misconduct when such misconduct occurs in the school's education program or activity, against a person in the United States. Education program or activity includes locations,

events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the institution.

**Sexual harassment, for purposes of Title IX, means conduct on the basis of sex, that satisfies one of the following:**

- i. **A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or**
- ii. **Unwelcome conduct that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or**
- iii. **Sexual Assault (as defined by the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).**

**Examples of behavior that could constitute sexual harassment include the following:**

- Repeatedly calling someone by a sexually oriented or demeaning name.
- Giving someone unwanted gifts of a sexual nature.
- Telling or implying to a subordinate that they will not receive a promotion, time off, or other work-related benefit unless they engage in sexual contact with their boss/supervisor;
- Displaying sexually suggestive materials or sending notes, email, or jokes to a person that are sexually explicit.
- Touching someone sexually without their consent.
- Massaging someone without permission.
- Brushing up against someone repeatedly.
- Continuously asking out a person who has already said they are not interested.
- Exposing your private parts to another person.
- Nonverbal conduct of a sexual nature.

**Sexual assault** is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**At the College, sexual assault** includes:

- **Non-consensual sexual contact (or attempts to commit)** defined as any intentional sexual touching with any object(s) or body part that is without consent and/or by force.
- **Sexual contact** is defined as kissing or touching other's intimate parts. Intimate parts include but are not limited to a person's groin, buttocks, mouth or breasts.
- **Non-consensual sexual penetration (or attempts to commit)** defined as penetration, no matter how slight, of a person's vagina, anus or mouth with any object(s) or body part that is without consent and/or by force.
- **Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.**
- **Statutory rape is sexual intercourse with a person who is under the statutory age of consent.**

## Consent Defined

In order for individuals to engage in sexual activity of any type with each other, there must be consent prior to and during sexual activity. Consent is defined as clear, knowing, voluntary, freely, actively given, and legally permissible, mutually understandable words or actions which indicate a willingness to participate in a mutually agreed upon, specific sexual act. To obtain consent, a clear, "yes," verbal or otherwise, is necessary. Consent cannot be inferred from the absence of a "no." Non-verbal consent is not as clear as talking about what an individual wants or does not want sexually. The absence of "no" does not equal a "yes."

## What constitutes lack of consent?

Consent cannot be inferred through silence or lack of resistance. Consent to one activity does not constitute consent to other sexual acts. Past sexual activity does not constitute consent for future acts. If at any time consent is uncertain, the initiating party should stop and obtain verbal consent. Consent can be withdrawn at any time. The use of any force, display of force, coercion, or intimidation negates consent.

Individuals who are incapacitated may not legally give consent to sexual activity. Incapacitation includes, but is not limited to, being highly intoxicated, passed out, or asleep. A person who is incapacitated for purposes of this policy is one who is not legally able to give consent because they are mentally or physically helpless. Mentally helpless is when a person suffers from a mental illness or a condition (like being passed out, asleep, or highly impaired) that renders them incapable of understanding the nature of their conduct. Physically helpless means a person has restriction of movement, either temporarily or permanently.

When incapacitation occurs due to alcohol or drug use, indicators of incapacitation may include the following:

- Slurred speech
- Bloodshot or unfocused eyes
- Unsteady gait; needing assistance to walk/stand
- Vomiting
- Outrageous or unusual behavior
- Concern expressed by others about the individual
- Expressed memory loss or disorientation

An individual may also be in a state known as a "blackout" where they are incapacitated and will likely have no memory of the sexual activity, but are up, and walking and talking. Therefore, it is of particular importance that any two people engaging in sexual activity know the other person's level of intoxication prior to beginning sexual contact. For purposes of the College's policy, the standard that shall be applied is whether or not a reasonable person would have known, based on the facts and circumstances presented at the time of the alleged conduct, that the other party was incapacitated and therefore, not capable legally of consenting. As the accused party, being under the influence of alcohol or drugs is never a defense to this policy and does not excuse sexual misconduct.

Also, a person under the statutory age of consent may not give consent to participate in sexual activity. Ohio's statutory rape law is violated when an adult person has consensual sexual intercourse with an individual under age 16 whom they are not married to. A close in age exemption exists allowing minors aged 13 and older to consent to a partner under age 18. This policy will mirror Ohio statutes regarding age of consent. Lack of knowledge of the age of one's sexual partner is not a defense to this policy.

