CHAPTER 1: THE BOARD OF TRUSTEES

TABLE OF CONTENTS

		Page
3358:14-1-01	Definitions	2
3358:14-1-02	Mission, Vision, Values	4
3358:14-1-03	Legal Basis & Authority of the Board of Trustees	5
3358:14-1-04	Membership & Appointment to the Board of Trustees	6
3358:14-1-05	Organization of the Board of Trustees	8
3358:14-1-06	Meetings of the Board of Trustees	11
3358:14-1-07	Notice of Meetings of the Board of Trustees	18
3358:14-1-08	Responsibilities of the Board of Trustees	20
3358:14-1-09	Amendment or Repeal of Policy	22
3358:14-1-10	Honorary Associate Degree	23
3358:14-1-11	District & College Names	24
3358:14-1-12	Emeritus Status	25
3358:14-1-13	Fiscal Oversight	28
3358:14-1-14	College and Board Conferences, Conventions and Workshops	30
3358:14-1-15	Electronic Mail of the Board of Trustees	31
3358:14-1-16	Onboarding of the Board of Trustees	33
3358:14-1-17	Presidential Evaluation	37
3358:14-1-18	Board Self Evaluation	39

3358: 14-1-01 Definitions.
(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

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

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

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

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

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

(F) Unless defined otherwise, the word "day" shall mean calendar day. The phrase "workday" shall mean any day excluding Saturdays, Sundays, and holidays listed in Policy 3357:14-3-07.

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3358: 14-1-02 Mission, vision, values
Effective Date: Reaffirmed by Board of Trustees 10/4/13, Revised: 2/5/16

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

(B) Vision: Northwest state community college will be a leader in education that empowers individuals and communities.

(C) Values

(1) Integrity – We believe that honesty, respect, and accountability are the basis of building trust.

(2) 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.

(3) People – We believe in the power of teamwork, bringing people of diverse backgrounds and communities together to excel.

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3358: 14-1-03 Legal basis and authority of the board of trustees.
(Effective Date: Reaffirmed by Board of Trustees 10/4/13; Revised 5/8/14)

(A) The powers and duties of the Northwest state community college district are described in chapter 3358 of the Ohio Revised Code.

(B) The Northwest state community college district is chartered as a state community college district by the authority of the Ohio board of regents in accordance with chapter 3358 of the Ohio Revised Code.

(C) The Northwest state community college district is incorporated as a political subdivision of the state and as a body corporate with all the powers of a corporation as described in chapter 3358 of the Ohio Revised Code.

(D) The Northwest state community college district shall include all the territories of Defiance, Fulton, Henry, Paulding, Van Wert and Williams counties.

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3358: 14-1-04 Membership and appointment to the board of trustees.
(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

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

(B) Each member shall be a qualified elector as defined in section 3503.01 of the Ohio Revised Code residing in the Northwest state community college district.

(C) Members and officers of the Northwest state community college board of trustees, before entering upon their official duties, shall take and subscribe to an oath that they will honestly, faithfully, and impartially perform the duties of their offices.

(D) No member of the Northwest state community college board of trustees shall, at any time, act or purport to act on behalf of the board of trustees without prior authority from the board of trustees.

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

(F) The members of the board of trustees of the Northwest state community college are appointed by the governor of the state of Ohio.

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

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

(I) If there is a vacancy on the board of trustees, such vacancy shall be filled by the governor of the state of Ohio with the advice and consent of the senate. Any trustee appointed to fill a vacancy occurring prior to the expiration of the term for which their predecessor was appointed shall hold office for the remainder of such term.

(J) Three months prior to the completion of a term of a trustee, or immediately upon the existence of a vacancy on the board of trustees, the president will notify the governor's office of such event.

(K) The board chair and the president function as the official spokespersons for the board.

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3358: 14-1-05 Organization of the board of trustees.
(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

(A) Officers of the board of trustees shall be a chairperson, a vice-chairperson and a second vice-chairperson who shall be members of the board of trustees. A secretary may be elected who is also a member of the board of trustees.

(B) The chairperson, vice-chairperson and second vice chairperson shall be elected during the organizational meeting held in February for terms of one year. The secretary shall serve at the pleasure of the board of trustees.

(C) The duties of the officers of the board of trustees are:

(1) The duties of the chairperson of the Northwest state community college district board of trustees shall be to preside at all sessions of the board of trustees; to preserve order; to enforce rules; to sign all documents, bonds, notes, agreements, deeds, and leases ordered to be executed by the board of trustees except as may be delegated to the president by action of the board of trustees; and to appoint all standing committees and all special committees not otherwise provided for. In addition to the duties prescribed by law or by the rules of the board of trustees, the chairperson shall exercise such other powers as may be delegated to this office by the board of trustees.

(2) In cases of absence or disability of the chairperson of the board of trustees, the vice chairperson shall perform all duties of the chairperson until the chairperson resumes office or until such vacancy is filled. The second vice chairperson serves in the absence of the vice chairperson.

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

(D) The board of trustees may appoint consultants as follows:

(1) The board of trustees may request the Ohio attorney general to appoint an attorney who will act as its counsel on legal matters by direction of the board of trustees.

(2) The board of trustees will request the Ohio state auditor to secure auditors who will audit the financial records and status of the Northwest state community college in accordance with state code.

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

(E) Committees of the board of trustees may be appointed in concurrence with the following:

(1) The chairperson of the board shall appoint members of the board of trustees to appropriate committees of the board of trustees to consider matters to be acted upon by the board of trustees.

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

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

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

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

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

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

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

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

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

(2) Terms and Responsibilities of Board Officers

(a) Officers will be elected annually.

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

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

3358: 14-1-06 Meetings of the board of trustees.
Effective Date: Reaffirmed by Board of Trustees 10/4/13, Revised 8/27/2021

(A) The board of trustees may convene for specific types of meetings:

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

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

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

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

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

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

(2) Purchase or sale of property - a public body may adjourn into executive session to consider the purchase of property of any sort – real, personal, tangible or intangible. A public body may also adjourn into executive session to consider the sale of real or personal property by competitive bid if disclosure of the information would result in a

competitive advantage to the person whose personal, private interest is adverse to the general public interest. No member of a public body may use this exception as subterfuge to provide covert information to prospective buyers and sellers.

(3) Pending or imminent court action – a public body may adjourn into executive session with the public body's attorney to discuss pending or imminent court action. Court action is pending if a lawsuit has been commenced. Court action is imminent if it is on the brink of commencing.

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

(4) Collective bargaining matters - a public body may adjourn into executive session to prepare for, conduct or review collective bargaining strategy.

(5) Matters required to be kept confidential - a public body may adjourn into executive session to discuss matters that federal law, federal rules or state statutes require the public body to keep confidential.

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

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

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

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

(E) Meetings of the board of trustees shall be held in an appropriate location designated by the board of trustees. Trustees may attend meetings of the board of trustees electronically in accordance with Revised Code 3345.82 and paragraph (B) of rule 3358: 14-1-06 of the Administrative Code.

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

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

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

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

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

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

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

(M) The order of business of regular meetings of the board of trustees shall be determined by the chairperson of the board of trustees and/or the college president.

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

(O) The minutes of regular or special meetings of the board of trustees of the Northwest state community college shall be recorded and open to public inspection after adoption by the board of trustees. The minutes of executive sessions need only reflect the general subject matter of discussion. If the minutes of the board of trustees show that all meetings and deliberations of the board of trustees have been conducted in compliance with the above regulations, any instrument executed by the board of trustees purporting to convey, lease, or otherwise dispose of any right, title, or interest in any public property shall be conclusively presumed to have been executed in compliance with the Ohio Revised Code

insofar as title or other interests of any bona fide purchases, lessees, or transferees of the property are concerned.

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CERTIFIED ELECTRONICALLY

Certification

09/13/2021
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Procedure No. 1-06(A): MEETINGS OF THE BOARD OF TRUSTEES
Effective Date: 2/6/15

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

(a) All guests will be required to sign a guest log upon entering the board meeting.

(b) All guests wishing to address the board must provide 48-hour advance notice in written form (including email) to the executive assistant to the president.

(i) One week prior to the board of trustees meeting, the presiding officer will make a determination whether time will be allotted for audience participation. This is dependent upon the length of the agenda and other business to be conducted at the meeting.

(c) The total amount of time devoted to public audience participation shall be limited to a maximum total of fifteen (15) minutes. Public participation will be structured on a first-come, first-serve priority basis.

(i) Each participant shall be limited to a single turn to address the board and for a duration limited to a maximum of three (3) minutes.

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

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

(e) A written copy of audience presentations must be submitted to the Board of Trustees prior to the end of the meeting.

(2) The presiding officer may:

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

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

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

(d) call for recess or adjournment to another time when the lack of public decorum so interferes with the orderly process of the current meeting.

Procedure No. 1-06(B): ELECTRONIC MEETING OF THE BOARD OF TRUSTEES
Effective Date: 8/27/2021

1) Definitions:

   a) Electronic Communication: live, audio-enabled communication that permits the trustees attending a meeting, the trustees present in person at the place where the meeting is conducted, and all members of the public present in person at the place where the meeting is conducted to simultaneously communicate with each other during the meeting.

2) Pursuant to R.C. 3345.82, the Board of Trustees can conduct a meeting defined under Policy 1-06(A) ("meeting") using electronic communication so long as the following criteria in sections (3) and (4) below are met:

3) Trustee's Responsibility:

   a) Each Trustee must be present annually for one-half of the regular meetings of the Board. Trustees should provide at the annual organization meeting, the meetings they intend to attend in person for the year.

   b) If a Trustee intends to attend a Board meeting through electronic communication, the Trustee must notify the Chairperson of the Board within 48 hours of intent to attend. In the event of a declared emergency, the Trustee must notify the Chairperson of the Board as soon as practical. The Chairperson is encouraged to attend in person when practical. If the Chairperson intends to attend electronically, they shall notify the Vice Chairperson.

4) Meeting Conduct:

   a) During a meeting conducted by electronic communication, 1/3 of the Trustees must be present in person. If the Chairperson determines within 48 hours of a scheduled meeting this criterion will not be met, they shall either:

      i) Work with Trustees previously intending to attend by electronic means to attend in person to meet with 1/3 requirement.

      ii) Reschedule the meeting.

   b) During a meeting conducted by electronic communication, votes of the Board of Trustees are conducted using a roll call.

   c) The Board of Trustees will follow all other established procedures during a meeting conducted by electronic communications.

3358: 14-1-07 Notice of meetings of the board of trustees.
Effective Date: Reaffirmed by Board of Trustees 10/4/13

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

(1) Writing to the following address: Northwest state community college, 22600 state route 34, Archbold, Ohio 43502, c/o president's office.

(2) Telephoning the executive administrative assistant in the president's office.

(3) Observing notices posted throughout the college.

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

(C) The president's office shall notify all media representatives on the list described in paragraph (B) of this rule of all regular meetings of the board of trustees by doing at least one of the following:

(1) Providing an annual schedule of regular meetings.

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

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

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

(D) In the event of a special meeting of the board of trustees not of an emergency nature, the president's office shall notify all media representatives on the list described in paragraph (B) of this rule of such meeting by providing either the notice described in paragraphs (C)(2) to (C)(4) of this rule, that described in paragraph (B) of this rule, or that described in paragraphs (C) to (E) of this rule.

(E) In the event of a special meeting of the board of trustees of an emergency nature, the president's office shall notify all media representatives on the list described in Section 1-07 (b) of such meeting by doing at least one of the following:

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

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

(F) In providing the notices required in paragraphs (C) to (E) of this rule, the president may rely on assistance provided by any member of the Northwest state community college; any such notice is complete if given by such a member in the manner provided in paragraphs (C) to (E) of this rule.

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

(H) The president's office will prepare and distribute the agenda of regular meetings of the board of trustees three working days prior to the date of the meeting for proper posting(s) in various areas of the college.

Effective: 2/28/2020

CERTIFIED ELECTRONICALLY

Certification
02/14/2020
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3358: 14-1-08 Responsibilities of the board of trustees.
(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

(A) The board of trustees may:

(1) Own and operate a state community college.

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

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

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

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

(6) Establish schedules of fees and tuition.

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

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

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

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

Purchase a policy or policies of insurance insuring its officers and employees against liability on account of damage or injury to persons and property, including liability on account of death or accident by wrongful act, occasioned by the operation of a motor vehicle, motor vehicles, or auxiliary equipment, or self-propelling equipment or trailers

while any such vehicle, equipment, or trailer is being used or operated in the course of the business of the district. Purchase a policy or policies of insurance insuring the district against any liabilities to which it may be subject on account of damage or injury to persons or property, including liability for wrongful death.

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

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification
03/04/2015
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Rule Amplifies: 3358

3358: 14-1-09 Amendment or repeal of policy.
(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

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

Effective: 03/16/2015

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3358: 14-1-10 Honorary associate degree.
(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

The board of trustees shall establish the following policy for the awarding of honorary degrees at Northwest state community college:

(A) The honorary degree is the highest award that Northwest state community college confers. It is given to honor individuals who have distinguished themselves through:

(1) Exemplary service.

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

(3) Exceptional acts of philanthropy to the college.

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

(B) Conferring of the honorary degree requires board approval.

Effective: 03/16/2015

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3358: 14-1-11 District and college names.
(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

(A) The official name of the district in which the college operates shall be known as the Northwest state community college district.

(B) The official name of the institution operated within the district shall be known as the Northwest state community college.

(C) Northwest state community college shall also be known as "northwest state" and "nscc."

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

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3358: 14-1-12 Emeritus status.
(Effective Date: Reaffirmed by Board of Trustees 10/4/13)

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

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

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

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

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

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

Administrators and Faculty

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

Selection Criteria:

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

Privileges Accorded:

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

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

Responsibilities:

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

Trustees

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

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

3358: 14-1-13 Fiscal oversight

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

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

(B) Audit committee. Acting as a committee of the whole, the board of trustees shall perform the functions of the audit committee including:

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

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

(C) Certification. The president shall certify to the board of trustees the following:

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

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

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

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

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

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

(D) Assessing internal controls. The president shall periodically report to the board of trustees on an external assessment of the college's internal control structure and procedures for financial reporting.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-1-14 College and board conferences, conventions and workshops.
Effective Date: Reaffirmed by Board of Trustees 10/4/13

(A) The board recognizes the value of memberships and attendance at conferences and meetings at the local, county, state and national level.

(B) Attendance at state and national conferences and workshops is encouraged.

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

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

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-1-15 Electronic mail of the board of trustees.
Effective Date: Reaffirmed by Board of Trustees 10/4/13

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

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

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

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

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

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

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

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

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

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

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

3358: 14-1-16 Onboarding of the board of trustees.
Effective Date: 08/27/2021

(A) It is the expectation of the board of trustees that each new board member is afforded the opportunity to participate in a structured onboarding process to facilitate their smooth transition into board participation and trustee effectiveness.

(B) Northwest state community college offers a comprehensive and ongoing orientation program about trustee and board roles. The program is both an orientation to the college provided by the president, and a second orientation to the workings of the board provided by the chair and/or current trustees. The board orientation includes an overview of the roles and responsibilities of trustees and the board, board strategies and goals, communications protocols, trustee resources including a board manual, mini-sessions on the college budget, a review of the last audited financial statement, and the campus facility plan.

(C) The president will adopt procedures to administer this policy.

Effective: 09/24/2021

CERTIFIED ELECTRONICALLY

Certification
09/13/2021
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 1-16 (A): ONBOARDING OF THE BOARD OF TRUSTEES
Effective Date: 8/27/2021

1) Ceremony

   a) NSCC will hold a formal swearing-in ceremony that reflects the importance of the trustee role. Additionally, NSCC will issue a press release to the internal and external communities announcing the appointment/election of the new trustee and acknowledging the contributions of the outgoing trustee.

2) Welcome

   a) The NSCC board welcomes new trustee(s) and encourages engagement in board business. The Board Chair will share the new trustee's biographical information with the board and community at the first meeting so they can be a part of this welcoming process.

3) NSCC Information Packet

   a) The College President, in collaboration with the Board Secretary, will prepare a Board member "NSCC Information Packet" that includes, but is not limited to:

      i) Board communication with the President's Office and Board support

      ii) NSCC Factbook and College history

      iii) Board meeting schedule and key College events

      iv) Logistical information on attending Board meetings and College events

      v) Digital access to Board materials and a College device to participate in meetings and activities

      vi) Minutes from recent Board meetings

      vii) The NSCC policy manual with specifics on Chapter One (NSCC Board) and Board member activities

      viii) The State of Ohio reporting obligations (fiscal and ethical) for College Trustees

ix) Overview of statutory provisions for Ohio Community Colleges, including an overview of Ohio SSI provisions

x) Overview of the Ohio Association of Community Colleges and Trustee participation in OACC events

xi) Latest Higher Learning Commission submission, report and follow up

xii) Key College strategic documents including the strategic plan, annual College goals, and relevant tactical plans

xiii) Key College financial documents, including the most current verified financials, the annual budget, College reserve accounts, College CFI, and the most recent College audit

xiv) Overview of the NSCC Foundation including participation, events and most recent financials, as well as Trustee participation in Foundation activities

xv) Relevant readings on the role of college trustees

xvi) Trustee training opportunities with OACC, ACCT, AGB, and ACE

xvii) Recent press releases concerning the College

4) Trustee Mentoring

a) Each Trustee will be assigned a current, experienced board member to mentor the new trustee and ensure an effective execution of the onboarding process. The mentor/mentee relationship will:

i) Help the new member understand strategic plans, priorities and direction of the College

ii) Facilitate board member acclimation by sharing about board culture, meeting processes, board structure, committee-level activities, College processes & policies, etc.

iii) Assist with introduction of new board member to key College leaders and stakeholders

iv) Engage with new Board member, address questions and provide historical context for topics/issues relevant to the board

v) Provide input and feedback regarding board/committee proceedings

5) Trustee Orientation

   a) Within the first few months of appointment, the Trustee will be offered a Trustee Orientation program. That orientation program will include, but not be limited to:

      i) Meeting with the Board Chair and / or President to review the roles and responsibilities of a Trustee and key materials in the NSCC Information Packet

      ii) Meeting with the President to build a strong Trustee – CEO relationship

      iii) Introduction of the College's leadership team

      iv) Introduction to key College stakeholders including faculty, staff, learners, alumni and key civic / business leaders

      v) A tour of College facilities

6) Professional Development

   a) Within the first year of appointment, the Trustee, in conjunction with the Board Chair and President, will be provided additional training and orientation opportunities specific to the Trustee

3358: 14-1-17 Presidential evaluation.
Effective: 2/25/2022

(A) Recognizing the importance of ongoing evaluation for the development and retention of exceptional leaders throughout the college and that all employees benefit professionally and personally from constructive reviews of how they exercise their responsibilities and accomplish the strategic goals of the college, the board of trustees establishes processes for presidential evaluation. With this process, the board acknowledges the importance of meeting its responsibilities with the president, for effective college governance and leadership.

(B) It shall be the board's responsibility, through the work of the executive committee, to ensure that it engages in a regular process of presidential evaluation. The executive committee, with the support of the president, will organize and manage the process. The results should be used to identify where the president is performing well and where the president might improve. The results can also be used to set success goals for the president. The annual presidential evaluation will be conducted in the fourth calendar quarter of each academic year (April – June).

Effective: 6/20/2022

CERTIFIED ELECTRONICALLY

Certification
06/08/2022
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No.1-17(A): PRESIDENTIAL EVALUATION PROCESS
Effective Date: 2/25/2022

(1) The Board shall review the President's performance annually using an instrument established between the Board and the President to advance the College's strategic and annual planning priorities.

(2) The Board's Executive Committee shall take leadership in designing and developing the evaluation tool and process, in collaboration with the Board Chair and the President.

(3) The evaluation process should include the use of an evaluation survey reviewed and endorsed by the Board of Trustees as well as a Presidential Self-Assessment. The President will submit a self-assessment and any supporting documentation on or before April 1. From time-to-time, the Executive Committee, in collaboration with the President, may review and update the survey and the process.

(4) The Board Chair, with assistance from the secretary of the board, will collect and synthesize the evaluation results and then discuss them in an Executive Session of the Executive Committee. The President will be included in these early discussions to verbally present a self-assessment.

(5) The annual evaluation process shall be completed in the fourth calendar quarter of each academic year.

(6) In an Executive Session of the full Board of Trustees, the Board Chair will offer a verbal summary of the highlights of the evaluation results to the President. The Board Chair will offer a report in public session that the review was completed in accordance with Board policy.

(7) This process may be elaborated upon in a separate procedural statement and periodically revised and brought to the Board for approval. The Board Chair, the Executive Committee and the President shall participate in this process.

3358: 14-1-18 Board self-evaluation.
Effective: 12/9/2022

(A) Effective boards of trustees engage in a regular process of self-assessment of their performance. Engagement in the process of self-assessment demonstrates that trustees are strongly committed to fulfilling their governance responsibilities as defined in section 3358.08 of the Revised Code. In addition, discussion that emerges from the self-assessment about board roles and responsibilities strengthens communication and understanding among individual trustees and improves the effectiveness of the board as a whole.

(B) The board shall determine the instrument or process to be used in board self-evaluation. The evaluation instrument shall incorporate evaluation criteria concerning the board's role and responsibilities including fiduciary responsibility, setting policy, advocacy for the college and its students, and improving community relations. The executive committee, with the support of the president, will organize and conduct the process. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the assistant to the president / secretary to the board. The process will occur on an annual basis or as directed the board executive committee and will be completed by February of each year in concurrence with the annual organizational meeting of the board of trustees.

Effective: 1/25/2023

CERTIFIED ELECTRONICALLY

Certification
01/13/2023
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No.1-18(A): BOARD SELF-EVALUATION PROCESS
Effective Date: 12/9/2022

(1) The Board shall engage in a self-assessment process using an instrument or process established by the Board Executive Committee to advance board governance.

(2) The Board's Executive Committee shall take leadership in designing and developing the evaluation tool and process.

(3) The evaluation process should include the use of an evaluation survey reviewed and endorsed by the Board of Trustees. All members of the Board will submit a self-assessment on or before February 1. The Executive Committee may periodically review and update the survey and the process.

(4) The Secretary of the Board of Trustees will collect and synthesize the evaluation results and provide them to the Chair of the Board to discuss in an executive session of the Executive Committee.

(5) The annual evaluation process shall be completed in the third calendar quarter of each academic year to coincide with the annual organizational meeting of the Board of Trustees that occurs each February.

(6) In an Executive Session of the full Board of Trustees, the Board of Trustees will review the self-evaluation results. The results will identify accomplishments as well as goals for the next year. The Board Chair will offer a report in public session that the review was completed in accordance with Board policy.

(7) This process may be elaborated upon in a separate procedural statement and periodically revised and brought to the Board for approval. The Executive Committee shall participate in this process.

CHAPTER 3: PERSONNEL SERVICES

TABLE OF CONTENTS

		Page
3358:14-3-01	Employee Definitions	3
3358:14-3-02	Employment	4
3358:14-3-03	Standards of Conduct	16
3358:14-3-04	Employee Performance Appraisal	18
3358:14-3-05	Employee Salary & Deductions	21
3358:14-3-06	Overtime	23
3358:14-3-07	Benefits Administration	25
3358:14-3-08	Transitional Work	49
3358:14-3-09	Leaves of Absence Other Than FMLA	50
3358:14-3-10	Interruption of Campus Operations	56
3358:14-3-11	Conflicts of Interest/Nepotism	61
3358:14-3-12	Personnel Records/Public Records	65
3358:14-3-14	Equal Opportunity	67
3358:14-3-15	Separation from Employment	68
3358:14-3-16	Grievance Procedure	69
3358:14-3-17	Discipline & Discharge Policy – Graded Employees	70
3358:14-3-18	College Property	73
3358:14-3-19	Equal Opportunity and Non-Discrimination/Anti-Harassment	74
3358:14-3-20	Conflict of Interest	85
3358:14-3-21	Drug-free Workplace	87
3358:14-3-22	Ethics	88
3358:14-3-23	Rehire of Retirees	92
3358:14-3-24	Organizational Chart	93
3358:14-3-25	Sick Leave Donation Policy	94
3358:14-3-26	Non-retaliation	96
3358:14-3-27	Family & Medical Leave Act	100
3358:14-3-28	Consolidated Omnibus Budget Reconciliation Act (COBRA)	102
3358:14-3-29	Compensatory Time	103
3358:14-3-30	Flex Time	105
3358:14-3-31	Authorization to President in Event Of Strike/Work Stoppage	107
3358:14-3-32	Dress Code	109
3358:14-3-33	Gender Inclusive Restroom Facilities	110
3358:14-3-34	Employee Incident and/or Worker Compensation Reporting	111
3358: 14-3-35	Sexual Misconduct	112

3358: 14-3-36	Remote Work	123
3358: 14-3-37	Americans with Disabilities Act	126
3358: 14-3-38	Minors on Campus	129

3358: 14-3-01 Employee definitions. (Effective Date: Revised 4/15/2014)

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

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

(B) A part-time employee is employed in a board-approved position normally working less than twenty-five hours a week. Exceptions are board approved.

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

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

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

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

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-3-02 Employment. (Effective date: Revised 4/15/2014)

Policy statement: Northwest state community college believes in a globally diverse and multicultural environment that promotes equal opportunities to all applicants and employees. This is achieved through a competitive recruitment and employment process that provides qualified and diverse employees.

(A) The human resources department is responsible for classifying positions properly and applying the appropriate pay and grade or class.

(B) The human resources department is responsible for the establishment of procedures for creation and revisions to job descriptions.

(C) The human resources department is responsible for the establishment of procedures for the employment of all employees.

(D) To more adequately safeguard students and staff members, the board of trustees of Northwest state community college requires an inquiry into the background of final candidate upon acceptance of contingent offer of employment. This excludes applicants for student employment.

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
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Rule Amplifies: 3358

Procedure No. 3-02 (A): JOB DESCRIPTION PROCEDURES
Revised: 4/15/2014

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

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

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

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

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

Procedure No. 3-02 (B): HIRING PROCEDURES FOR ALL EMPLOYEES
Revised: 4/15/2014, 11/1/2022

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

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

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

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

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

1. Hiring Procedures for Full-Time Faculty, Graded and Support Positions

   (a) Hiring managers fill out an open position requisition form along with an updated job description. The documents must go to cabinet for approval. The request is then forwarded to the Human Resources Department. The president has exclusive authority to bypass this process.

   (b) The position announcement will be developed and posted by the Human Resources Department. The position may be advertised externally at the same time.

      Faculty: The position announcement will be posted on campus for seven (7) calendar days by the Human Resources Department. Working days are defined as Monday through Friday excluding holidays. Qualified internal candidates will proceed through the interview process as referenced in the collective bargaining agreement.

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

process.

Support: The position announcement must be posted on campus for seven (7) calendar days by the Human Resources Department. Qualified internal candidates will proceed through the interview process as referenced in the collective bargaining agreement.

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

(d) The search committee will be assembled by the Human Resources Department with input from the hiring manager.

Faculty: The search committee will consist of a minimum of three (3), but no more than six (6), including the hiring manager, at least one (1) person from the department, if possible, a representative from the Human Resources Department, and when possible, one community member that represents the profession and is not employed by the college.

Graded: The committee will be comprised of at least three (3) individuals but not more than six (6), including the hiring manager, at least one (1) person from the department if possible, and one (1) person from Human Resources.

Support: The committee will be comprised of at least three (3) individuals but not more than six (6), including the hiring manager, at least one (1) person from the department if possible, and one (1) person from Human Resources.

(e) A completed application consists of the following:

i. Online Employment Application

ii. Letter of Interest (Optional)

iii. Resume or Curriculum Vitae

iv. Unofficial copies of College Transcripts (if required for the position)

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

(g) The hiring manager will forward their recommendations on candidates to be interviewed to the Human Resources Department within 3 business days.

(h) The Human Resources Department will set up a pre-interview meeting to discuss the process with the Search Committee. All members must attend this meeting

and all interviews to be a part of the committee. After this meeting, all candidate information will be sent to the Search Committee.

(i) The Human Resources Department will schedule the interviews for the selected candidates.

Faculty: The Search Committee will determine which candidate(s) are to be selected for a second-round interview with the Vice President for Academics and teaching demonstration after first round interviews are complete. The Human Resources Department will schedule the interview and teaching demonstration for those selected. The Vice President for Academics in consultation with the Human Resources Department recommends a final candidate to the President.

Graded: Positions that are a director level or above may require a second-round interview, which will be scheduled by the Human Resources Department. The hiring manager will recommend candidate(s) that have been chosen by the search committee to the President or appropriate member of Cabinet.

Support: The hiring manager will recommend candidates that have been chosen by the search committee to the President or appropriate member of the President's Cabinet.

(j) The human resources department will start the background check process after first round interviews.

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

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

(m) The Board of Trustees affirms the hire.

2. Hiring Procedures for Part-Time Instructors

(a) The hiring manager will notify the Human Resources Department of the need to hire Part-Time Instructor(s).

(b) The Human Resources Department will post the position on the College website.

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

(d) A completed application consists of the following:

i. Online Employment Application

ii. Resume or Curriculum Vitae

iii. Unofficial copies of College Transcripts (if required for the position)

(e) All documents are to be submitted electronically via the college website. The Human Resources Department will forward information to the hiring manager.

(f) The hiring manager will review applications, interview and hire candidates.

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

(h) The President approves the hire.

(i) The Board of Trustees affirms the hire.

Procedure No. 3-02 (C): ADJUNCT FACULTY PAY SCHEDULE
Revision Dates: Fall Semester 2015; Fall Semester 2016; September 2019

Effective September 20, 2019

Adjunct Faculty Pay Scale

PT Class	Credit Hours Taught	Lecture Hour	Lab Hour	Recitation Hour
Beginning	**0-25**	$ 484.10	$ 242.05	$ 363.05
Continuing	**26-50**	$ 545.90	$ 272.95	$ 409.40
Adjunct	**51-75**	$ 607.70	$ 303.85	$ 455.80
Adjunct II	**76-125**	$ 613.80	$ 306.90	$ 460.30
Adjunct III	**126-175**	$ 619.90	$ 309.95	$ 464.95
Adjunct IV	**176+**	$ 626.10	$ 313.05	$ 469.60
Tech I	**0-50**	$ 690.10	$ 345.05	$ 517.55
Tech II	**51-125**	$ 697.00	$ 348.50	$ 522.75
Tech III	**126-175**	$ 703.95	$ 351.98	$ 527.95
Tech IV	**176+**	$ 711.00	$ 355.50	$ 533.25

Nursing Clinical Faculty Pay Matrix

Degree	Range on--campus lab		Range off--campus lab	
BSN - No Teaching Exp	$25.75	$28.35	$28.30	$33.90
BSN- With Teaching Exp	$28.50	$32.95	$34.00	$41.20
MSN - No Teaching Exp	$31.00	$33.25	$36.05	$38.10
MSN - w/ Teaching Exp	$33.35	$35.65	$38.20	$45.30
Doctorate - No teaching Exp	$36.05	$38.65	$41.20	$45.30
Doctorate - w/ teaching exp	$38.70	$41.20	$45.40	$49.45

Miscellaneous Adjunct Faculty Hourly Pay Rates

	Hourly Rate
Lab Instruction (Medical Assisting, ECD)	$25 - $26.50
Laboratory Setup, Laboratory Maintenance, Special Projects on and off campus	$14.40 - $26.50
Law Enforcement Academy	$20 -$26.50
Redesign Pay Scale Lead Assistant	 $20.60 - $21.20 $15.90 - $16.40
Tutoring Pay Scale Individual (Faculty) Walk-in labs (Faculty) Kurzweil System eTutors Student Beginning Basic Tutor (1 or 2) Student Beginning Group Tutoring (3 or more) Student Experienced Basic Tutor (1 or 2) Student Experienced Group Tutoring (3 or more)	 $ 10.65 - $ 11.00 $ 15.90 - $ 16.40 $ 13.40 - $ 13.80 $ 16.00 – $ 16.80 Minimum wage $9.45 Minimum Wage + $0.25 $10.35

Business & Industry/Non-Credit Pay Scale

Class 1 – Children's Enrichment	50% of tuition or $10 - $40/hour, whichever is less
Class 2 – Leisure Learning	50% of tuition or $12 - $40/hour, whichever is less
Class 3 – Skilled Trades	$18 - $75/hour*
Class 4 – Licensure	$15 - $60/hour*
Class 5 – Computer Science Classes	$10 - $95/hour*
Class 6 – Business & Industry Training	$25 - $150/hour**
Class 7 – Contract Services	Per diem, plus expenses

*****plus $20 - $30/hour development time (applicable to new or totally revised courses)
**In certain projects that require extensive research/development, an instructor can receive $18/hour for the research/development time (1:1 ratio). Exceptions to the above limit must have the approval of the President or his/her designee.

Procedure No. 3-02 (D): Employment eligibility verification
Effective Date: April 15, 2014

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

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

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

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

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

Procedure No. 3-02 (E): New Employee Orientation
Date: April 15, 2014

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

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

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

Procedure No. 3-02 (F): New Employee Assessment
Effective Date: April 15, 2014

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

(1) Individuals applying for positions are required to self-disclose criminal conviction information when they apply. Failure to disclose criminal convictions will make the candidate ineligible for hire.

(2) All offers are contingent upon successful completion of the background check. All offers of employment, oral or written, must include a statement as follows: "This offer is contingent on the college's verification of credentials and other information required by law and/or college policies including but not limited to a criminal background check."

(3) The college may refuse to hire the finalist or may rescind an offer of employment to a finalist that has not successfully completed the background check process.

(4) The background Authorization To Release Information form must be used for any background check performed by a third party vendor.
Assessments of criminal background check information:

(5) Background checks will be assessed on the relevancy of the candidate's criminal history to the position the candidate is seeking using the following principles:
   a. Only convictions will be taken into account when reviewing a final candidate's criminal history. An arrest without a conviction in a closed case will not be considered. Expunged records must not be considered when making a determination of a candidate's eligibility.
   b. Open criminal cases may preclude a final candidate from eligibility for employment depending on the relevancy of the charge to the job responsibilities.
   c. Negative information will be evaluated by considering factors such as
      (i) The nature of the criminal act
      (ii) The frequency of the criminal acts
      (iii) The time since the last conviction
      (iv) The time between convictions
      (v) The relevancy to the job

(6) Adverse Action Notification procedures as required under the Fair Credit Reporting Act (FCRA) – in order to comply with the federal statutory requirements under FCRA, the following two (2) letters will be sent out to applicants when any information contained in the background investigation report could result in the withdrawal of the conditional offer of employment.

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

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

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

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

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

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

3358: 14-3-03 Standards of conduct. (Effective date: Revised 4/15/14)

Statement of purpose: Northwest state community college goals of excellence are supported by a set of standards of conduct. The college seeks to encourage a safe and pleasant work atmosphere which occurs when everyone cooperates and commits to appropriate standards of conduct.

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

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

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

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

(E) In the event any Northwest state community college employee is convicted of any felony the employee shall within ten days, notify the human resources department. Failure to notify human resources may subject the employee to discipline up to and including termination.