**Examples of behaviors that may constitute sexual assault include the following:**

- Having sex with an unconscious or semi-conscious person.
- Having sex with someone who is asleep or passed out.
- Having sex with someone who has said “no.”
- Having sex with someone who is not reciprocating body movement.
- Allowing another person to have sex with your partner without his or her consent.
- Having someone perform sexual acts as a condition of acceptance into a fraternity or athletic organization, or any other organization affiliated with the College. This includes acts of penetration; penetration of the vagina, anus or mouth with any object; being made to facilitate the abuse of another; assisting with physically assaulting another’s private parts; or purchasing or providing alcohol or drugs to another for the purposes of facilitating a sexual assault (complicity).
- Having sex with a person who is vomiting, unable to stand without assistance, or has had to be carried to bed by a partner.
- Telling someone you will “out” them if they don’t engage in sex (disclose their sexual orientation without their consent).
- Telling someone you will fail them or give them a grade different from what they deserve if they don’t agree to have some form of sexual contact.
- Having sex with a person less than 16 years of age when you are an adult;
- Telling a subordinate that you will grade them differently on an evaluation, deny them an employment opportunity (like training, a promotion, etc.), deny leave, or impact their employment in some other negative way if they do not agree to have some form of sexual contact.

**Sexual exploitation** occurs when a person takes advantage of another without that individual’s consent for the initiator’s own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

**Examples of behaviors that may constitute sexual exploitation include the following:**

- Prostituting another.
- Allowing a third party to watch consensual sexual contact without the permission of both parties involved in the sex act or showing voluntarily recorded sexual activity to others without permission.
- Knowingly giving another a sexually transmitted infection (STI) or HIV.
- Allowing others to have sex with an incapacitated person.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or who has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Examples of behaviors that may constitute domestic violence include the following:**

- Hitting, punching, pinching, slapping, or choking someone or threatening violence against someone with whom the person is intimately involved.
- Violating a protective order.
- Harming a person’s animals or children while in a marital relationship.

**Dating Violence** means violence committed by a person—



- (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:
- (i) The length of the relationship.
  - (ii) The type of relationship.
  - (iii) The frequency of interaction between the persons involved in the relationship.

Dating violence includes the use or threat of physical force or restraint carried out with the intent of causing pain or injury to another within a dating relationship.

**Examples of behaviors that may constitute dating violence include the following:**

- Taking away a person’s cell phone during an argument so the person cannot call a friend or the police for help.
- Threatening to self-harm if another does not do what is said.

Threatening to physically assault someone if the person does not do what is said.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress.

**Examples of behavior that constitute stalking include:**

- Spreading lies about a person.
- Repeatedly communicating with or about a person who doesn’t wish to be communicated with.
- Follow a person or lying in wait for them.
- Sending unwanted gifts.

## REPORTING PROHIBITED CONDUCT

If you would like to make a report of harassment or discrimination based on age, ancestry, color, disability, familial status, genetic information (GINA), military or veteran status, national origin, race, or religion, contact Human Resources.,

If you would like to make a report of harassment or discrimination based on sex, i.e., any act defined as “sexual misconduct” in this policy, pregnancy discrimination, or any form of gender-based harassment, including sex-stereotyping, sexual orientation harassment or discrimination, contact the Title IX team below using the information provided in Appendix A.

## REPORTING SEX-BASED HARASSMENT OR DISCRIMINATION

### Title IX Coordinator and Deputy Title IX Coordinators

The College has designated the person listed in Appendix A as the Title IX Coordinator and as such is responsible for the oversight of this policy and any procedures related to it. The Title IX Coordinator is responsible for overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Coordinator’s responsibilities include oversight of a prompt, fair, equitable and independent investigation and resolution process for complaints of sexual misconduct at the College. The Title IX Coordinator also evaluates trends on campus by using information reported to them and makes recommendations for campus wide training and education programs. Deputy Title IX Coordinators are responsible for assisting the Title IX Coordinator in overseeing complaints under this

policy (based on the status of the accused individual), assigning a case for investigation, providing training and education, and may serve in the place of the Title IX Coordinator as required.