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

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-3-04 Employee performance appraisal.
(Effective Date: Revised 4/15/14)

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

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

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

(2) Receive recognition for good performance;

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

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

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

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

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

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

(1) Examples of good documents relating to the evaluation are, position descriptions, the last performance review document, work product files, written observations of job performance, significant job-related incidents, certificates, awards and thank-you notes.

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

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

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 3-04 (A): Employee Performance Appraisal
Effective Date: 4/15/2014

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

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

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

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

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

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

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

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

3358: 14-3-05 Employee salary and deductions.
Effective Date: Revised 4/15/14

(A) Salary schedules for all jobs shall be maintained by the department of human resources with the approval of the president.

(B) Changes to employee salaries require approval of the board of trustees.

(C) The board of trustees shall determine the salary of the president.

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

(1) Professional agreement – Northwest state community college and Northwest state community college education association.

(2) School support personnel agreement – Northwest state community college and Northwest state community college education association

(3) Administrative salary procedure

(E) Professional association employees who earn an academic degree more advanced than they already possess shall be compensated for earning that degree in accordance with the professional agreement – Northwest state community college and Northwest state community college education association.

(F) The college will comply with all legal requirements concerning the garnishment of pay that is directed by a court order. The human resources department is directed to develop a procedure that will meet all legal requirements.

(G) Deductions from the salary of the president and graded employees is defined in procedure 3 – 05(g)

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 3-05 (A): Deductions from Salary for President and Graded Position Employees
Effective date: 4/15/14

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

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

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

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

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

3358: 14-3-06 Overtime.
Effective: Revised 4/15/14

Statement of purpose: overtime compensation policy that complies with the Fair Labor Standards Act.

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

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

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

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

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

(F) Assignment and payment for overtime shall be in accordance with procedures adopted by the school support personnel agreement – Northwest state community college and Northwest state community college education association.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 3-06 (A): OVERTIME
Effective Date: 4/15/2014

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

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

3358: 14-3-07 Benefits administration.

Effective date: Revised 10/26/2018

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

(A) Eligibility

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

(B) Retirement

(1) All eligible employees participate in the state teacher's retirement system, the school employees retirement system, or an alternative retirement plan, if applicable. Eligibility for participation in these systems is governed by 3307. and 3309. of the Revised Code.

(2) Effective March 1, 1999 all full-time employees who meet the qualifications established by 3305.01 of the Revised Code and/or STRS/SERS shall be eligible to enroll in an alternative retirement program. The guidelines are established by the Northwest state community college in chapter 3305. of the Revised Code (alternative retirement plan document) adopted by the college board of trustees February 4, 1999. This document is housed in the college's human resources department.

(C) Insurance

Medical insurance dental insurance, vision care insurance is available to full-time and part-time employees and their dependents for those who work a minimum of twenty hours per week. Life insurance coverage is available to full-time and part-time employees who work a minimum of twenty hours per week. These insurance offerings are within the salary and benefit program approved by the board of trustees.

(D) Fee waiver

(1) Northwest state community college encourages employees to become avid learners and to continually develop their knowledge, skills, and abilities. To that end, the college provides a fee waiver program.

(2) The fee waiver program will provide full-time and part-time employees and their dependents, and adjunct instructors the opportunity to take credit courses at Northwest state community college.

(3) The fee waiver procedure for bargaining unit employees is detailed in the respective collective bargaining agreements. The human resource department will write a procedure for graded employees and adjunct instructors.

(E) Vacation

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

(2) Vacation time will accrue monthly on a prorated basis.

(F) Holidays

The college schedule of holidays is defined in article xxvi of the professional agreement and article xvi of the support agreement. Graded employees shall follow those schedules.

(G) Personal time

Full-time employees/twelve-month employees will be allocated personal.

(H) Military leave

Full-time and part-time employees will be allowed up to thirty-one days in a calendar year for United States military leave.

(I) Employee assistance program

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

(2) Employee assistance services will be provided by a third-party and the college will receive only summary statistical data from the service provider. Employee names and services received will be kept confidential by the provider.

(J) Development fund

Northwest state community college promotes the continuing education of its employees. Employees may be reimbursed through the employee development fund for authorized education within established guidelines and within budget constraints.

(K) Severance pay

All graded employees shall receive sick leave payout upon retirement. The professional and support staff will receive sick leave payout as outlined in their respective collective bargaining agreements.

(L) Voluntary payroll deductions

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

(M) Employee discounts

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

(N) Fitness room

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

(O) Parking

Northwest state community college provides parking on campus free of charge for faculty, staff and students.

Effective: 6/2/2020
CERTIFIED ELECTRONICALLY

Certification
05/19/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358
Prior Effective Dates: 03/16/2015

Procedure No. 3-07 (A): ELIGIBILITY
Revision Date: 4/15/2014, 10/26/2018

(1) Full-time and part-time employees who work a minimum of twenty (20) hours per week are eligible to participate in the college's fringe benefits program provided in this section unless otherwise noted. Part-time employees who work less than 20 hours, temporary employees, adjunct instructors, and guest lecturers are not eligible to participate in the program, except as required by federal and state regulations or as may be specifically defined in this section.

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

Procedure No. 3-07 (B): RETIREMENT AND SICK LEAVE PAYOUT
Revision Date: 4/15/2014

Retirement Eligibility

(a) Northwest State Community College employees are public employees, who are eligible to participate in one of the state of Ohio's retirement systems and in some cases, may be eligible to instead participate in an alternative retirement plan. Effective March 1, 1999, all employees who meet the qualifications established by O.R.C. 3305.01 and/or STRS/SERS shall be eligible to enroll in an Alternative Retirement Program. The guidelines are established by the Northwest State Community College Chapter 3305 Alternative Retirement Plan Document adopted by the College Board of Trustees on February 4, 1999. This document is housed in the College's Human Resource Department.

(b) Eligibility for retirement is dependent upon the rules of the state of Ohio retirement system or, if applicable, according to the terms of the Alternative Retirement plan document.

(c) Effective July 1, 2013, any employee who is receiving the NSCC retirement pick-up who quits, retires, or is separated from employment for any reason will not receive a continuation of the retirement pick-up upon re-employment with the College.
   a. In the event of a lay-off of support unit employees who are receiving the pick-up, and are subject to the recall rules of the NSCCEA Support Unite CBA, they will receive the pick-up if re-employed within two years.
   b. In the event of a lay-off of professional unit employees who are receiving the pick-up, and are subject to the recall rules of the NSCCEA Professional Unit CBA, they will receive the pick-up if re-employed within three years.
   c. In the event of a lay-off of graded employees who are receiving the pick-up, and are subject to the recall, they will receive the pick-up if they are reemployed within three years.
   d. Adjunct faculty are considered to be a new employee each semester and will be treated as such.

(d) Employees who retire from employment with the College through their respective retirement system of the State of Ohio are eligible to receive a portion of accrued and unused sick leave as provided for under the Ohio Revised Code.

(e) State Teacher Retirement System (STRS) rehired retirees will be provided medical benefits in full compliance with STRS regulations.

(f) The following is the calculation of STRS Service Credit for Part-time Faculty agreed to by STRS:

Full-time FTE
Criteria Full-time faculty status
Minimum 28 cr. hours/year

Part-time FTE
Criteria 28 cr. hours/year
-When credit hours are not assigned the conversion of 20 contact hours to 1 credit hour will be used.

Service credit will be calculated for full-time and part-time instructors as:

$$\frac{\text{Credit hours minus overload}}{28}$$

Overload is any credit hours over 14 worked within a semester.

Full-year credit will be granted when the workload exceeds 66% of the FTE.

All calculations will be based on the fiscal year, not the academic year.

To receive a full semester of credit, the entire period must occur within the fiscal year.

For semesters that fall into two fiscal years, the credit will be divided between the fiscal years based on the percentage of completion each fiscal year.

(g) Effective April 1, 2018, the Board of Trustees authorized a 5% pick-up of the retirement contribution for the position of President.

Procedure No. 3-07 (C): INSURANCE
Revision Date: 4/15/2014

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

Insurances currently provided are:

(a) Medical/Prescription Drug

The Health Insurance Portability and Accountability Act (HIPAA) provides standards for the protection of individually identified health information created, received, stored, or transmitted by health plans and health care providers. These standards along with privacy standards of compliance developed by the insurance provider will be followed to ensure compliance.

(b) Dental

(c) Vision

(d) Life

The life insurance procedure for the Professional Staff is found in the Professional Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association -- Article XXI.

The life insurance procedure for the Support Staff is found in the School Support Personnel Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association -- Article XVII.

The life insurance for the graded employees of the college is equal to each full-time graded employee's annual salary, rounded to the next higher $1,000 with a minimum level of life insurance of $45,000.

(e) Flexible Spending Account
These insurances vary in cost depending on the plan, with a portion of the cost paid by the College and a portion paid by the employee. The Board of Trustees authorizes the amount of employer contribution to the employee flexible spending account.

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

(a) Short-term disability

(b) Long-term disability

(c) Additional employee life insurance

(d) Spouse and dependent life insurance

(e) Accident Insurance

(f) Critical illness insurance

(g) Hospital indemnity insurance

Procedure No. 3-07 (D): FEE WAIVER
Revision Date: 4/15/2014, 11/1/2022
Approving Officer: Chief Fiscal and Administrative Officer
Scope: All employees of the College

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

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

(3) Graded Employees Fee Waiver Procedure

(a) Credit Courses

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

(b) Non-Credit Courses

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

(c) Eligibility

Graded employees working 25 hours or more per week, their spouse and dependents (defined as natural born, adopted, step-children or children the employee has guardianship and under the age of 26), re-employed retirees and their spouse are eligible.

(d) Payment

The order of payment for employees, spouses, retirees and/or dependents will be: fee waiver first then other sources such as but not limited to grant, scholarship

money, etc. The employee will pay all other fees, such as laboratory, supplies, and textbooks, etc.

(e) Deceased Employee

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

(f) Termination of Eligibility

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

(4) Part-Time Instructor Fee Waiver Procedure

(a) Credit Courses

The College will waive the instructional fee and general fee for courses equal to their teaching load not to exceed 6 credit hours per semester, excluding independent studies. The employee will pay all other fees.

(b) Non-credit Courses

The tuition waiver benefit does not apply to contract training or non-credit courses.

(c) Eligibility

Part-Time Instructors teaching 3 or more credit hours per semester can receive an instructional fee waiver equivalent to their teaching load credit hours but not to exceed 6 credit hours per semester.

(d) Payment

The order of payment for part-time instructors will be: fee waiver first, then other sources such as but not limited to grant, scholarship money, etc. The employee will pay all other fees, such as laboratory, supplies, textbooks, etc.

(e) Termination of Eligibility

If an employee is no longer employed by the College when a fee waiver is being used by that person, s/he will be responsible for the pro-rated cost of the instructional and general fee.

Process for Obtaining the Instructional Fee Waiver

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

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

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

Procedure No. 3-07 (E): VACATION
Revision Date: 4/15/2014, 12/7/2020, 7/13/2021, 12/19/2024

(1) Vacation procedures for the Professional Staff can be found in the Professional Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association. Prior public service time will not be transferred in calculating Northwest State Community College vacation time.

(2) Vacation procedures for the Support Staff can be found in the School Support Personnel Collective Bargaining Agreement – Northwest State Community College and Northwest State Community College Education Association. Prior public service time will not be transferred in calculating Northwest State Community College vacation time.

(3) Vacation procedures for Graded Employees are as follows:

(a) Employees will accrue vacation monthly at the rate of twenty (20) vacation days per calendar year.

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

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

(d) Vacation may be accrued to a maximum allowed of three years through December 31. Upon December 31 of each year, an accrual over the maximum allowed of two and one-half years will be forfeited. This calculation is completed after the deduction for the vacation buy back an employee may elect.

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

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

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

(h) Prior public service employment time will not be transferred in calculating Northwest State Community College vacation time.

(4) Vacation Buyback procedures:

Employees may elect to cash in 40 hours of their vacation each calendar year if the employee meets the eligibility requirements. If the employee requests the vacation buy back benefit, payment will be made no later than the last pay period of the year. The vacation buy back benefit is for 40 hours of earned vacation. There will not be any payments made for more than or less than the 40 hours.

All employees who earn vacation are eligible for the vacation buy back benefit. In order to qualify the employee must:

(a) have used at least one-half of their earned vacation for calendar year as of December 31.

(b) request the 40 hours vacation buy back benefit by filling out a form in payroll no later than December 15.

(c) have 80 hours in their vacation bank after the buy back.

Procedure No. 3-07 (F): HOLIDAYS
Revision Date: 4/15/2014, 12/19/2024

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

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

Holiday Procedures for Graded Employees

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

a. Labor Day

b. Veterans Day

c. Thanksgiving Day

d. Friday after Thanksgiving Day

e. December 24

f. December 25

g. Four (4) end of calendar year special days

h. New Year's Eve

i. New Year's Day

j. Martin Luther King Day

k. Memorial Day

l. Juneteenth

m. Independence Day

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

Procedure No. 3-07 (G): PERSONAL DAYS
Revision Date: 4/15/2014

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

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

Personal Leave Procedures for Graded Employees

(1) All full-time 12-month graded employees shall receive three personal leave days per year.

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

(3) All part-time graded employees working more than 18 hours per week will earn personal hours at the rate of one hour for each 150 hours worked.

Procedure No. 3-07 (H) MILITARY LEAVE
Revision Date: 4/15/2014

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

During the time period covered by an approved paid leave of absence beyond (10) days, the College will not issue any additional supplemental contracts which require work to be performed during the leave period.

Procedure No. 3-07 (I): EMPLOYEE ASSISTANCE PROGRAM
Revision Date: 4/15/2014

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

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

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

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

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

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

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

(a) alcohol and substance misuse

(b) relationships and family issues

(b) emotional stress

(d) concerns about children

(e) financial and legal problems

(f) grief and bereavement

(g) health and lifestyle issues

(h) trauma and critical incidents

Procedure No. 3-07 (J): DEVELOPMENT FUND PROCEDURES (Tuition Reimbursement)
Revision Date: 4/15/2014; 1/1/18; 7/12/23, 7/1/24

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

(1) Employees eligible to apply for funding include:

(a) All full-time employees.

(b) Part-time faculty are eligible to apply for funding if the additional education is needed to meet accreditation and/or certification requirements. The part-time faculty must be currently employed to receive funding.

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

(3) Qualifying Educational Expenses

(a) Full-time employees: The College will reimburse up to a maximum of 30 credit hours per fiscal year at the maximum rate of the average undergraduate or graduate tuition cost per credit hour for University of Toledo, Bowling Green State University and Defiance College as of their current fall term. Employees who are enrolled in accelerated programs may be reimbursed for classes in excess of the above limits if approved by their supervisor.

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

(4) The application will require a statement of the employee's goals as related to individual professional development and the college's derived benefit. The employee's supervisor must submit a statement clearly indicating the future benefit to the college and indicate approval or non-approval for the application. The application must include a list of courses to be completed. If the applicant is seeking a specific degree or certification, a list of all courses needed to obtain the degree/certification must be provided. The initial application should be submitted for approval at least 30 days prior to the start of the first class. No reimbursement will be made for classes started prior to the application being approved by the supervisor, human resources, and the CFO. If the list of courses initially approved changes for any reason, the employee must submit a new application.

(5) After the initial application is approved, the employee need only submit a copy of their invoice and final grade for reimbursement. The approved course's grade must be a B or better in a course where a letter grade is provided or official documentation from the school that the course offers "Pass" or "Satisfactory" for coursework where a letter grade is not used. Requests for reimbursement must be filed no later than 60 days after the end of the class to be considered for reimbursement for the Development Fund. The Development Fund Committee will serve as the review committee for employees who wish to challenge a funding decision.

(6) The Human Resources Office and the Chief Fiscal and Administrative Officer will administer the fund. Approval of the application does not guarantee the funding level beyond the current fiscal year. Funding levels are reviewed each fiscal year.

(7) Funds will be disbursed in accordance with IRS and Related Expense guidelines.

(8) Full-time employees who leave employment at NSCC or are terminated for cause will be required to re-pay any Development Fund money that they have received in the two-year period preceding their departure. Part-time faculty who leave employment at NSCC will be required to re-pay any Development Fund money that they have received in the two-year period preceding their departure.

(9) Employees who lose employment due to job elimination or layoff will not be required to repay money they received.

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

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

Procedure No. 3-07 (K): SEVERANCE – SICK LEAVE PAYOUT
Revision Date: 04/15/2014

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

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

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

Procedure No. 3-07 (L): VOLUNTARY PAYROLL DEDUCTIONS
Revision Date: 04/15/2014

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

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

(3) Payroll deduction procedures for Graded employees shall include those that are mandated by law plus the following:

(a) United Way
(b) Flexible Spending – medical and childcare
(c) State of Ohio Deferred Compensation
(d) NSCC and Foundation Scholarships
(e) Tax sheltered annuities
(f) Other request deductions (a minimum of 5 enrollees are required to establish a new deduction).

Procedure No. 3-07 (M): EMPLOYEE TRAVEL PROCEDURES
Revision Date: 07/01/16, 6/28/19, 10/14/19

(1) The following procedures have been developed to provide guidance and direction for employees traveling on college related business.

(2) Definitions

(a) "College" means Northwest State Community College.

(b) "Employee" means: any employee of Northwest State Community College.

(c) "Official Business" means: any travel necessary and/or required in the performance of an employee's position at the College.

(d) "Reimbursement" means: payment for expenses incurred while on official College business.

(e) “Per diem” is the allowance for meals and incidental expenses as published by the United States Government General Services Administration (GSA).

(3) Transportation

(a) Employees may use College vehicles, when available, for travel on all official College business.

(b) Employees who elect to use their personal vehicle for travel on College related business shall be reimbursed for their mileage at a rate of 100% of the IRS index.

(c) Travel by privately owned vehicles is authorized only if the owner is insured under a policy of liability insurance complying with the requirements of Section 4509.51 of the Revised Code.

(d) Commercial air carrier

The travel procedure provides for payment of commercial airfare when traveling on College business. No reimbursement will be made for first class or premium rates unless there is a medical necessity that is documented prior to travel.

(e) Frequent Flyer Miles

In accordance with Ohio Ethics Commission Advisory Opinion 91-010, College employees are prohibited from accepting, soliciting or using the

authority or influence of their position to receive discounted or free "frequent flyer" airline ticket for personal travel if the ticket or benefits were obtained through the purchase of airline tickets for the use on official College travel. Any rebates or commissions earned based on College business and paid to a College employee offered by any source, including but not limited to credit card issuers, can only be applied to College approved travel.

(f) Rental Vehicles

Reimbursement may be made for rental of an economy or midsize class vehicle when circumstances warrant. Luxury vehicle rentals will not be reimbursed.

(g) Parking Fees and Toll Charges

Reimbursement is provided for parking fees and toll charges incurred

(h) Taxi, Shuttle Van, Ride-Share, and Public Transportation Fares

Reimbursement is provided for reasonable transportation costs including car rental, taxi, shuttle van, ride-share, and public transportation fares while away on College business.

(4) Meals

(a) College purchasing cards (pcard) shall not be used to pay for meals that are to be reimbursed as per diem expenses (see item 4.c below).

(b) Individuals traveling for the college may request a cash advance prior to travel.

(a) The cash advance amount cannot exceed the anticipated meal per diem costs during travel.

(b) To ensure timely distribution of the cash advance, the travel approval form should be approved and submitted to the Business Office at least 14 days in advance of travel.

(c) Normally, cash advances will be reconciled following travel using the expense reimbursement process. In any event, cash advances must be reconciled with the College within 30 days following travel.

(d) Individuals who received a cash advance for travel that is subsequently cancelled must notify their supervisor and make arrangements for reimbursement with the Business Office.

(c) The GSA establishes per diem rates for meals and incidental expenses (M&IE) including taxes and gratuity. The college will reimburse the employee the daily per diem rate for M&IE established by the GSA. Current rates can be

obtained from the GSA web site at: http://www.gsa.gov/travel/plan-book/per-diem-rates.

(a) Receipts are not required for M&IE reimbursements.

(b) First and last day of travel will be reimbursed in accordance with established GSA rates as outlined on the GSA website for first and last day of travel.

(c) For same day travel, employees will receive the GSA per diem for traditional meal times that occur during the travel. The meal per diem reimbursement amounts can be found on the GSA web site.

(d) Any meal that is provided to the employee as part of an event should not be submitted for reimbursement.

(d) Meals in conjunction with a business meeting may be charged to a college pcard. An itemized receipt is required in this instance.

(5) Lodging Bills

(a) Approval for lodging will be made by the employee's supervisor. An original itemized bill must support the lodging reimbursement request.

(b) No lodging reimbursement will be made for informal lodging arrangements such as staying with friends, colleagues, or relatives.

(6) Other Reimbursable Expenses

(a) The following expenses may be reimbursed (Itemized receipt required unless otherwise noted):

- Business telephone calls if the employee is not receiving a cell phone stipend
- Incidentals as defined on the GSA website (receipt not required)
- Faxes
- Data transmission charges

Business phone calls, facsimiles and data transmission charges must be supported by documentation that includes the date, points and parties involved, the business purpose of the call, and the charges incurred.

- Checked luggage
- Registration fees
- Internet charge

Travelers are permitted to incur charges for use of the internet at hotels, airports or other locations if internet access is necessary for business activity. To be reimbursed for internet charges, travelers must provide an

explanation of the internet usage, such as checking and responding to email. The explanation may be written on the itemized hotel bill or internet provider receipt.

(7) Non-Reimbursable Expenses

(a) The following is a list of common expenses that are not reimbursable. The list is not all-inclusive.

- Lost or stolen articles
- Alcoholic beverages
- Excessive lodging charges
- Damage to personal vehicles, clothing or other items
- Services to gain entry to locked vehicles
- Speeding tickets
- Towing charges (unless it is a college vehicle)
- Insurance associated with rental cars in the United States
- Excessive parking and gasoline charges
- Incidentals charged to the hotel room such as room service, cash bar, movie rental, etc.

(8) Expense Reports

(a) Expense reports must include the following:

- The purpose of the trip
- The date and place of the trip
- Receipts for lodging and other non-per diem associated reimbursable expenses

(b) Employees should file the expense report within a reasonable period of time (30 days).

(9) Travel Approval Process

(a) Employees who complete same day travel on a regular basis need not request approval prior to travel but are expected to document their travel using Google calendar. Travel expenses should be submitted at the end of each month.

(b) Travel that requires an overnight stay must be pre-approved, in writing, by the employee's supervisor.

3358: 14-3-08 Transitional work.
Effective Date: Revised 4/15/14

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

(B) The board of trustees of Northwest state community college directs the president and/or designee to develop procedures for the implementation of the transitional work program.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-3-09 Leaves of absence other than FMLA.
Effective date: Revised 4/15/14

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

(A) Other leaves of absence approved by the board of trustees include:

(1) Sick leave

(2) Personal leave

(3) Maternity/paternity leave

(4) Military leave

(5) Jury duty

(6) Professional leave

(7) Other leaves of absence without pay.

(B) The above-mentioned leaves are defined in detail in the professional collective bargaining agreement – Northwest state community college and Northwest state community college education association and the school support personnel collective bargaining agreement – Northwest state community college and Northwest state community college education association and procedures.

(C) The president shall provide procedures for the graded staff.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
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Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 3-09 (A): LEAVES OF ABSENCE - PROFESSIONAL/SUPPORT STAFF
Revision Date: 4/15/2014

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

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

Procedure No. 3-09 (B): LEAVES OF ABSENCE – GRADED EMPLOYEES
Revision Date: 4/15/2014

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

(a) Sick Leave

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

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

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

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

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

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

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

(b) Advancement of Sick Leave

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

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

(c) Exhaustion of Leave and Separation Benefit

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

(d) Sick Leave Transfer

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

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

(e) Immediate Family

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

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

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

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

(f) Calamity Days

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

(2) Personal Leave

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

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

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

(3) Personal Leave – Part-time Employees

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

For employees with less than five (5) continuous years of service for every one hundred twenty (120) hours worked, they will have one hour credited to their account to be used as unrestricted personal time; one (1) hour for every one hundred (100) hours worked for employees with at least five (5) continuous years of service but less than ten (10) years, and one (1) hour for every eighty (80) hours worked for employees with at least ten (10) continuous years of service. An employee can accumulate up to 22.5 hours. Hours accumulated above 22.5 hours will be forfeited. Normal personal day provisions apply. An exception is given to the part-time employee to use this time for holiday hours.

(4) Maternity/Paternity Leave

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

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

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

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

(5) Military Leave

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

(6) Jury Duty

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

(7) Professional Leave

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

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

3358: 14-3-10 Interruption of campus operations.
Effective date: Revised 4/15/14

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

(A) When an interruption occurs, compensation of employees will be determined using procedure 3–10(b).

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

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

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
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Procedure No. 3-10(A): INTERRUPTION OF CAMPUS OPERATIONS FOR INCLEMENT WEATHER

Revision Date: 4/15/2014, 1/1/2022

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

(1) Weather related closing

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

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

(2) Severe Weather

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

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

(3) During inclement weather conditions, work continues (on campus and remotely), unless the college has been officially closed (as described above) or the county in which they reside is under a level 3-road condition emergency situation. Employees who are not able to work (on campus or remotely) are required to take a personal or vacation day.

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

Procedure No. 3-10(B): INCLEMENT WEATHER PAY SCHEDULE
Revision Date: 4/15/2014

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

(2) Support Employees

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

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

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

(3) Faculty

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

(4) Non-teaching Professionals

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

(5) Graded Employees

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

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

3358: 14-3-11 Conflicts of interest/nepotism.
Effective Date: Revised 4/15/17

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

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

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

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

(3) No immediate relative of an employee of Northwest state community college shall be appointed as an employee of the college without the president being specifically informed of the relationship prior to the appointment.

(B) Conflict of interest - employees, trustees, and their families will neither solicit nor accept personal gifts or services from vendors or potential vendors to the college. Gifts do not include advertising or promotional items such as pens, calendars, or note pads, nor do they include complimentary copies of textbooks that are being considered for adoption.

Northwest state community college complies with the law as set forth by the Ohio Ethics Commission. Vendors include firms or individuals that provide equipment, materials, or professional services to the college.

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

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

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 3-11(A): CONFLICT OF INTEREST/NEPOTISM - PERSONAL RELATIONSHIPS
Revision Date: 4/15/2014

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

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

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

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

(c) Voluntary resignation.

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

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

Revision Date: 4/15/2014

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

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

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

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

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

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

3358: 14-3-12 Personnel records/public records.
Effective Date: Revised 4/15/14

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

(A) All requests for public records should be directed to: records custodian c/o business office, Northwest state community college, room c107, 22600 state route 34, Archbold, Ohio 43502. The records custodian may also be reached by phone at 419-267-5511. The records custodian will distribute the request to the proper Northwest state community college office and coordinate the response to the requestor.

(B) The support staff files will be managed in accordance with the school support personnel agreement – Northwest state community college and Northwest state community college education association article ix.

(C) The professional staff files will be managed in accordance with the professional agreement – Northwest state community college and Northwest state community college education association article xiii.

(D) The president and graded employee personnel files will be managed in accordance with the procedure 3–13 (e)

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

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

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-3-14 Equal opportunity.
Effective date: Revised 4/15/14, 4/26/19

It is the established policy of Northwest state community college not to discriminate against any individual employee or student, groups of employees or students, or prospective employees or students for reasons of age, ancestry, color, disability, familial status (status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent), 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. This college is fully committed to providing equal opportunities in all employment related activities, and educational programs, including, but not limited to, recruiting, hiring, advancement, demotion, layoff, compensation, training, benefits, transfers, tuition assistance, terms of employment, physical access to facilities, and social and recreational programs, within the financial resources of the college. The college will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the college through a positive and continuing affirmative action program. Northwest state community college will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this college will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Concerns or complaints regarding equal employment opportunities and affirmative action should be filed with the human resource department of the college.

Effective: 6/2/2020
CERTIFIED ELECTRONICALLY

Certification
05/19/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358
Prior Effective Dates: 03/16/2015

3358: 14-3-15 Separation from employment.
Effective date: Revised 4/15/14

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

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

(1) Resignation

(2) Retirement

(3) Contract, grant, temporary assignment expiration/funding ends

(4) Event of an employee's death

(5) Reduction in force

(6) Disciplinary actions

(B) The board of trustees will be notified of all employee separations of employment.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-3-16 Grievance procedure.
Effective date: Revised 4/15/14

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

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

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

(C) The human resource department is responsible for development of a procedure to implement this policy.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-3-17 Discipline and discharge policy graded employees.
Effective date: 4/15/14

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

(A) Discharge is generally, but not necessarily, preceded by progressive and corrective discipline. Behaviors upon which discharge may be based include, but are not limited to, the following:

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

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

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

(4) Falsification of college records.

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

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

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

(8) Violation of the college's policies on harassment, sexual harassment, or sexual misconduct.

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

(10) Assault.

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 3-17(A): DISCIPLINARY ACTION
Revision Date: 1/3/2019
Approving Officer: Vice President Human Resources & Leadership Development
Scope: All employees of the College

This procedure shall serve as the disciplinary procedure for all employee-related violations of any college policies unless otherwise specified in a particular policy.

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

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

(3) Disciplinary action pertaining to any employee not covered by a collective bargaining agreement is as follows:

(a) Each supervisor of a graded position employee is responsible for counseling, developing performance improvement plans, and administering discipline. Generally, progressive discipline is preferred and will be implemented; however, the College reserves the right to impose discipline without observing progressive discipline when the circumstances warrant it. Steps for progressive discipline include:
    (i) Verbal warning;
    (ii) Written warning;
    (iii) Suspension with or without pay;
    (iv) Involuntary/voluntary termination

(b) Verbal and written warning should be initiated by the immediate supervisor and coordinated through the Human Resources Department. Suspensions, with or without pay, must be approved by the President and terminations must be approved by the College Board of Trustees at the next scheduled Board of Trustees meeting.

    (i) The Board of Trustees delegates the responsibility to suspend or terminate the employee to the President.

(c) The College reserves the right to impose immediate interim action such as administrative leave, with or without pay, pending investigations into reported misconduct.

3358: 14-3-18 College property.
Effective date: Revised 4/15/14

Policy statement: due to the fact that the college is supported by the taxpayers of the state of Ohio and also due to concerns regarding liability, it is necessary for the board of trustees to prohibit the removal of college property for the personal use of employees. The president and/or designee will write a procedure that is designed to give direction to this policy and enumerate any possible exceptions.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-3-19 Equal Opportunity and Non-Discrimination/Anti-Harassment.
Effective date: 4/1/12; Revised 12/14/18, 4/26/19, 8/28/20, 12/8/2023

Policy statement: Northwest state community college ("NSCC" or "the college") is committed to maintaining a workplace and academic environment free of discrimination and harassment. Therefore, the college shall not tolerate discriminatory or harassing behavior by or against trustees, employees, vendors, customers, students, or other persons participating or attempting to participate in a college program or activity. "Attempting to participate" extends mandated protections against person who are applicants for admission or employment or who are determined by the administration of this policy to be otherwise accessing the College's educational program.

(A) Employees and students are expected to assist in the college's efforts to prevent discrimination or harassment from occurring. Administrators, supervisors, and employees who have been designated to act on behalf of the college are specifically responsible for identifying and taking proper action to stop such behavior when they see it occurring and to report it to the reporting structure of the college as identified in this policy.

(B) While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related 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, genetic information (GINA), military or veteran status, national origin, race, religion, sex, and sexual orientation, or any other bases under the law. "Antisemitism" is a certain perception of Jews, which may be expressed as hatred toward Jewish people. Many Jewish people hold their identity of being "Jewish" as both a religion and a race (or as their religion or race), although Jewish people can be from anywhere in the world and may or may not be actively practicing Judaism. Rhetorical and physical manifestations of antisemitism are directed to-ward Jewish or non-Jewish individuals and/or their property and toward Jewish community institutions and religious facilities. Antisemitism, including harassment on the basis of actual or perceived Jewish origin, ancestry, ethnicity, identity, affiliation, or faith, is strictly prohibited at NSCC. Like many other forms of civil rights abuses, acts against actual or perceived Jewish persons are illegal and in violation of our policies. In reviewing, investigating, or deciding whether antisemitism has occurred in violation of this policy, in accordance with Ohio Executive Order 2019-05D, NSCC shall take into consideration the definition of antisemitism set forth above for purposes of determining whether the alleged act was motivated by discriminatory antisemitic intent. 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 Clery Act, as amended, by the 2013 Reauthorization of the Violence Against Women Act (VAWA), 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, The Pregnant Worker's Fairness Act (PWFA) and the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act and relevant state and local laws, by setting forth comprehensive frameworks for receiving, processing, investigating, and resolving complaints.

(C) Anyone who is subjected to conduct that creates an intimidating or hostile environment, regardless if the conduct is based on a protected class, shall report the conduct to a person outlined in section (E) of this rule. If human resources determines that the conduct alleged to be creating an intimidating or hostile environment is not based on a protected class, the report may be referred for remediation according to the relevant policy.

(D) Reports of sexual assault, sexual exploitation, dating or domestic violence, stalking, or sexual harassment ("sexual misconduct") are governed by the college's sexual misconduct policy governing student and employees (policy 3358:14-3-35 or the sexual misconduct policy), which establishes separate procedures for reporting and resolving allegations of Sexual Misconduct against students and employees pursuant to Title IX of the Education Amendments of 1972 (as well as provides for resolution options when the reported behavior is sexual misconduct, but does not rise to meet the jurisdictional requirements of title IX through non-title IX resolution procedures which sit in that same policy.) For more information on the title IX policy, including definitions of the sex-based prohibited conduct and reporting options, please visit the NSCC Title IX Website or refer to the sexual misconduct policy governing students and employees.

(E) In furtherance of these expectations, all employees are required to participate in required training.

(1) Definitions of discrimination/harassment. As used in this policy, the following terms are defined and will be adhered to as follows:

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

(i) 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.

(ii) Disparate impact - when a college policy, practice or decision is based on neutral factors that have an adverse impact on a protected class.

(b) 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 and 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. *****This definition does not include sex-based harassment/discrimination ("sexual misconduct"). To understand how the college defines sexual misconduct and to report incidents of sexual misconduct, see policy 3358:14-3-35.

(i) 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.

(2) Discrimination/harassment indicators and examples

(a) Examples of discrimination/harassment include, but are not limited to the following:

(i) 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;

(ii) 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;

(iii) 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;

(iv) 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.

(3) Consequences of discrimination/harassment

(a) Employees - any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of

employment.

(b) Students - any student found to be in violation of this policy will be subject to review and resolution in accordance with the student code of conduct policy 3358:14-5-08 and may be subject to disciplinary action in accordance therewith.

(4) Reporting responsibilities and filing a complaint

(a) Anyone who believes that an administrator, any employee, supervisor, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the behavior/action as soon as it is known so that the College may administer this policy.

(i) Allegations can be made by individuals who are directly involved in, who observe, or who receive reliable information that discrimination/harassment may have occurred.

(b) Complaints involving employees: In cases of alleged discrimination/harassment in employment or if the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:

(i) an employee of human resources; or

(ii) the institution's Title IX coordinator; or

(iii) an employee of the NSCC police department.