A “report” is made when the College knows or reasonably should know based on the statements of a Complainant that Prohibited Conduct is being alleged. Actual notice, which consists of direct statements from a Complainant of Prohibited Conduct, are desirable, although the College accepts verbal or written statements from any party who has knowledge of an incident occurring either on or off campus that has the potential to interfere with the educational mission of the College or creates a hostile environment on campus based on a protected status.

1. A Complainant may make a formal report and ask that the College take action pursuant to the Procedures to investigate and resolve the complaint.
2. A Complainant may make a formal report and ask that the College take no action. (See Request for Anonymity by a Complainant in the section below.)
3. A Complainant may make a formal report and ask for informal resolution be used to resolve the complaint. (See Use of Informal Resolution in the section below.)
4. A Complainant may disclose only to a confidential resource, in which case the Title IX Coordinator would not be notified of the complaint.

Some acts of Prohibited Conduct are criminal in nature. This includes any act of physical or sexual violence. If the Complainant would like to contact campus police and/or local authorities either of the following processes may be used:

- A complainant may choose NOT to have law enforcement contacted and no report filed BUT still may have a forensic evidence collection kit collected. (Note: The Complainant later may file a report and may cooperate with law enforcement with the goal of criminal charges being filed on their behalf.) Victims of sexual assault and acts of domestic violence, dating violence and stalking are encouraged to request and cooperate fully with an investigation so the possibility of filing criminal charges remains option, if they later chose to do so.
- A Complainant may file a report with law enforcement and ask that the investigation and charges be pursued immediately. While the prosecuting attorney is still the decision-maker in whether the perpetrator is charged criminally, the Complainant can cooperate and provide as much timely cooperation and information as may be possible.

**IMPORTANT:** Victims under the age of 18 that file a report with campus police will be deemed a child in need of services and the appropriate authorities will make a decision of whether to pursue charges. If you know of a child who is being abused, contact police. The Ohio Department of Job and Family Services has also launched 855-O-H-CHILD (855-642-4453), an automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county.

To the extent of the complainant’s cooperation and consent, College offices will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, including taking interim measures before the final outcome of an investigation.

The Deputy Title IX Coordinators work closely with the Title IX Coordinator to oversee all reports specific to Sexual Misconduct. Individual Deputies confer with the Title IX Coordinator but are empowered to oversee policy and procedure application in their specific areas based on the status of the accused party.

### **Request for Anonymity by a Complainant**

Where the Complainant requests that their identity not be shared with the Respondent or that the College not pursue an investigation, the College must balance this request with the College’s responsibility to provide a safe and non-discriminatory environment for all community members. NSCC, through HR or the

Title IX Coordinator (for sex-based complaints), will take all reasonable steps to investigate and respond to the complaint consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited by the request. Under these circumstances, the Complainant's request will be balanced against the following factors:

- The seriousness of the conduct;
- The respective ages and roles of the Complainant and Respondent;
- Whether there have been other reports of Prohibited Conduct under this policy involving the Respondent;
- Whether the circumstances suggest there is a risk of the Respondent committing additional acts of Prohibited Conduct;
- Whether the Respondent has a history of arrests or records indicating a history of violence;
- Whether the reported conduct was committed by multiple individuals;
- Whether the circumstances suggest there is a risk of future acts of Prohibited Conduct under similar circumstances;
- Whether the reported conduct was perpetrated with a weapon;
- Whether the College possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence); and,
- The Respondent's right to receive information if such information is maintained in an "education record" under FERPA.
- The right of the Respondent to be afforded due process, which would be denied if the Complainant's identity cannot be revealed or will not cooperate with an investigation.

**It is a violation of the College policy to retaliate against an individual bringing a complaint or providing information for an investigation.**

Education records are maintained in accordance to Family Educational Rights and Privacy Act of 1974 (FERPA). All documentation related to a student's complaint, investigation, and resolution are protected by FERPA. Non-identifying information may be shared with the Director of Public Safety/Chief of Police in order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A Complainant's name will never be published nor does the College house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. To request removal of directory information, employees should contact HR and students should contact the Registrar.

## **WHAT TO DO IF YOU HAVE EXPERIENCED PROHIBITED CONDUCT**

The College has procedures in place that serve to be sensitive to those who report Prohibited Conduct. If you experience harassment or discrimination based on a protected category, the College will provide access to resources that may be helpful to you.