(c) Complaints involving students: In cases of alleged discrimination/harassment when the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college-sponsored event or activity, the complaint may be made to any of the following:

(i) human resources;

(ii) the institution's Title IX coordinator; or

(iii) the vice president of academics;

(iv) an academic dean; or

(v) an employee of the NSCC police department.

(d) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must immediately report the behavior to the office of human resources or chief student affairs officer. Failure to do so may result in

disciplinary action, up to and including termination of employment.

(e) Emergency: Any person seeking immediate assistance or relief from bodily danger or a threat of bodily danger should immediately contact the northwest state community college police department at 419-267-1452 or by dialing 9-1-1

(f) Reporting: Complaints made in good faith regardless of whether or not there is sufficient information to render a substantiated finding will not be held against an employee or student in any way.

(i) Any employee who knowingly or maliciously makes a false allegation of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

(ii) Any student who knowingly or maliciously makes a false allegation of discrimination or harassment will be subject to the process outlined by the student code of conduct policy 3358:14-5-08.

(5) Academic freedom/first amendment guidelines

(a) The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, per college policies and in compliance with state and federal law, and the college recognizes the value of academic freedom in the classroom.

(b) College policies are not intended to restrict serious discussion of controversial issues in the academic classrooms or trainings. In light of this, to minimize the potential for multiple claims that course content is discriminatory, harassing or offensive, it is recommended that in courses where such discussions occur, faculty provide a disclosure that the content covered may be controversial. However, employees and students are encouraged to file complaints in accordance with section D in this policy for reasons specified therein.

(6) Confidentiality

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations will be treated as confidential, except to the extent it is necessary to disclose information in order to investigate, prevent or address the effects of the discrimination/harassment, 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.

(7) Retaliation

The college, in compliance with federal, state and local law that strictly prohibits it, will not tolerate retaliation in any form against any individual who files a complaint or report, makes an allegation, or who participates in an investigation of discrimination or harassment. Retaliation is a serious violation that can subject the offender to discipline, up to an including termination of employment and/or student status, independent of the merits of the underlying allegation. Allegations of retaliation should promptly be directed to human resources or student affairs. If at any time, a party feels as though the retaliatory conduct poses a threat to their safety or the safety of others, the party should contact law enforcement.

(8) Formal complaint procedures

Complainants may initiate formal procedures by filing a complaint with human resources (HR). HR responds to complaints in accordance with the procedures outlined below. However, there may be exceptional circumstances that justify a departure from these procedures, and, should such circumstances arise, HR will advise the parties to the complaint as soon as possible. If a complaint alleges sex-based harassment or discrimination in addition to protected class harassment or discrimination covered by this policy, HR may work in concert with the institution's Title IX Coordinator to investigate and resolve the complaint, if applicable and at their discretion. HR may work independently if it is determined that conducting two investigations makes the most sense given the specific facts of the matter alleged. Decisions made with regard to the consolidation of investigations will be made on a case-by-case basis.

(a) Filing a complaint

(i) HR and student affairs work in concert to accept and respond to complaints. Student affairs will accept student reports and will aid students in reporting to HR. A complaint must be filed with HR by any current employee or student or applicant for employment or admission who believe that they have been subject to protected class harassment or discrimination. If the complaint involves allegations of employment discrimination, it must be filed with HR within three hundred days of the most recent alleged prohibited discriminatory or retaliatory conduct. HR retains discretion to accept complaints filed outside of the three-hundred-day timeframe for good cause. A complainant may also file a formal charge of discrimination, harassment, and/or retaliation with a state or federal agency authorized by law to receive such complaints.

(ii) HR and/or student affairs (respectively) will also initially accept complaints in alternate written form, such as email, or verbal where the human resources department will attempt to collect the at a minimum: (1) the complainant's name and contact information; (2) the name of the

respondent(s); (3) an explanation of the conduct believed to constitute protected class harassment or discrimination or an allegation of retaliation with approximate date(s) of when these actions occurred; and (4) a brief description of why the complainant believes that the alleged conduct at issue is based on one or more protected characteristics. If a reasonable accommodation or other assistance is needed to file a complaint, please contact HR.

(iii) As stated, reports of sexual assault, sexual exploitation, dating and domestic violence, stalking, and/or sex-based harassment ("sexual misconduct") are governed by the sexual misconduct policy governing students and employees. However, reports of harassment or discrimination based on sexual orientation, gender identity, pregnant or parenting status, or other gender-based misconduct that does not rise to the level of constituting hostile environment sexual harassment as defined by Title IX will be resolved utilizing this policy and procedure.

(b) Receipt of complaint and initial assessment

(i) Upon notice of a complaint, HR/student affairs will first assess the allegations to determine whether interim measures pending resolution of the matter are appropriate. Interim measures may include, but are not limited to, a safety plan, schedule change, temporary removal of the respondent from the workplace or academic program, if warranted, and other measures, including issuance of a "no contact" directive. In making this assessment, HR/student affairs will consider the totality of the circumstances, the nature and severity of the allegations, and whether the allegations implicate a potential, ongoing safety threat to the complainant or the community. HR/student affairs will consult with college administrators, as appropriate.

(ii) From this point forward, the party alleging to be the victim of the harassment or discrimination will be called the "complainant" and the person accused of engaging in the unwanted behavior will be called the "respondent."

(c) Evaluation of a complaint

(i) Following HR's notice of a complaint, HR shall decide whether the complaint states a potential violation of this policy and shall notify the complainant of its decision. If the complaint lacks sufficient information for HR to make this decision, HR will contact the complainant to gather additional information.

(ii) If HR determines that the complainant's allegations, if true, do not state a violation of college policies, an explanation of this decision shall be

explained to why the complaint does not state a violation and may inform the complainant of other possible avenues of redress, such as through other college policies or offices.

(iii) If HR concludes that the complainant's allegations do not state a policy violation, but nevertheless implicate potentially concerning behaviors, HR will advise complainants of steps that HR will take to assist them in addressing their concerns informally.

(iv) If HR concludes that the allegations of the complaint state a potential violation, HR will notify the complainant of that determination and will meet with the complainant to confirm the specific factual allegations upon which the complaint is based and to discuss the formal complaint procedures.

(v) For complaints that also implicate conduct prohibited by the sexual misconduct policy, HR will consult with the Title IX Coordinator. Generally, such complaints or reports will be investigated concurrently under the appropriate Title IX procedures, unless the Title IX Coordinator determines that doing so would unduly delay resolution of the allegations under the Title IX policy. In these situations, HR will notify complainants under which policies and procedures their reported allegations will be resolved.

(d) Investigation

(i) Notice of the investigation: As soon as practicable, HR will provide notice to the complainant and the respondent(s) of the commencement of the investigation. Such notice will: (a) name the complainant and the respondent; (b) specify the nature of the alleged harassment; (c) explain that the complaint will be investigated in accordance with these procedures; (d) identify the investigator; (e) explain the college's prohibition against retaliation; and (f) provide a copy of this policy and the complaint procedures.

(ii) Investigation overview: If HR has not already done so, HR will conduct a formal interview of the complainant and the respondent(s). During the investigation, the parties will have an equal opportunity to be heard, to submit information and corroborating evidence, to identify witnesses who may have relevant information, and to submit questions that they believe should be directed by the investigator to each other or to any witness. The investigator will notify and seek to meet separately with the complainant, the respondent, and any third-party witnesses, if applicable, and will gather other relevant and available evidence and information, including electronic or other records of communications between the

parties or witnesses (via voice-mail, text message, email and social media sites), photographs (including those stored on computers and smartphones), and medical records (subject to the consent of the applicable party). The investigation conducted by HR may further include, but is not limited to:

(a) Interviewing material witnesses;
(b) Reviewing relevant files and records;
(c) Comparing the treatment of the complainant to that of others similarly situated in the department or unit;
(d) Reviewing applicable policies and procedures; and/or
(e) Following up with the parties as new evidence is collected, as appropriate, and permitting the parties to provide additional information to the record.

(e) Timeframe for investigation

The investigation shall be promptly and thoroughly investigated and would not normally exceed sixty business days. This timeframe may be extended for good cause. HR will notify the parties in writing of any extension of this timeframe.

(f) Findings

(i) Upon conclusion of the investigation, HR will conduct a meeting with the complainant and respondent separately to provide a verbal outcome of the investigation will include a finding as to whether there is sufficient information, by a preponderance of the evidence, to support a finding that the respondent(s) engaged in the alleged harassment in violation of this policy.

(ii) If HR issues a finding of violation, HR will construct a letter that will include recommended action items, which may include, but are not limited to: (a) a directive to stop any ongoing discriminatory, harassing and/or retaliatory behavior/practices; (b) disciplinary or other corrective action be taken against the respondent and/or others; (c) relief be granted to the complainant, such as accommodations, reinstatement, hiring, reassignment, promotion, training, back pay or other compensation and/or benefits (specific remedies shall be fact-specific to each complaint); and/or (d) other proactive measures, such as targeted training or education.

(9) Administrative review

(a) HR retains discretion to conduct an administrative review into allegations of harassment or discriminatory conduct, in absence of a formal complaint. In

determining whether to initiate an administrative review of allegations harassment or discrimination, HR will consider all known information, including: (1) the nature and the severity of the allegations; (2) whether the allegations are amenable to resolution through other channels, such as human resources intervention; (3) the history of prior complaints regarding the same individuals, department and/or area; (4) the expressed wishes, if known, of the affected individual(s); and (5) any other pertinent information.

(b) Administrative reviews will include interviewing witnesses and reviewing pertinent documents and will normally be concluded within 60 business days. This timeframe may be extended for good cause and any recommended action items will be presented to the College's Legal Counsel. The same level of confidentiality applicable in complaint investigations will apply to administrative reviews.

(10) Obligation to provide truthful information

All college community members are expected to provide truthful information in connection with any report made under this policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or to intentionally harm another in connection with a complaint under these policies is prohibited and subject to disciplinary sanction. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

(11) External complaints

Individuals also have the right to file complaints with one of the following federal or state agencies. Please be advised that separate deadlines and time limitations for filing complaints with the external agencies may apply, and HR's investigation does not toll or otherwise suspend these deadlines or time limitations. Please contact the following agencies for more information about the applicable deadlines:

(a) Equal Employment Opportunity Commission

To file a claim with the **EEOC**, contact the nearest local EEOC office. More information about filing a claim with the EEOC can be found at http://www.eeoc.gov/facts/howtofil.html

EEOC — Cincinnati Area Office
550 Main Street
10th Floor
Cincinnati, OH 45202
Phone: (513) 684-2851
TTY: (513) 684-2074

EEOC — Cleveland District Office
1240 E 9th Street
Suite 3001
Cleveland, OH 44113-1454
Phone: (216) 522-2001
TTY: (216) 522-8441

(b) U.S. Department of Education Office for Civil Rights

The majority of OCR staff are working remotely. Therefore, to ensure receipt of your correspondence, please consider emailing (OCR@ed.go) or faxing (202-453-6012) it to their office, where it will receive immediate attention. If neither of these options are available to you, mail your correspondence to the address below and we will process it as soon as conditions allow. You may also contact them at 800-421-3481 or OCR@ed.gov to confirm receipt of your correspondence.

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

(c) To file a claim with the Ohio Civil Rights Commission (**OCRC)**, contact the nearest office below. More information about filing a claim with the OCRC can be found at the website. You may also check out more information at the Office of Civil Rights Commission website.

Columbus — Central Office
Rhodes State Office Tower
30 East Broad Street, 5th Floor
Columbus, OH 43215
Phone: (614) 466-2785
Toll-Free: (888) 278-7101

Columbus Regional Office
30 East Broad Street 4th Floor
Columbus, OH 43215
Phone: (614) 466-5928
TTY: (614) 752-2391
Fax: (614) 466-6250
Counties Served: Franklin, Union, Madison, Delaware, Pickaway, Licking, Fairfield, Hocking, Muskingum, Perry, Athens, Morgan, Guernsey, Noble, Washington, Belmont, Monroe, Ross, Marion, Morrow

Akron Regional Office
Akron Government Building
Suite 205
161 South High Street
Akron, OH 44308
Phone: (330) 643-3100
TTY: (330) 643-3100
Fax: (330) 643-3120
Counties Served: Wayne, Summit, Stark, Portage, Trumbull, Mahoning, Columbiana, Knox, Holmes, Coshocton,

Dayton Regional Office
Point West III
3055 Kettering Blvd, Suite 111
Dayton, OH 45402
Phone: (937) 285-6500
TTY: (937) 285-6500
Fax: (937) 285-6606
Counties Served: Darke, Preble, Shelby, Miami, Montgomery, Logan, Champaign, Clark, Greene, Van Wert, Mercer, Allen, Auglaize, Hardin

Tuscarawas, Carroll, Jefferson, Harrison

Cincinnati Satellite Office
Mid-Pointe Towers
7162 Reading Road
Suite 1005
Cincinnati Ohio 45237
Phone: (513) 351-2541
Fax: (513) 351-2616
TTY: (513) 852-3344
Counties Served: Butler, Hamilton, Clermont, Clinton, Warren, Brown, Fayette, Highland, Adams, Pike, Scioto, Vinton, Jackson, Lawrence, Gallia, Meigs

Toledo Regional Office
One Government Center
640 Jackson Street, Suite 396
Toledo, OH 43604
Phone: (419) 245-2900
TTY: (419) 245-2900
Fax: (419) 245-2668
Counties Served: Williams, Defiance, Paulding, Fulton, Henry, Putnam, Lucas, Wood, Hancock, Ottawa, Sandusky, Seneca, Wyandot, Crawford

3358: 14-3-20 Conflict of interest.
Effective date: Revised 4/15/14

Policy statement: no employee will engage in any activity for which the employee receives financial remuneration or equivalent goods or services if such activity occurs during the employee's normal working hours without the express consent, in writing, of the president and on file with the chief fiscal office.

(A) Employees shall not represent any vendor nor be an employee of any vendor that does business with the college without the express consent, in writing, of the president and on file with the chief fiscal office.

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

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

(D) Failure to obtain consent for activities mentioned in paragraphs (a), (b), (c), and (d) of this section shall be grounds for disciplinary action, up to and including immediate discharge.

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

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

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

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-3-21 Drug free workplace.
Effective date: Revised 4/15/14, 8/23/2020

(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.

Effective: 11/24/2020
CERTIFIED ELECTRONICALLY

Certification
011/10/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358
Prior Effective Dates: 03/16/2015

3358: 14-3-22 Ethics.
Effective date: Revised 4/15/14

Policy statement: it is the policy of Northwest state community college to carry out its mission in accordance with the strictest ethical guidelines and to ensure that board of trustees' members and employees conduct themselves in a manner that fosters public confidence in the integrity of Northwest state community college, its processes, and its accomplishments.

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

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

(C) This policy may be changed only by a majority vote of the Northwest state community college board of trustees.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 3-22(A): ETHICS
Revision Date: 4/15/2014

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

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

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

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

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

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

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

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

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

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

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

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

(2) For purposes of this policy:

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

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

(3) Financial Disclosure

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

(4) Assistance

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

(5) Penalties

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

3358: 14-3-23 Rehire of retirees.

(A) The president and the college board of trustees have final and complete authority to offer or not to offer employment to persons after they retire from Northwest state community college.

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

(C) Northwest state community college will continue to pay the board's approved retirement contribution into the person's STRS or SERS annuity.

(D) A person who is employed by the college on a retired rehired person basis will be eligible for salary increases and merit pay as deemed appropriate by the president and the college board of trustees.

(E) A retired rehired person is not eligible for any future retirement incentive plan.

(F) Retired rehired person salary – the person will be offered employment at a salary that is based on the needs of the college and the circumstances of their retirement.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358:14-3-24: **Organizational chart**
Effective Date: Revised 12/2/16

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

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

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

3358: 14-3-25 Sick leave donation policy.
Effective Date: Revised 4/15/2014, 12/11/2020

(A) Policy statement: Northwest state community college is committed to recruiting and retaining quality employees. To accomplish this goal the college strives to stand out as an employer of choice. The college goal is to create a community that supports employees and their families and the college regards family care concerns as legitimate and important.

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

Effective: 02/26/2021
CERTIFIED ELECTRONICALLY

Certification
02/12/2021
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358
Prior Effective Dates: 03/16/2015

Procedure No. 3-25(A): SICK LEAVE DONATION PROCEDURES FOR NSCC EMPLOYEES

Revision Date: 4/15/2014, 12/11/2020

(1) Procedure:

(a) When an employee is on a documented, approved medical leave and has exhausted all paid leave (sick leave, vacation and personal leave), the employee may request to receive donated sick leave or NSCC employees may offer to provide donated sick leave so that the employee can care for himself or herself or an immediate family member.

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

(c) Employees may donate a maximum of 20 hours per affected employee. Employees may not go into a negative balance when donating hours.

(d) The recipient may use up to a combined 12 weeks (480 hours) of paid time off and donated sick leave provided there are available hours donated An employee who has used 12 weeks or more of paid time off would not be eligible for the sick leave donation. This is consistent with the College's FMLA policy. The President's Cabinet will consider extenuating circumstances.

(e) The Human Resources Department is responsible for the administration of this policy.

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

3358: 14-3-26 Non-retaliation.
Effective date: Revised 4/15/14

(A) Statement of purpose: this policy is intended to protect any individual who engages in good faith disclosure of alleged wrongful conduct to a designated college official or public body. More specifically it:

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

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

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

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

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

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

(D) Definitions:

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

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

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

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

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

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

(F) Regulations

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

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

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

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

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

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

Procedures for reporting violations

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

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

3358: 14-3-27 Family and Medical Leave Act.
Effective date: 4/15/15

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

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

(B) Basic leave entitlement - FMLA requires covered employers to provide up to twelve weeks (twenty-six weeks for qualifying exigency) of unpaid, job-protected leave to eligible employees for the following reasons:

(1) For incapacity due to pregnancy, prenatal medical care or child birth;

(2) To care for the employee's child after birth, or placement for adoption or foster care;

(3) To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;

(4) For a serious health condition that makes the employee unable to perform the employee's job; or

(5) For a qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a contingency operation.