Persons who report an act of sexual misconduct, including acts that could constitute sexual assault, domestic violence, dating violence, and/or stalking, are notified that the College is required by Federal law to provide written information informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a Complainant and Respondent, such as housing, academic, transportation and working accommodations, if reasonably available. Each Complainant is provided with written notice of their rights when reporting to the Title IX Coordinator, a Deputy Title IX Coordinator or the NSCC Police Department.

## WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL MISCONDUCT

After an incident of sexual assault and/or domestic violence, the victim should consider seeking medical attention as soon as possible at the closest emergency room. Victims who agree to have forensic evidence collection conducted as part of their care can locate hospitals with such emergency rooms in Appendix B of this policy or by calling the NSCC Campus Police Department or the Archbold (OH) Police Department. Contact information for both agencies is located at the rear of this policy.

In the State of Ohio, evidence may be collected even if you chose not to make a report to law enforcement.<sup>1</sup> It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs and/or other copies of documents, if they have any, that would be useful to College administrators/investigators or police. Although the College strongly encourages all members of its community to report acts of violence to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College Director of Public Safety/Chief of Police or the Title IX/Deputy Coordinators will assist any victim with notifying local police if they so desire. Information about how to contact local police may also be located at the rear of this policy under "Off Campus Resources."

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Director of Public Safety/Chief of Police or local law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

Anonymous reports are also accepted and should be directed to the Title IX Coordinator, but the supplier of the anonymous report should be mindful that failure to disclose identifying information about the accused party, the victim of the misconduct, or the facts and circumstances regarding the misconduct severely limits the College's ability to respond to, address, and remedy the effects of sexual misconduct. Anonymous reports that provide enough information to constitute a criminal offense will be reported to the Director of Public Safety/Chief of Police sans any identifying information regarding the Complainant for purposes of inclusion in the Annual Security Report and to assess for purposes of sending out a Timely Warning Notice as required by the Clery Act.

\*If you need help and are not sure if you'd like to report, contact the Ohio Sexual Violence Helpline at 844-OHIO-HELP. The Ohio Sexual Violence Hotline is a 24/7 confidential resource providing advocacy and support for survivors of sexual violence across Ohio. Staffed by trained advocates, the helpline provides:

- Confidential emotional support
- Crisis Response

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<sup>1</sup> Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

- Information about options and local resources available to survivors and co-survivors, or their friends and family.

A crucial component of the helpline’s advocacy efforts is to listen to and empower survivors with information and options throughout the healing process. The Ohio Sexual Violence Helpline aims to ensure that no matter where in Ohio a survivor is located, they will have 24-hour access to support and links to resources and options in their local community.

## **PROTECTION ORDERS AND COLLEGE ISSUED “NO CONTACT” DIRECTIVES**

### **No Contact Directives**

If the accused individual is a member of the College community, a no contact letter may be given to all parties involved by the College until the conclusion of the investigation. This will prohibit communication between the parties, including contact verbally, in writing, through technology or third parties. If you have been the victim of domestic or dating violence, stalking or sexual abuse, you may also want to consider obtaining an order of protection from the State of Ohio. Violations of institutional no contact orders will be handled as a separate violation of the Student Code of Conduct (or through HR for employees) and the College reserves the right to resolve those charges prior to the completion of the investigation into the Prohibited Conduct claim. The College encourages Complainants to contact law enforcement for violations of Ohio issued orders of protection.

### **Protection Orders**

NSCC complies with Ohio law by recognizing court orders that mandate protection from abuse. For example, any person who obtains an order of protection from Ohio or any state in the U.S. should provide a copy to Campus Police and the Office of the Title IX Coordinator. A Complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.

NSCC College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services through Ohio Courts or with the help of law enforcement. NSCC College can and does issue institutional “No Contact” directives to prevent contact between parties. Any Complainant may request an institutional order by contacting the Title IX Coordinator or Deputy Title IX Coordinator assigned to their case.

A Protection Order is granted by a Judge and orders the defendant to stay away from you. The defendant should not enter your home or approach you at your place of work or school. If the defendant violates the protection order, a new charge could be filed and the defendant could be arrested.

Although the Judge may grant the Protection Order, it does not guarantee your safety. It is important for you to be very careful and take steps to ensure your safety as much as possible. The College can assist you with creating a Safety Action Plan, which is a plan to provide for your safety while on campus. You may contact off campus service providers, including Lutheran Social Services 24-hour crisis hotline by dialing 614-224-HOME (4663) to find support in creating an off-campus safety plan, connecting with advocates, and even finding a support group.

The law (2919.27 and 3113.31 Ohio Revised Code) states that protection orders issued anywhere in the State of Ohio are enforceable throughout the state - if they are current and still valid. Comparable protection orders issued in other states may also be valid in Ohio.

## Are all Protection Orders the same?

**No.** There are four different kinds of protection orders in Ohio. Municipal (Criminal) court may issue a Domestic Violence Temporary Protection Order (DVTPO) or a Criminal Protection Order (CRPO) depending on the type of charge and your relationship to the defendant. Civil (Domestic) Court issues Civil Protection Orders (CPO) if you are a family or household member of the defendant. If you are being stalked, Common Pleas Court may issue a Civil Stalking or Sexually Orientated Offense Protection Order (SSOOPO).

## What is a Civil Protection Order?

A CPO is issued by the Domestic Relations Court to protect victims of domestic violence. A CPO is intended to prevent further domestic violence. It orders someone who has been abusive to do or not to do certain things in the future.

You should consider requesting a CPO - even if you have a DVTPO from a criminal court - because a CPO lasts longer.

A petition for a Civil Protection Order (CPO) can be filed with the Domestic Relations Court. You may want to contact your own attorney, Capital University Family Advocacy Clinic ((614) 645-6232), or Legal Aid ((614) 224-8374) to see if you qualify for a CIVIL PROTECTION ORDER. **You do not have to be getting a divorce to ask for a CPO.**

The CPO (Civil Protection Order) may include the following orders:

- a. Direct the abuser to stop the abuse
- b. Grant possession of the residence or household to you and/or other family member, to the exclusion of the abuser; or order the abuser to vacate the premises, or (if the abuser has the duty to support order the abuser to provide suitable, alternative housing;
- c. Award temporary custody and establish temporary custody orders with regard to minor children (if no other court has determined custody and visitation rights).
- d. Require the abuser to maintain support if the abuser customarily provides for or contributes to the support of the family or household, or if the abuser has a duty to support under the law;
- e. Require counseling;
- f. Require the abuser to refrain from entering the residence, school, business, or place of employment of the victim or other family members;
- g. Grant any other relief that the court considers fair, including, but not limited to, ordering the abuser to permit the use of a motor vehicle to the victim, and ordering a fair apportionment of household and family personal property.

## What is a Civil Stalking or Sexually Orientated Offense Protection Order?

A SSOOPO is issued by the General Division of Common Pleas Court specifically to protect victims of stalking. A SSOOPO orders someone who has been engaging in stalking behavior to end that behavior. For additional information on stalking, please call (614) 645-6232. Who can get a Criminal Protection Order?

If you are **not** considered a household or family member according to O.R.C. 2919.25, then you may request a Protection Order if **any** of the following charges are filed on your behalf.

- **Felonious Assault**
- **Aggravated Assault**
- **Assault**
- **Aggravated Menacing**

- **Menacing by Stalking**
- **Menacing**
- **Aggravated Trespass**

If you are considered a household or family member according to O.R.C. 2919.25, then you may request a Protection Order if an offence of violence is filed on your behalf.

Offense of violence include but are not limited to:

- **Domestic Violence**
- **Felonious Assault**
- **Aggravated Assault**
- **Assault**
- **Menacing by Stalking**
- **Aggravated Trespass**
- **Criminal Damaging/Endangering**
- **Criminal Mischief**
- **Burglary**
- **Endangering Children**

Contact the Archbold Police Department for more information at 419-445-9991 (non-emergency).

### How do I get a Criminal Protection Order?

- a. A criminal charge must have been filed against the defendant,
- b. The crime must be specified by statute (ORC 2919.26/2903.213)
- c. You must be the victim of the crime,
- d. Your relationship with the defendant must comply with the law (see [Who are considered family and household members?](#))?

For more information on orders of protection in Ohio, contact the Archbold Police Department.

## HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>2</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.”

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

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<sup>2</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

## CONSEQUENCES OF ENGAGING IN PROHIBITED CONDUCT

**For Employees** - One or more of the following courses of action may be taken when an employee has been found to have violated this policy. Possible sanctions include:

Professional Unit:

- Verbal Warning
- Written Warning
- One Day Suspension without pay
- Five Day Suspension without pay
- Termination

Support Unit:

- Verbal Warning
- Written Warning
- One Day Suspension with or without pay
- Five Day Suspension with or without pay
- Termination

Graded

- Verbal Warning
- Written Warning
- Time off with or without pay
- Involuntary/Voluntary Termination

**For Students** -

One or more of the following courses of action may be taken when a student has been found to have violated this policy. Possible sanctions include:

(1) Disciplinary warning

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

(2) Disciplinary probation

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

(3) Suspension

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



a formal suspension, a discipline file is created in the office of the Vice President for Academics. The file will be consulted in determining sanctions for any further proven code violations.

#### (4) Disciplinary dismissal

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

#### (5) Expulsion

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

#### (6) Other sanctions

Other sanctions identified through the hearing proceedings deemed appropriate to the student and the conduct violation in question may be imposed, singularly or in combination with any of the above-listed sanctions. Examples include, but are not limited to, research assignments, community service projects, and special workshop participation, making restitution for property damage or misappropriation of college property or service, or the property of any person, restriction of access to specified campus facilities and/or property, and /or referral to medical resources or counseling personnel. These can be assigned as recommended sanctions or as conditions to another sanction. Upon issuance of formal sanctions, a discipline file is created in the office of the Vice President for Academics. The file will be consulted in determining sanctions for any further proven code violations.

## **PROHIBITIONS AGAINST CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT**

Consensual sexual relationships include romantic, intimate or sexual relationships in which both parties agree to participate in the relationship. The College recognizes that consensual sexual relationships are generally not problematic, except when the relationship may compromise the integrity of the college, create the potential for the abuse of authority, or create the inability to remain impartial. Consensual sexual relationships may also create a third-party perception that a subordinate is receiving preferential treatment.

### 1. Consensual sexual relationship misconduct among employees:

- The College strictly prohibits consensual sexual relationships between administrators, supervisors, deans or chairpersons and the employees they supervise professionally advise, counsel, or employees over whom they have direct impact on the employee's terms and conditions of employment.

### 2. Consensual sexual relationship misconduct with students:

- The College strictly prohibits consensual sexual relationships between faculty members and the students or student employees enrolled in a class or class sequence(s) taught, advised, counseled, or supervised by the faculty member, or over whom the faculty member has direct impact on the

student or student employee's academic enrollment or success.

- The College strictly prohibits consensual sexual relationships between administrators, supervisors, deans, chairpersons or employees and the student or student employees whom they advise, counsel, or supervise, or over whom they have a direct impact on the student or student employee's academic enrollment or success.
- The college strongly discourages all employees or faculty members from engaging in consensual sexual relationships with students as long as the student is considered to be in an active status as a student, even if the student is not currently enrolled in a class.

## **CONSEQUENCES OF CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT**

1. Any employee or faculty member who is engaged in a consensual sexual relationship that may be in violation of this policy has the responsibility to notify his/her administrator, dean or chairperson, the Human Resources Department and/or the Title IX Coordinator or Deputy Title IX Coordinator about the relationship as soon as it is known that it may violate this policy.
  - a) The employment of the parties involved in the consensual sexual relationship in which one person has authority over or influence upon the status of the other will be modified so that the authority or influence no longer exists. This shall occur by moving one of the persons to another position, department or supervisor, if possible. If acceptable alternative arrangements are not feasible, the relationship may not continue or employees will be subject to further disciplinary action, up to and including termination.
  - b) An employee who does not notify his/her administrator, supervisor, dean or chairperson that he/she is involved in a consensual sexual relationship is in violation of this policy and shall be subject to disciplinary action, up to and including termination of employment.
  - c) If an employee and/or faculty member is found to be engaged in a consensual sexual relationship with a student that violates this policy, disciplinary action may be expedited.
  - d) When one person in a consensual sexual relationship of any kind clearly informs the other person that the relationship is no longer welcome, the other person should not pursue the relationship. To continue the pursuit of the relationship may become a violation of this policy, and the pursuing person will be subject to disciplinary action, up to and including termination of employment.

## **ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES**

1. The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, and the college recognizes the protections of academic freedom in the classroom.
2. This policy is not intended to restrict serious discussion of controversial issues in a training or academic situation. In order to prevent claims that course content is discriminatory, harassing or offensive, it is recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

## **MINORS ON CAMPUS**

The College is committed to providing a safe and secure learning environment for minors. Faculty, staff, students, student employees, and volunteers are therefore expected to hold themselves to the highest standards of conduct when interacting with minors.