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

C) Eligibility requirements employees are eligible if they have worked for a covered employer for at least one year, for twelve hundred fifty hours over the previous twelve months, and if at least fifty employees are employed by the employer within seventy-five miles.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-3-28 Consolidated Omnibus Budget Reconciliation Act (COBRA).
Effective date: 4/15/14

Northwest state community college complies with the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) regarding continuation coverage to eligible employees. The human resources department shall provide notice to eligible employees as required by law. Full descriptions of continuation coverage, eligibility, and procedures shall be maintained by the human resources department.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/04/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-3-29 Compensatory time
Effective Date: 7/1/15

Statement of purpose: scheduling of work must be arranged to support operational needs of the college and to effectively deliver customer service. Scheduling of work and overtime are the responsibility of the department manager. Employees will be compensated for their work in accordance with the Fair Labor Standards Act (FLSA) and relative collective bargaining agreements.

(A) Definitions:

(1) Exempt staff: staff exempt from overtime pay or compensation time off according to federal and state law.

(2) Nonexempt staff: staff eligible for overtime pay or compensatory time off according to federal and state law.

(3) Overtime compensation: overtime pay or compensatory time off provided to nonexempt staff who are required by unit management to be in an active pay status for more than forty hours in a workweek.

(4) Safe harbor rule: an employee who retains her or his exempt, salaried status if the college makes a good-faith effort to comply with provisions of the FLSA by having a clearly communicated policy that prohibits improper deductions, having a complaint mechanism, reimbursing employees for improper deductions, and making a good-faith commitment to comply in the future.

(5) Volunteer: an individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons. Public sector volunteers provide these services without promise, expectation or receipt of compensation for services rendered. Volunteer hours cannot be the same type of service, which the individual is employed to perform for the employer.

(B) Nonexempt employees will be paid only for actual hours worked unless they receive benefits under the rule 3358:14-3-09 of the Administrative Code leaves of absences other than FMLA for sick leave, personal leave, maternity/paternity leave, military leave, jury duty, professional leave.

(C) Exempt employees are paid on a salary basis. Exempt staff are not eligible for overtime compensation for hours worked in excess of forty per week. Exempt staff have greater flexibility for scheduling work.

Effective: 1/17/2020
CERTIFIED ELECTRONICALLY

Certification
01/03/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358:14-3-30 Flex time
Effective Date: 7/1/15

Statement of Purpose: NSCC recognizes the growing demands on staff and the increasing challenge of finding new and better ways to provide service and meet college goals of providing services to students. Workplace flexibility provides a way to successfully manage people, time, space and workload. The college supports flexible work arrangements to achieve a highly productive work environment that enables staff to balance work and personal needs while providing workforce predictability and stability.

(A) This policy applies to flexible work arrangements that fall outside of the usual college work schedule and that last longer than two months. These requests can be made by the supervisor and / or the employee.

(B) Eligibility

(1) All staff members are eligible to request flexible on campus work arrangements, however not all positions lend themselves to flexible work.

(2) The request for a flexible work arrangement must meet the needs, requirements and constraints of the department, the staff member and the college. Departments should be consistent in the decision-making process regarding flexible work arrangement requests.

(C) Guiding principles

(1) Successful leadership involves maximizing two top priorities for flexible work arrangements:

(a) optimize operations and academics.

(b) shift to more progressive work culture to recruit and retain talent.

(2) Supervisors and their faculty and staff should collaborate to develop flexible work approaches for individuals and departments.

(3) All flexible work arrangements must be consistent with affirmative action, equal employment opportunity and nondiscrimination/harassment.

(4) Flexible work arrangements must be considered regardless of the reason for the request.

(5) Performance expectations remain the same regardless of work schedule.

3358:14-3-30 Flex time

(6) Supervisors cannot take adverse action against staff for asking for a flexible work arrangement or accessing the policy.

(7) Flexible work arrangements are not guaranteed; they may change as department needs change.

(8) Decision making processes regarding flexible work arrangement requests must be transparent.

(9) Flexible work arrangements must be in compliance with NSCC electronic security and data policies, as well as all college policies.

Effective: 1/17/2020
CERTIFIED ELECTRONICALLY

Certification
01/03/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358:14-3-31 Authorization to president in event of strike/work stoppage
Effective Date: 4/10/2015

(A) Absences - Effective April 10, 2015 or any later date of withdrawal of services, and to continue through the duration of such a strike/work stoppage, the president may require substantive proof of any absence above and beyond that proof currently required. Pay and fringe benefits will not be granted for unauthorized absences.

(B) Unauthorized leave - the president is authorized to determine if unauthorized leave has occurred by using the following guidelines:

(1) Unauthorized leave is defined as non-performance of assigned duties and responsibilities or other duties and responsibilities as directed by the appropriate authority. Such unauthorized leave may include, but is not limited to, individual and/or collective refusals to provide services, unauthorized use of sick leave, unauthorized use of other leave benefits, non-attendance at required meetings and failure to perform supervisory functions at sponsored activities.

(2) An employee is deemed to be on an unauthorized leave at such time and on such occasion as the employee may absent himself from required duties.

(3) Unauthorized leave may result in the initiation of dismissal procedures, loss of salary or such disciplinary action as may be deemed appropriate.

(C) Cancellation of non-essential leave -the president is authorized to cancel previously approved non-essential leave occurring during the duration of a strike/work stoppage.

(D) Substitute employees -the president is authorized to hire substitute employees and to pay substitute employees what is deemed necessary for the duration of a strike/work stoppage.

(E) Temporary employees - the president is authorized to hire temporary employees for the duration of a strike/work stoppage at the rate now in effect for regular employees and/or such rate as is agreed upon by the temporary and the president for the board of trustees.

(F) Contract services - the president is authorized to enter into contract for necessary services that may be required for the continued efficient operation of the college during a strike/work stoppage at rates agreed upon by the contracting person or agency and the president for the board of trustees.

(G) Leasing equipment - the president is authorized to enter into contract for necessary services that may be required for the continued efficient operation of the college during a

strike/work stoppage at rates agreed upon by the contracting person or agency and the president for the board of trustees.

(H) Closing of facilities - The president or designee shall be the only board of trustees employee authorized to close any facility.

(I) Authorization of counsel - The president is authorized to engage such legal services as may be necessary to maintain the efficient and safe operation of the college.

(J) Further, the president is authorized to take whatever steps he may deem necessary to maintain the efficient and safe operation of the college.

Effective: 1/17/2020
CERTIFIED ELECTRONICALLY

Certification
01/03/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358:14-3-32 Dress code.
Effective Date: 8/7/2015

(A) Policy Statement: Employees of the College are expected to project a professional image to students, business associates, and the general public. Employees are expected to dress in a manner that is business appropriate to their work environment and to the type of work they perform.

(B) Purpose of policy: This policy will include procedures pertaining to dress and personal hygiene with sensitivity to religious practices. Any employee who has cultural, medical and/or religious requirements to wear something that may not conform to these guidelines is encouraged to speak to their supervisor and/or the Human Resources Department.

(C) The president will work to establish a procedure which includes designations of shoes and clothing based on safety guidelines, as well as meeting Department of Health guidelines.

(D) The president and/or his/her designee can authorize dress down days for special occasions or projects.

Effective: 1/17/2020
CERTIFIED ELECTRONICALLY

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01/03/2020
Date
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3358:14-3-33 Gender inclusive restroom facilities
Effective Date: 10/2/2015

Northwest state community college strives to provide safe, accessible, and convenient locker room and restroom facilities. Students, staff, faculty and campus guests may use facilities corresponding with biological sex or gender identity, or may use the gender inclusive designated restroom facilities.

Effective: 1/17/2020
CERTIFIED ELECTRONICALLY

Certification
01/03/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358:14-3-34 Employee incident and/or worker compensation reporting.
Effective Date: 10/2/2015

(A) Policy statement: It is the policy of the college that when an employee has a work-related incident occur it is reported within twenty-four hours to their supervisor. If the employee sustains an injury or occupational exposure; they will be advised to seek appropriate medical care by contacting the college switchboard/police department and reporting the incident to their supervisor and the human resources department. Any employee who is aware of an unsafe condition or work practice has an obligation to report it to their supervisor.

(B) Purpose of policy: This policy provides direction to the employee and their supervisor on how to assure that the employee with a work-related injury or occupational exposure:

(1) Receives proper medical care; and

(2) Submits proper documentation that may initiate a workers' compensation claim, and provide information for accident investigation and safety hazard elimination, when appropriate.

Effective: 1/17/2020
CERTIFIED ELECTRONICALLY

Certification
01/03/2020
Date
Promulgated Under: 111.15
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Rule Amplifies: 3358

3358:14-3-35 Sexual Misconduct,
Effective Date: 8/28/2020

1 Filing A Complaint

There is a difference between a "Report" and a "Complaint." A Report is made to the College when any person contacts the Title IX Coordinator and states that any form of sexual misconduct is reported to have occurred. The reporter can be the Complainant, or the person who is alleging being the victim of sexual misconduct or may be another person who has knowledge of the incident who wishes to report the incident to the College.

When someone files a Report, the Title IX Coordinator will contact the Complainant, and will advise them the process by which they can file a Complaint with the College and will offer them supportive measures, if applicable. A Complainant need not file a formal complaint in order to receive supportive measures or may decide to file. If they do not file, they retain the right to file at a later time although delaying may result in the College losing its ability to collect evidence or interview persons who may have knowledge of the incident.

To order for the College to respond and investigate, a Complainant must file a Complaint with the Title IX Coordinator (or designee). A Complaint means a written statement filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting resolution of the alleged behavior. A Complaint may be completed by the Complainant in person or submitted by email, mail or by phone to the Title IX Coordinator.

2 Informal Resolution Process

At the time of the filing of a Complaint or at any time prior to a determination of responsibility, either Party may request to proceed under a voluntary Informal Resolution Process that does not involve a full investigation. The Title IX Coordinator will determine, based on the totality of the circumstances, whether an Informal Resolution Process is appropriate given the facts and participants. For example, an Informal Resolution Process is never appropriate for resolving reports alleging sexual harassment of a student by an employee.

Upon request and written agreement by the Parties and the Title IX Coordinator that the Informal Resolution Process is appropriate, the Title IX Coordinator will provide to the parties a written notice disclosing the allegations, and the requirements of the Informal Resolution Process, including when the Parties are precluded from resuming a Formal Resolution Process, any consequences resulting from participating in the Informal Resolution, and the records that will be maintained and shared. Informal Resolutions are not subject to appeal by any Party.

Informal Resolutions may include, but are not limited to;

- Placing a Respondent on notice that, if such behavior has occurred or is occurring, such conduct should cease immediately;
- A written warning;
- Education and/or training for a Respondent and/or department;
- Permanent Supportive Measures for Complainant;
- Mediation or other informal communication between the Complainant and Respondent;
- Events and/or trainings offered to the campus community or particular departments; and/or
- Referral and/or collaboration with another College department in order to address the allegations and eliminate any potential sexual misconduct.

For cases that meet the Title IX threshold, the Parties may withdraw from the Informal Resolution Process at any time prior to agreeing to a resolution and resume the Formal Resolution Process with respect to the Complaint.

2.1 Notice of Allegation And Assignment to an Investigator

Upon filing of a complaint requesting a Formal Resolution, the Complainant and Respondent will receive written notice from the Title IX Coordinator of the allegations of sexual harassment, including sufficient details known at the time with sufficient time to prepare before any initial interview. The Parties will receive written simultaneous notification of additional allegations as appropriate.

The Title IX Coordinator will assign one or more Investigators to the case and/or will conduct the investigation personally. The Parties will be provided with the name(s) of the Investigator(s) and allowed 5 business days to request the removal and replacement of an Investigator based on bias or conflict of interest. Any request for a change in an Investigator must be accompanied by supporting information and the decision to assign a new Investigator will be made to the Title IX Coordinator.

Throughout the grievance process, the Title IX Coordinator will provide to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of meetings, investigative interviews, and hearings, with sufficient time for the Party to prepare to participate as well as advise the Party of the opportunity to present evidence and witness information, if applicable.

2.2 Overview of Investigation

2.2.1 Timeframe

The Title IX Coordinator will seek to complete the investigation and any resulting disciplinary process, excluding appeals, within 60 business days after receipt of the complaint.

There may be circumstances that require the extension of timeframes for good cause, including extension beyond 60 business days. Timeframes may be extended to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, or accommodate delays by the Parties; or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. The College will notify the Parties in writing of any extension of the timeframes for good cause, and the reason for the extension.

Although cooperation with law enforcement may require the College to temporarily suspend the fact-finding aspect of a Title IX investigation, the College will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The College will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the complainant.

Investigations will proceed according to the aforementioned timeframes during the summer and at other times when the College is not in session. The Title IX Coordinator will work with the Parties to balance the need for promptness and the preference for in-person meetings regarding the investigation.

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both Parties.

2.2.2 Investigation Overview

During the investigation, the parties will have an equal opportunity to be heard, to submit information and other inculpatory and exculpatory evidence, to identify witnesses including fact and expert witnesses, and to submit questions that they believe should be directed by the investigator to the other or to any witness. The investigator will notify and seek to meet separately with the parties and third-party witnesses and will gather other relevant and available information including, without limitation, electronic or other records of communications between the parties or witnesses, photographs, and written documentation.

The College will not require, allow, rely upon, or otherwise use questions or evidence during the investigation, hearing, or determination of responsibility that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College will not allow questions or evidence, during the investigation, hearing, or determination of responsibility, about the Complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent.

The College will not restrict either Party from discussing allegations under investigation or from presenting relevant evidence.

2.2.3 Participation

Exclusive of the Complainant and the Respondent, NSCC expects all members of the College community to cooperate fully with the investigation and disciplinary procedures. The College recognizes that an individual may be reluctant to participate in the process; nevertheless, any student or member of the faculty or staff who refuses to cooperate in an investigation may be subject to discipline. Refusal to cooperate includes delaying or failing to acknowledge requests from College officials for information and delaying or failing to make oneself available for meetings with College officials.

It is understood that there may be circumstances in which a Complainant wishes to limit their participation. The complainant retains this right and will not be subject to discipline, although the College may be obligated to conduct an investigation.

Equally, there are numerous reasons why a Respondent may choose not to participate in the process. If a Respondent chooses not to participate in an investigation for any reason, the College process will continue, findings will be reached with respect to the alleged conduct, and the College will issue any sanctions, as appropriate. The College will not, however, draw any adverse inference from a Respondent's silence or stated desire to not participate.

The College will protect the privacy of the participating Parties and witnesses in any proceeding, meeting, or hearing to resolve complaints.

2.3 Inspection of Evidence and the Investigative Report

Prior to completion of the investigative report, the Title IX Coordinator will send to each Party a preliminary investigative report containing the evidence subject to inspection and review, redacted of personally identifiable information as necessary, in an electronic format or a hard copy. The Parties will have 10 business days to submit a written response, to meet again with the Investigator, and/or to request the collection of additional evidence by the Investigator. The evidence subject to inspection and review includes any evidence obtained as part of the investigation that is directly related to the allegation including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source. The evidence subject to inspection and review will not contain any privileged or inadmissible information as defined in this policy.

Following the opportunity to review the preliminary investigative report, the Investigator will create a final investigative report that incorporates any written response or new information from the Parties or collected by the Investigator. The final investigative report will also fairly summarize the relevant evidence. The Investigator has the discretion to determine the relevance of any evidence presented.

The Title IX Coordinator will send to each Party the final investigative report in an electronic format or a hard copy, for their review and the parties will have 10 business days to submit a written response.

If there is significant, substantive, new information and/or evidence provided in the written response, the Investigator will make the final determination regarding whether a revised Final Investigative Report will be issued to both Parties. The Final Investigative Report and any written responses will be provided to the Decision-Maker at least 3 business days prior to the date of the hearing.

For cases that meet the threshold for Title IX, the Title IX Coordinator will secure written permission from the Parties to share the preliminary and final investigative reports with the Party's Advisor. Reports will not be shared by the College with any support person not acting in the role of the Advisor of Choice.

2.3.1 Assignment to Grievance Procedures

If at the conclusion of the investigation, the College has not previously determined if the case meets the threshold and jurisdiction for Title IX, the Title IX Coordinator will make a final determination as to whether to proceed under the Title IX or Non-Title IX Grievance Procedures. If the case does not meet the threshold and jurisdiction for Title IX, the Title IX Coordinator will dismiss the case for purposes of Title IX and proceed under the Non-Title IX Grievance Procedures.

2.4 Determination Regarding Responsibility

At the conclusion of the Investigation, the Parties will be provided with the name(s) of the Decision-Maker(s) and will be allowed 5 business days to request the removal and replacement of a Decision-Maker based on bias or conflict of interest. Any request for a change in a Decision-Maker must be accompanied by supporting information and the decision to assign a new Decision-Maker will be made by the Title IX Coordinator. At that time, either party may also request that the Parties not to be in the same room for any hearing or meeting in which both may attend. The College will determine the appropriate use of technology to satisfy the request.

2.4.1 Non-Title IX Grievance Procedures--Students

For Non-Title IX cases in which the Respondent is a student, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

The Parties may have an Advisor of Choice to accompany them to the hearing. The Advisor of Choice may not actively participate but may confer with the Party as is reasonably necessary. If the Advisor of Choice violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor of Choice may be prohibited from further participation. *Note: for Non-Title IX Grievance Procedures, the College has no obligation to provide an Advisor, but the Parties may do so at their expense, if applicable.

At least 5 business days prior to the hearing, the Parties must submit names of witnesses they would like to appear at the hearing and any relevant questions to be asked of the witnesses and the other party. The Party's may ask additional relevant questions at the hearing, but pre-submitted questions will be vetted in advance for relevancy and admissibility and ruled on during the live proceeding. Questions at the hearing are limited to those assessing credibility and relevant questions that have not previously been asked and answered in the final investigative report.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person. The Decision-Maker will determine the method for questioning at the hearing, but all questions posed by the Parties will be asked exclusively by the Decision-Maker.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered at the hearing.

All hearings are closed to the public. A recording will be made by the College, but all other recordings are strictly prohibited. The College will not provide copies of the original recording without cause, including to comply with a subpoena or other lawful production order.

A Complainant, Respondent, or witness may decline to participate in the hearing. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

2.4.2 Non-Title IX Grievance Procedures-Employees

For Non-Title IX cases in which the Respondent is an employee, the determination regarding responsibility will be made by the Decision-Maker based on the final investigative report (there is no live hearing.) The Decision-Maker is responsible for maintaining an orderly, fair, and impartial process. The Decision-Maker, in his or her discretion, may pose additional questions to the Parties or to witnesses in writing or in person. A Complainant, Respondent, or witness may decline to further participate. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's refusal to submit to additional questions.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered in the decision-making process.

2.4.3 Title IX Grievance Procedures For Students And Employees

For cases that have been determined by the Title IX Coordinator to meet the threshold for Title IX Sexual Harassment as well as the Title IX jurisdictional requirements, the determination

regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

The Parties may have an Advisor of Choice at the hearing. The Advisor is responsible for conducting the cross-examination which includes asking the other Party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility. If a Party does not have an Advisor, the College will appoint one on behalf of the Party free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross examination of the other Party and witnesses. If the Advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor or Support Person may be prohibited from further participation.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person. The Decision-Maker will determine the method for questioning at the hearing. Only relevant cross examination and other questions may be asked of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker must explain to the Party proposing the questions any decision to exclude a question as not relevant.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered at the hearing.

All hearings are closed to the public. A recording will be made by the College, but all other recordings are prohibited.

A Complainant, Respondent, or witness may decline to participate in the hearing and the Decision-Maker will not rely on any previous statement of that party or witness in reaching a determination as to responsibility. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

2.5 Findings

2.5.1 Standard of Evidence

In all proceedings, the Decision-maker shall use a preponderance of the evidence standard to determine whether the alleged violation of the policy occurred. The preponderance of the evidence means a standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the

evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).

2.5.2 Written Determination of Responsibility

The Complainant and Respondent will simultaneously receive a written determination regarding responsibility applying the preponderance of the evidence standard typically within five (5) business days of the determination of responsibility. The written determination letter, drafted by the Decision-Maker, will include:

- The allegations constituting sexual harassment;
- A description of the procedural steps taken during the grievance process;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement, and rationale for the result of each allegation including findings, sanctions, and remedies; and
- Options for appeal.

The determination of responsibility becomes final either on notification of the results of the appeal, or the date on which an appeal would no longer be considered timely.

2.6 Intentionally False Reports

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth, may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

2.7 Sanctions and Remedies

If there is a finding of responsibility based on a preponderance of the evidence, the determination of sanctions and remedies will be made by the Decision-Maker in consultation with the respective trained College Administrator.

Sanctions will be determined based on the seriousness of the misconduct and the Respondent's previous disciplinary history (if any).

Remedies are designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include Supportive Measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

Sanctions for students include but are not limited to:

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.

Sanctions for employees include but are not limited to:

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

The Complainant and the Respondent have equal rights to an impartial appeal. All appeals will be referred to an Appellate Decision-Maker appointed by the President (or designee.) The Decision-Maker for the appeal will not have served as the Investigator or Decision-Maker in the previous steps of the process.

A Complainant or Respondent may file a written appeal with the Title IX Coordinator on the grounds that:

A. Procedural irregularity that affected the outcome of the matter;

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or

C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred. The appellate Decision-Makers may decide to uphold the original decision, to alter the imposed penalty, or to return the case for additional proceedings or other action.

The deadline for filing a written appeal is five business days from the date the Parties are provided the written determination of responsibility. If either Party files an appeal, the Title IX Coordinator will notify the other Party in writing and provide both parties in writing the opportunity to submit a written statement in support of or challenging the outcome.

The Title IX Coordinator will have primary responsibility for interactions with the Parties, for the gathering of information needed for the appeal, and for notifying both Parties in writing of the outcome of any appeal. The written decision regarding the appeal will be provided simultaneously within five business days after the conclusion of the review and will describe the results of the appeal and the rationale for each result.

3358: 14-3-36 Remote work.
(Effective date: 7/1/2011, Revised 1/5/2021)

(A) Northwest State community college considers remote work to be a viable alternative work arrangement and supports the use of a remote work in positions whose job duties can be performed away from campus. Remote work allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek.

(B) Remote work may be considered as one of several types of off-campus work but is primarily defined as working in an employee's residence. Remote work is not appropriate for all employees or all positions. Remote work arrangements are mutually agreed by the employee, supervisor(s), and member of the president's cabinet.

(C) Human resources, in collaboration with the president, will be responsible for the development of a procedure for remote work.

Effective: 9/24/2021
CERTIFIED ELECTRONICALLY

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09/13/2021
Date
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Procedure No. 3-36(A): Remote work
Effective date: 7/1/2011, Revised 1/5/2021

(1) This procedure is established to provide guidance to employees and supervisors regarding the implementation of remote work.

(2) Eligibility and participation will be determined as follows:

(a) All NSCC employees whose positions are suitable are eligible to apply to work remote.

(b) The employee must be able to continue to perform their duties and responsibilities while working remote.

(c) Area supervisors are responsible for scheduling work and hours in a manner that best serves our community. This may affect the amount of remote work that is approved for each employee.

(3) Procedure for Remote Work

(a) Employee and supervisor discuss the feasibility of telecommuting remote work for the employee.

(b) Supervisor and employee determine the required equipment, work arrangement, expected productivity outcomes, and method for monitoring the success of the proposed arrangement.

(c) The employee and supervisor will agree on the number of days and hours of remote work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or e-mail within a reasonable time period during the agreed upon work schedule.

(d) The employee is responsible for recording hours worked, vacation, sick, or other leave as the employee would do at NSCC using the existing procedure.

(4) Designated Alternative Work Site

(a) The employee's traditional on-campus work site will remain their official designated work site.

(b) The alternative work site must be a suitable work environment free of potential injury hazards. The employee is primarily responsible for establishing and maintaining safe and healthful working conditions in their alternative work space. The employee will be covered by worker's compensation laws and procedures for all work-related injuries that occur in the designated workspace at the telecommuter's home during the telecommuter's defined work period. Since the workplace and home will be one and the same, worker's compensation will NOT apply to non-job-related injuries that might occur in the home. The College is not liable for any injuries to family members, visitors and others in the employee's home.

(5) Work Performance and Overtime

(a) The performance standards for employees working at the alternate worksites shall be equivalent to the standards used when the employees are working at the campus worksite.

(b) Employees in positions that are designated as eligible for overtime must have advance approval from the supervisor for overtime work.

(6) Interpretation

Authority for interpretation of this policy rests with the President and Human Resources.

3358: 14-3-37 Americans with disabilities act.

Effective Date: 6/24/2022

It is the policy of Northwest state community college (NSCC) to comply with all federal and state laws concerning the employment of persons with disabilities. Pursuant to Titles I and II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Action of 1973, the college provides equal employment opportunities and reasonable accommodation for qualified individuals with disabilities. It is the college's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

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Procedure No. 3-37 (A): AMERICANS WITH DISABILITIES ACT
Effective: 6/24/2022

(1) An employee who desires a workplace accommodation must inform the Human Resources Department. Human Resources shall provide employee with a "Request for Accommodation" form.

(a) Human Resources will, with input from the employee, review the employee's accommodation needs.

(b) Additional documentation may be required and the employee may be asked to submit documentation from their health care provider and provide any required waiver for the College to have access to the records from the health care provider.

The college may also require the employee to undergo an independent medical exam or medical review when more information or clarification is needed. The exam will be paid for by the college.

(c) Human Resources will determine if a reasonable accommodation can be made. The accommodation must not cause an undue hardship to the college or alter the essential functions of the job.

(d) If an accommodation can be made, Human Resources will work with the supervisor to implement the reasonable accommodation.

(e) Once the accommodation is in place, Human Resources and/or the supervisor will create a plan to evaluate the effectiveness of the accommodation and will check in with the employee. The employee will notify their supervisor and Human Resources if modifications to the accommodation are needed.

(f) If a determination has been made to deny an accommodation request, the employee will be notified by Human Resources about the denial and the basis of such denial.

(2) Appeals Process

(a) An individual who is not satisfied with the outcome of a reasonable accommodation request may ask for reconsideration by submitting a written request within 10 business days, unless circumstances prevent the ability to appeal, of receiving the notice of the outcome of the reasonable accommodation request from Human Resources.

(b) The Vice President of Human Resources and Leadership Development will review the request and respond within 10 business days of receiving the appeal. This decision will be final.

(3) Protected Health Information

Documentation related to an ADA accommodation will be kept in a confidential file (separate from personnel and medical file). All requests will only be shared with those in the College needed to fulfill the accommodation process.

(4) Definitions

(a) Disability - A physical or mental impairment that substantially limits one or more major life activities of an individual, a record of such impairment, or being regarded as having such an impairment.

(b) Reasonable Accommodation - A change or modification to the work environment or job that allows an individual with a disability to perform job duties. Such accommodation is required unless it poses an undue hardship on the employer. The determination of which accommodation is reasonable in a particular situation involves a process in which the department and the employee identify the precise limitations imposed by the disability and explore potential accommodations that would overcome those limitations.

(c) Undue Hardship - Any accommodation that is substantial, disruptive or would be unduly costly to the college or that would fundamentally alter the nature or operation of the unit.

(d) Essential Functions of the Job - refers to those job activities that are determined by the employer to be essential or core to performing the job; without these functions the job would be fundamentally altered.

3358: 14-3-38 Minors on campus.

Effective Date: 10/21/2022

Northwest state community college (NSCC) seeks to promote the safety and welfare of minors on NSCC campus, including minors who participate in youth activities and programs on NSCC campus. This policy outlines what is required of faculty, staff, learners, and volunteers who interact with minors or work in youth activities and programs, including their reporting obligations in instances of known or suspected incidents of child abuse or neglect of minors. This policy applies to all minors, as defined in this policy on college property, and any faculty, staff, learners, and volunteers who interact with minors while on campus.

(A) Definitions / applicability

(1) "Child abuse or neglect" is when a child has suffered or faces a substantial threat of suffering any physical or mental injury that reasonably indicates abuse or neglect, including that of a sexual nature.

(2) "Minors" are persons under the age of eighteen who may or may not be enrolled or accepted for enrollment at Northwest state community college as a learner. The term "minor" and "child" are used interchangeably in this policy.

(3) Youth activities include but are not limited to:

(a) Youth activities and programs the college operates on college property including but not limited to overnight camps, licensed childcare facilities, instructional programs, day camps, academic camps, and sports camps.

(b) Youth activities and programs the college operates that do not take place on college property, including but not limited to outreach and community service activities.

(c) Virtual youth activities and programs the college hosts on an online platform.

(d) Hybrid youth activities and programs that have both virtual and in-person components.

(e) Faculty or staff who bring a youth to college property as an intern, volunteer, or recruit outside of a structured youth activity or program.

(B) Reporting suspected abuse or neglect

(1) Any program personnel who in the course of their duties witness child abuse or neglect or have information that would lead a reasonable person to believe a youth faces a substantial threat of child abuse or neglect must immediately take the following two steps to report:

(a) Alert the appropriate agency:

(i) If a youth is in imminent danger (life threatening or abuse is being witnessed), call 911. If you are unsure whether there is imminent danger, call 911, or

(ii) If a youth is not in imminent danger, call children services agency at 855-O-H-CHILD (855-642- 4453), which is a twenty-four-hour automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county.

(b) Report to campus police (who will also alert their administrative chain of command).

(2) If consultation is needed regarding reporting, or if there are questions on the process or other support needed, contact the Title IX coordinator.

(3) The college will make every reasonable effort to conduct its investigation of reported child abuse or neglect occurring in college programs or activities in a manner that protects the confidentiality of the person making the report. However, it may be necessary to disclose details in the course of an investigation or when required by law.

(4) Campus Police will make subsequent notifications to campus administrators, to include the Title IX Coordinator and the VP of workforce development.

(5) Nothing in this policy is intended to prevent non-employees, such as learners and visitors, from making a report if they have reasonable cause to suspect that child abuse or neglect has occurred or may occur.

(C) Youth activity requirements

(1) All youth activities and programs must register annually with the NSCC camp coordinator.

(2) All youth activities and programs must follow the “Minors in youth activities procedure” for registration, execution of waivers, reporting, background checks and training.

(3) Units and individuals must cooperate with investigations when they occur.

(D) Supervision of minors on campus

No minors (this does not include enrolled or accepted NSCC learners) are to be left alone or unsupervised on college property: this includes, but is not limited to classrooms, offices, skills labs, science labs, learner lounges, waiting areas, etc. It is the responsibility of anyone who brings minors to campus to ensure supervision of that minor. If a minor has been left unattended, this should be reported to campus police.

(E) Minors in the workplace or classroom

(1) As discussed in this paragraph, in certain circumstances, it may be appropriate for faculty, staff, and learners to bring their minor children to the workplace or classroom. In such situations, the goal should be to foster respect for the needs of all parties impacted by the presence of the minor children. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, appropriateness and liability posed by the presence of the minor children in the workplace.

(2) Faculty, staff, and learners:

(a) May occasionally bring minors to the workplace for brief visits, specific campus events, situational convenience, or family emergencies. These should be occasional and not in the place of regular childcare. Additionally, the minor cannot be ill when brought to the college.

(b) Must obtain prior approval from their workplace supervisor or classroom instructor before bringing a minor to the workplace or classroom.

(c) Assume and accept full responsibility for all aspects of the minor's behavior, including safety, unauthorized or inappropriate use of college resources, any damages to persons or to property. Minor may not have access to any confidential or FERPA protected information or meetings, etc.

(e) Accept responsibility for monitoring the minor's behavior to prevent interruptions to college business or instruction.

(f) Minors are not allowed in high-risk or hazardous areas as defined by the supervisor or instructor. These areas may include mechanical rooms, food preparation areas, areas with heavy equipment, college vehicles, or laboratories or other specialized hazardous areas. Additionally, minors are not allowed in college motorized vehicles.

(g) At all times, the college reserves the right to not allow a minor to attend work or class with a faculty member, staff member, or learner.

Effective: 1/25/2023

CERTIFIED ELECTRONICALLY

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01/13/2023
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Procedure No. 3-38 (A): MINORS IN YOUTH ACTIVITES AND PROGRAMS

Effective Date: 10/21/2022

(1) Registration

(a) Units operating youth activities and programs must register each activity or program with the NSCC Camp Coordinator by April 1 of each year.

(i) Registration for ongoing and pre-established youth activities and programs must be completed annually prior to the beginning of the College academic year.

(ii) Registration for new youth activities and programs should be completed 60 days in advance when possible but must be completed before a youth activity or program begins.

(2) Requirements for Permission, Medical and Contact Information

(a) For all College Programs in which parent(s) or legal guardian(s) will not, or may not be physically present at all times, the College Program shall collect and maintain:

(i) parental/legal guardian permissions to engage in all aspects of the Program,

(ii) medical and

(iii) contact information for each participant.

(b) At a minimum this shall include:

(i) A requirement that parent(s) or legal guardian(s) complete a permission/ authorization form for each minor participating in the Program prior to participation, which shall include where appropriate, a liability and talent/media release.

(ii) A roster of all College Program participants and a directory of College Program staff. The list shall include each participant's name, local room assignment (if applicable); gender, age, address, and phone number(s) of parent(s) or legal guardian(s), as well as emergency contact information. The list shall be maintained by the Program staff, with a copy provided to the Vice President of Workforce Development for day-long or overnight Programs.

(iii) A requirement that the parent(s) or legal guardian(s) of each minor participant complete and submit to the Sponsoring Entity a Medical History/Medical Treatment Authorization form which shall, at a minimum, contain:

a. A statement informing the parent/legal guardian that the College does not provide medical insurance to cover medical care for the minor.

b. A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.

c. A space to list (voluntarily) any physical, mental or medical conditions the minor may have (including any allergies) that could impact his/her participation in the Program.

d. Information regarding any prescription medication(s) to be administer during the Program.

e. All emergency contact information including name, address and phone number of the emergency contact.

(c) Individual Programs may require medical examination/authorization where mandated by the nature of the activity and/or legal or associational requirements.

In addition to the foregoing, all College Programs shall have in place a procedure or the notification of the minor's parent(s)/legal guardian(s) in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions and a procedure for parent(s) or legal guardian(s) to contact minor participants in case of emergency. College Program staff, as well as participants and their parent(s)/legal guardian(s), must be advised of this procedure in writing prior to the participation of the minors in the College Program.

(3) Reporting

(a) Any program personnel who in the course of their duties witness child abuse or neglect or have information that would lead a reasonable person to believe a youth faces a substantial threat of child abuse or neglect must immediately take the following two steps to report:

(i) Alert the appropriate agency:

a. If a youth is in imminent danger (life threatening or abuse is being witnessed), call 911. If you are unsure whether there is imminent danger, call 911 OR

b. If a youth is not in imminent danger, call Children Services Agency at 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.

(ii) Report to Campus Police (who will also alert their administrative chain of command).