The College requires all faculty, staff, and volunteers, who in the course of their duties, witnesses child abuse or neglect on campus or who have information that would lead a reasonable person to

believe that a minor on campus faces a substantial threat of such abuse or neglect must immediately take the following actions:

1. Call 911 if abuse is occurring now, if a child is injured (including bruising or complaining pain), or if you believe there is an immediate risk of such abuse occurring in the near future (including a child discloses they are being abused by someone in the home.) Also call the NSCC Police Department at 419-267-5511 and advise you have contacted local police to respond for a child in need of help.
2. If you do not believe there is an imminent threat, call Children Services Agency at 1-855-O-H-CHILD (855-642-4453), which is a 24-hour automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county. Municipal or county peace officers can be contacted as an alternative to Children Services by dialing the non-emergency number. Also call the NSCC Police Department at 419-267-5511 and advise that you have contacted the Children's Services Agency for suspected child abuse or neglect.
3. If in doubt as to what to do, call the NSCC Police Department at 419-267-5511. The NSCC Police Department must also notify the Title IX Coordinator, who will notify other individuals at the College as appropriate.

If consultation is needed regarding reporting, or if there are questions on the process or other support needed, please contact the NSCC Police Department. NSCC expects parents or guardians to provide supervision over minors on campus unless they are involved in a College program or activity sponsored by the College. Parents or guardians should not leave minors unsupervised on College property.

## **CONFIDENTIALITY**

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations of sexual misconduct will be treated as confidential except to the extent it is necessary to disclose information in order to investigate the allegation, take steps to stop, prevent or address the misconduct, resolve the complaint or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

## **RETALIATION**

College policy and federal, state and local law strictly prohibit retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of sexual misconduct.

Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should be directed to the Title IX Coordinator or Deputy Coordinator.

The Administration has established procedures to administer this policy. Those procedures can be found in the College's Procedure No. 3-26A.

## APPENDIX A: HOW TO CONTACT THE TITLE IX TEAM

To report harassment or discrimination based on a protected category other than sex, as noted in this policy, please contact Human Resources. To report acts of Prohibited Misconduct that are based on sex (Sexual Misconduct), please contact the Title IX Coordinator or the appropriate Deputy Title IX Coordinator as identified in the chart below.

Name	Title	Email Address	Telephone Number	Physical Location	What can I report?
Adrienne Murray	Title IX Coordinator	<a href="mailto:titleix@northweststate.edu">titleix@northweststate.edu</a>	419-267-1488	Works Remotely (Email to schedule to meet virtually on Zoom OR contact one of the Deputy Coordinators by using the contact information below. The Deputies work on campus.)	Any form of Prohibited Conduct involving students, employees or third parties.
Katy McKelvey	Deputy Title IX Coordinator for Employees and Third Parties	<a href="mailto:kmckelvey@northweststate.edu">kmckelvey@northweststate.edu</a>	419-267-1225	A106-Human Resources Suite	Any form of Prohibited Conduct involving employees or third parties
Lana Snider	Deputy Title IX Coordinator for Students	<a href="mailto:lsnider@northweststate.edu">lsnider@northweststate.edu</a>	419-267-1233	B105	Any form of Prohibited Conduct involving students.

To contact the U.S. Department of Education's Office for Civil Rights:

### Headquarters

400 Maryland Avenue, SW, Washington, DC 20202-1100  
 Customer Service Hotline #: (800) 421-3481 | Facsimile: (202) 453-6012  
 TTY#: (800) 877-8339 | Email: [OCR@ed.gov](mailto:OCR@ed.gov) | Web: <http://www.ed.gov/ocr>

**Regional Office for the States of Michigan and Ohio, Office for Civil Rights, *Cleveland Office***

U.S. Department of Education  
 1350 Euclid Avenue  
 Suite 325  
 Cleveland, OH 44115  
 Telephone: (216) 522-4970  
 Facsimile: (216) 522-2573  
 Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

## APPENDIX B: ON AND OFF CAMPUS RESOURCES

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, NSCC will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS	Type of Services Available	Service Provider	Contact Information
Counseling	Free counseling services for all NSCC students	Center for Child & Family Advocacy	Text NSCCHELP to 419.591.6487 or call to schedule an appointment
Counseling for Employees	Employee Assistance Program	Harbor Symmetry Wellness	419.475.5338 or 800.422.5338
Health	Not available on campus		
Mental Health	Free counseling services for all NSCC students:  Depression, depression, stress, anxiety, or other issues	Center for Child & Family Advocacy	Text NSCCHELP to 419.591.6487 or call to schedule an appointment
Victim Advocacy	Free crisis intervention, information & referrals, and personal counseling to all NSCC Students	Center for Child & Family Advocacy	Text NSCCHELP to 419.591.6487 or call to schedule an appointment
Legal Assistance	Not available on campus		
Visa and Immigration Assistance	Not available on campus		
Student Financial Aid	Assistance with applying for grants, scholarships, federal work study, and student loans.	Financial Aid Office	22600 State Route 34, Archbold, OH 43502  Office C110 <a href="mailto:finaid@northweststate.edu">finaid@northweststate.edu</a>  Phone: 419-267-1333  Fax: 419-267-5587

NSCC Food Pantry	The NSCC Food Pantry offers food staples and personal care products free of charge to current students and staff	NSCC Food Pantry	22600 State Route 34, Archbold, OH 43502 Office C110 <a href="mailto:foodpantry@northweststate.edu">foodpantry@northweststate.edu</a> Phone: 419-267-1333 Fax: 419-267-5587
Campus Police Department		A191 (in the Atrium)	Dial "3" from any campus telephone  Also, dial 419-267-1452
<b>OFF CAMPUS</b>	<b>Type of Services Available</b>	<b>Service Provider</b>	<b>Contact Information</b>
Counseling	Individual, Couples, and Family Therapy	The Center for Child and Family	419-592-0540
Counseling for Employees	Employee Assistance Program	Harbor Symmetry Wellness	Phone: 419-475-5338 or 800-422-5338
Health	The SART Clinic of Northwest Ohio's mission is to provide a consistent, competent and caring response to survivors of sexual or domestic violence assaults. Our team is comprised of healthcare providers, victim advocates, law enforcement agencies and prosecuting attorneys. Survivors decide if they wish to work with all of the members of the SART clinic or only a portion, but our multidisciplinary team provides an overall therapeutic approach to a survivor's journey of recovery.	The SART Clinic of Northwest Ohio	During Business Hours: 419-592-0540  After hours/weekends: 1-800-782-8555 or 419-782-1100
Mental Health	Individual, Couples, and Family Therapy	The Center for Child and Family	419-592-0540
Victim Advocacy	The CCFA assists victims of all crimes. The victim advocate program of the Center for Child and Family Advocacy was	The Center for Child and Family	Henry County: 419-592-0540 Defiance County: 419-782-1314 Fulton County: 419-335-4255

	<p>established to respond to the needs of adults who are residents of Defiance, Fulton, and Henry counties and are victims of domestic violence. The victim advocate is a trained professional who is available to offer emotional support and practical assistance to victims of all crimes and their families. In addition to emotional support, this service includes referrals to community justice and law enforcement systems.</p>		
Legal Assistance	<p>The CCFA assists victims of all crimes. The victim advocate program of the Center for Child and Family Advocacy was established to respond to the needs of adults who are residents of Defiance, Fulton, and Henry counties and are victims of domestic violence. The victim advocate is a trained professional who is available to offer emotional support and practical assistance to victims of all crimes and their families. In addition to emotional support, this service includes referrals to community justice and law enforcement systems.</p>	The Center for Child and Family	<p>Henry County: 419-592-0540  Defiance County: 419-782-1314  Fulton County: 419-335-4255</p>
Visa and Immigration Assistance			
Student Financial Aid	<p>Assistance with applying for grants, scholarships, federal work study, and student loans.</p>	Financial Aid Office	<p>22600 State Route 34, Archbold, OH 43502  Office C110  <a href="mailto:finaid@northweststate.edu">finaid@northweststate.edu</a>  Phone: 419-267-1333  Fax: 419-267-5587</p>

Henry County Sheriff's Department			123 E. Washington St., Napoleon, OH 43545 Phone: 419-592-8010
Maumee City Police (Toledo Satellite Campus)			109 E Dudley St., Maumee, OH 43537 Phone: 419-897-7040