(b) If consultation is needed regarding reporting, or if there are questions on the process or other support needed, contact the Title IX Coordinator.

(4) Background Checks

(a) The requirements for background checks under this policy are separate and distinct from those addressed in any other hiring process policy or procedure.

(b) Program administrators must ensure background checks are conducted on all program personnel as follows:

(i) In-person and virtual youth activities or programs and hybrid youth activities or programs: Any program personnel who is likely to have responsibility for the care, custody, or control of a youth as part of the youth activity or program must have a background check completed before the youth activity or program begins.

(ii) A background check required at the time of hire for College employees is insufficient for individuals requiring a background check as described above.

(iii) Program administrator(s) and personnel required to be background checked who have a break in service for less than 12 months must disclose any convictions that occurred during the break within three business days of commencement of participation in youth activities and programs. If a break in service is longer than 12 months, individuals required to be background checked must have a new background check, as required by sections 1 and 2 above, before working in youth activities and programs.

(iv) A background check, as required by sections 1 and 2 above, must be completed every four years to remain eligible to work in youth activities and programs.

(v) Units have the option to require background checks on broader categories of individuals than those described in sections 1 and 2 above provided there is a business justification, that checks are made consistently across specific positions, and the documented background check program has been approved by the unit and coordinated with the Human Resources.

(vi) Units must perform background checks on broader categories of individuals if required by law.

(c) Parental consent must be given for the background check in the case of an individual under the age of 18 requires a background check.

(5) Training

(a) Program administrators must ensure that program personnel are trained annually, as follows, before they work in youth activities and programs.

(i) All program personnel who may exercise care, custody, or control of youth must complete the Youth Activities and Programs Policy training through the Title IX Coordinator.

(b) Training content must include at minimum the following topics:

(i) Recognizing signs of physical, emotional, and sexual abuse, as well as neglect;

(ii) Reporting suspected child abuse and neglect, including:

a. Who must report and what are the reporting requirements,

b. How, when, and where to report, and Youth Activities and Programs College Policy Applies to: Faculty, staff, learners, and volunteers working in youth activities and programs in the course of their College duties,

c. Protection of good faith reporting;

(iii) How to help prevent child abuse; and

(iv) All requirements in this policy.

(6) Required Policies Governing the Conduct of Minor Participants

All College Programs shall have in place, and distribute to minor participants, a code of conduct for the Program. All such codes must contain the following provisions:

(a) All Program participants and staff must abide by all College regulations.

(b) The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.

(c) The operation of a motor vehicle by minors is prohibited while attending and participating in the Program.

(d) Rules and procedures governing when and under what circumstances participants may leave College property during the Program.

(e) No violence or discrimination (including sexual abuse or harassment) will be tolerated.

(f) Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.

(g) No theft of property regardless of owner will be tolerated. Property of other participants is not to be used without express permission (access does not constitute permission).

(h) No use of tobacco products will be tolerated.

(i) Misuse or damage of College property is prohibited. Charges will be assessed against those participants who are responsible for damage or misusing College property.

(j) The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

(7) Definitions

(a) Care, custody, or control: When an adult(s) is present and has primary responsibility for supervision of youth at any given point throughout the youth activity or program. At least one adult must have care, custody, or control of youth at all times during the youth activity or program.

(b) Child abuse or neglect: When a child has suffered or faces a substantial threat of suffering any physical or mental wound, injury, disability, or condition that reasonably indicates abuse or neglect, including any conduct of a sexual nature that may be harmful to a youth's mental, emotional, or physical welfare.

(c) One-on-one interactions: An intentional or purposeful interaction when one individual to whom the policy applies is alone with one youth. This applies to both in-person and virtual interactions.

(d) Program administrator: Any faculty, staff, learners, and volunteers who have primary responsibility for meeting the requirements outlined in this policy. Typically, there is one program administrator per youth activity and program.

(e) Program personnel: Any faculty, staff, learners, and volunteers who work in youth activities and programs.

(f) Unit: College or administrative unit.

(g) College property: Any land, grounds, buildings, or facilities owned, leased, or used by NSCC per formal contractual or legal agreements. Location does not necessarily determine whether an activity or program falls within the definition of youth activities and programs.

(h) Volunteer: Any individual working in an unpaid capacity in a youth activity or program, which may include volunteers or practicum learners.

(i) Youth: Any individual(s) under the age of 18 or any individual(s) under 21 years old incapable of self-care because of a mental or physical disability who is a participant in a youth activity or program. This does not include persons under the age of 18 while engaged as enrolled learners for academic credit at NSCC.

(j) Youth activities and programs: An umbrella term that includes in-person, virtual, and hybrid youth activities and programs.

(k) In-person youth activities and programs: Any: (1) event, operation, or endeavor operated, conducted, or organized by the College; (2) that includes youth; and (3) during which parents or guardians are not expected to be responsible for the care, custody, or control of the youth. Youth activities and programs that will be both in-person and virtual, will be considered in-person for the requirements set forth in this policy.

(l) Virtual youth activities and programs: Any: (1) event, operation, or endeavor operated, conducted, or organized by the College; (2) that includes youth; and (3) is directed at youth and hosted by the College on an online platform. During such programs, at no time are NSCC program personnel responsible for the physical care, custody, and control of the youth.

(m) Hybrid youth activities and programs: Any: (1) event, operation, or endeavor operated, conducted, or organized by the College; (2) that includes youth; and (3) includes both in-person and virtual components. For purposes of this policy, hybrid youth activities and programs must meet the requirements of in-person youth activities and programs.

CHAPTER 5: ACADEMIC SERVICES

TABLE OF CONTENTS

		Page
3358:14-5-01	Degrees & Diplomas	2
3358:14-5-02	Academic Courses & Credits	3
3358:14-5-03	Adoption of Courses of Study	9
3358:14-5-04	Advisory Council	13
3358:14-5-05	Curriculum Development	16
3358:14-5-06	Course Outlines & Syllabi	17
3358:14-5-07	Institutional/General Education Learning Outcomes	21
3358:14-5-08	Student Code of Conduct	22
3358:14-5-09	Grading & Academic Requirements	36
3358:14-5-10	College-sponsored Trips	57
3358:14-5-11	Graduation Requirements	59
3358:14-5-12	Nursing Acceptance Deposit Fee	65
3358:14-5-13	Program Accountability, Evaluation and Assessment	66
3358:14-5-14	Protection of Human Subjects Research	67
3358:14-5-15	Academic Grievance	71
3358:14-5-16	Student Internships, Field Experiences and Practicums	75
3358:14-5-17	Substance Abuse Policy for Nursing, Allied Health & Public Services	77
3358:14-5-18	Teaching/Student Supervision and Welfare	83
3358:14-5-19	Tutoring Services	86
3358:14-5-20	Criminal Background Checks and Drug Testing – Nursing Program	87
3358:14-5-21	Student Identification Verification	89
3358:14-5-22	Textbook Selection Policy	91
3358:14-5-23	Anti-hazing	93
3358:14-5-24	Religious Accommodations for Students	99
3358:14-5-25	Student Location	102

3358: 14-5-01 Degrees and diplomas.
Effective: 6/3/11; Reaffirmed by Board of Trustees 10/4/13

(A) The academic degrees awarded by Northwest state community college are the associate of applied business, the associate of applied science, the associate of arts, the associate of science, the associate of individualized studies, the associate of technical studies, and academic certificates.

(B) Degrees are conferred by the president as authorized by the board of trustees to individuals who have met the graduation requirements of section 5-11 of this policy.

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

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3358: 14-5-02 Academic courses and credits.
Effective: 6/3/11; Reaffirmed by Board of Trustees 10/4/13

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

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

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

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

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Procedure No. 5-02(A) CREDIT HOUR /COURSE DEFINITIONS
Effective Date: November 1, 2018

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

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

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

b. Seminar: A seminar is a less formal educational experience than a classroom/lecture/discussion class. A relatively small number of students engage in discussions directed by a faculty member.

c. Laboratory instruction: Educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member. Out-of-class study may or may not be required. (2-3 contact hours per week)

d. Clinical laboratory instruction: Applies only to health technology programs, during which students are assigned to laboratory sections, which meet a health-related agency rather than an on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. The laboratory hours should be directly supervised by regular faculty members, full-time or part-time of the college. (2-3 contact hours per week)

e. Studio Courses: Studio courses require little or no out-of-class study.

f. Directed practice: Applies primarily to programs in the health technologies, during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a particular function. Adjunct faculty, who may or may not be paid by the college, may be used for the direct supervision of students, and for the delivery of part of the didactic phase of the experience. The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students, provides the final grade for each student, and meets students at least once a week. (1 credit = 300 minutes per week)

g. Practicum: Practicum instruction is on-or off-campus work experience, integrated with academic instruction. Students concurrently apply theoretical concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who meets the student at least once biweekly, provides the final grade, and teaches at least one course on the campus. (420 minutes per week)

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

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

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

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

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

j. Observation: Observation occurs when students participate in an educational experience as observers of practitioners representative of the occupational area. Students may participate at times in the actual work activity. Observation hours are coordinated by faculty members who receive reports from the students of their observational experiences and provide assessments of students' progress toward the achievement of the objectives of the experience. (1 credit = 900 minutes per week)

k. Miscellaneous applications courses: Miscellaneous application courses are those for which extended periods of concentrated practice are required of the student subsequent to sessions of individualized instruction. Courses in applied music and journalism are courses of an independent study nature are examples. (1 credit = 420 minutes per week)

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

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

3. Hybrid Courses: A course that blends online and on-ground delivery; there is a reduced time or number of face-to face meetings. The time spent on all course activities should be equivalent between courses that are offered as hybrid and face-to-face. The credit hours

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

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

Procedure No.5-02(C): REVISED INDEPENDENT STUDIES PROCEDURE
Effective Date: January 30, 2009

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

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

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

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

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

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

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

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

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

3358: 14-5-03 Adoption of courses of study.
Effective: 6/3/11; Reaffirmed by Board of Trustees 10/4/13

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

(B) Each course of study is intended to provide a basic framework for instruction and learning. All associate degrees will have between sixty and seventy-two credit hours with a minimum of thirty hours in the general education and basic courses. The Northwest state community college general education core must be met.

(C) All degrees and degree programs must be reviewed and approved by the board of trustees and the Ohio board of regents before being offered. The approval process shall be in accordance with procedures adopted by the vice president for academics and student services.

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

(1) Changes in degree programs that cause a major change in philosophy, mission, or goals of the president for academics and student services with the concurrence of the Ohio board of regents.

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

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

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

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Procedure No.5-03(C): COURSE PROGRAM APPROVAL
Effective Date: June 03, 2011

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

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

(3) The following minimum number of credit hours is required for an Associate of Arts degree:
    (a) Six credits in Composition
    (b) Fifteen credits in Humanities that includes
        (i) One literature course
        (ii) One humanities survey course (HUM209 or HUM210)
        (iii) No more than 6 hours in the applied arts
    (c) Fifteen credits in Social/Behavioral Sciences
        (i) PSY110 General Psychology required
        (ii) SSC101 Sociology required
    (d) Ten credits in Mathematics and Science
        (i) Statistics required
        (ii) At least one science course must have a lab
        (iii) Courses must be from at least two prefixes
        (iv) Demonstrate MTH090 Intermediate Algebra proficiency

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

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

(5) The following minimum number of credit hours is required for an Associate of Individualized studies:
(a) Six credits in Composition
(b) Fifteen credits in Humanities that includes
(i) One literature course
(ii) Course work for at least three different prefix categories within the humanities: ART, ENG, HUM, PHI
(iii) No more than 6 hours in the applied arts
(c) Fifteen credits in Social/behavioral Sciences
(i) Course work for at least two different prefix categories within social/behavioral sciences: ECO, GEO, HIS, PSY, SSC
(d) Ten credits in Mathematics and Science
(i) Statistics required
(ii) At least one course must have a lab
(iii) Courses must be from at least two prefixes: BIO, CHM, PHY, MTH
(iv) Demonstrate MTH090 Intermediate algebra proficiency
(e) Three credits in Computer Literacy
(f) Eleven elective credits
(g) A maximum of 12 semester credit hours can be earned through portfolio assessment.

(h) Total credit hours for the degree are between 60 – 72 credit hours.
(i) A minimum of 30 percent of course work must be completed at NSCC.
(j) Program of study must have approval of Dean and Vice President for Academics.
    (i) A minimum of 30 semester credit hours of supervised course work after acceptance into the AIS program.
    (ii) Must earn at least 12 of the final 30 credit hours from NSCC.

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

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

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

3358: 14-5-04 Advisory council.
Effective date: 12/16/08; Reaffirmed by Board of Trustees 10/4/13

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

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

(C) The vice president for academics and student services will adopt procedures for appointment to advisory committees.

(D) One of the strengths of applied education programs is the use of community leaders on advisory committees. Members serving on advisory committees of northwest state community college should represent the best resource persons in the area.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
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Rule Amplifies: 3358

Procedure No.5-04(C): ADVISORY COMMITTEES
Effective Date: May 10, 2011

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

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

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

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

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

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

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

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

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

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

3358: 14-5-05 Curriculum development.
Effective: 4/1/09; Reaffirmed by Board of Trustees 10/4/13

(A) All degrees and degree programs must be reviewed and approved by the board of trustees and the Ohio board of regents before being offered. The vice president for academics and student services shall establish procedures for curriculum development.

(B) The curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the vice president for academics and student services. As the educational leader of the college, the vice president for academics and student services shall be responsible to the board for the development and evaluation of curriculum and the preparation of courses of study.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
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3358: 14-5-06 Course outlines and syllabi.
Effective: 4/2/09; Reaffirmed by Board of Trustees 10/4/13

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

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

Effective: 03/16/2015
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Procedure No.5-06(B): COURSE SYLLABUS
Effective Date: December 16, 2008

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

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

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

Instructor:

Include your name, office location, office hours, office phone, and college email address. Your home phone number is not required.

Course Information:

- Include basic information: Course title and number, term (e.g. Fall 2010), and last day to withdraw.
- **Course Description:** (as given on the Course Overview)
  Use the official course description. This will be the description listed in the current college catalog (unless the division has adopted a new description since the catalog was published).
  Include the credit hours, contact hours, and any lab hours.
  If the course has an official Ohio TAG number, be sure to include it.
- **Prerequisites:** (as given on the Course Overview)
  List all course prerequisites for this course as well as other expectations for student preparation as listed in the catalog. Be sure to cover this material with students on the first day of class to insure they are clearly aware of these expectations
- **Withdrawal Statement:** (as approved through Academic Affairs and Faculty Council)
  Refund and withdrawal dates for this course can be found under the Calendars/Schedule link on the NSCC homepage (www.northweststate.edu). Select the semester and scroll down to the course number. Withdrawing from a course can affect your financial aid eligibility. The student accepts full responsibility and consequences for withdrawing from classes.

Textbook(s)/Supplies:

Textbooks(s): include the title, author, edition, publisher, and other required materials for the course.

Learning Outcomes:

Use the Learning Outcomes listed on the Course Overview. Course learning outcomes should not be changed without agreement among the full-time staff who teach the course.

Required Information for Post Secondary Educational Opportunity (PSEO) Students:

The Ohio Attorney General has indicated that these statements should be included –

- We do not provide extraordinary protection for the student who is a minor.
- We do not filter or monitor the computers on our campus.
- Class subject matter may contain provocative content.
- FERPA rights belong to the student.

Part II – Required Information for Your Class

Evaluation: Grading and Policies:

Include grading and evaluation procedures and the policy on class attendance. Show the method you will use to calculate the final grade. Include information on the treatment of absences, late assignments, make-up tests, and any optional or extra credit work. If the class has a lab component, be sure to include evaluation procedures in the syllabus. This is also a topic which should be presented to students at the first class session (since they will probably ask anyway).

Instructional Methods:

- Materials to be presented and methods - e.g. lectures, readings, and additional resources.
- Specific activities required - e.g. reports, papers, presentations, group work, field experiences, observations, labs, etc.

General Classroom Procedures:

Include your individual course policies on such topics as attendance, lateness, class participation, missed exams or assignments. Be as specific as possible since this syllabus is essentially a contract between you and the student. Include the statements such as: "No video or audio recording in class without the instructor's permission" and "Cell phones should be turned off and put away during class".

Academic Honesty

Plagiarism of any type will not be tolerated. Be sure to include any special penalties for your class. At a minimum, plagiarism must be dealt with according to the College Catalog (also available at the Northwest State website, www.northweststate.edu).

Student Responsibility:

- Clarify expectations for work missed in class and how you expect the student to stay on target.
- Include your policy about make-up work. It is wise to set a very short time span, but be specific and clear.
- You should have statement about changes in this syllabus. Be clear the students are responsible to be in attendance for any changes announced. You could use a statement like, "The instructor reserves the right to amend or adjust this syllabus if necessary. If changes are required, they will be announced in class. It is the responsibility of the student to be in attendance to record changes."
- Syllabi should contain the following statement, or one similar: Any student who feels he/she may need an accommodation based on the impact of a disability should contact me privately to discuss specific needs. Also, please contact the Accessibility Services Office in office A105F or via phone at 419-267-1265 to coordinate reasonable accommodations arising from documented disabilities.

Include other statements about student responsibilities such as:

- Students are responsible for material assigned on this syllabus as well as for additional information announced in class. The instructor will not rely totally on material from the books, so the student is responsible for any additional material covered in class lectures.
- If you miss more than three sessions, you may have serious trouble in attaining the necessary knowledge to pass this course.
- Students are expected to complete all assignments on time. Program assignments will be penalized ___% per day they are late. Maximum late penalty will be ___%.
- There will be no eating, or drinking in the classroom or lab.
- The student will be expected to conduct him/herself in an orderly and safe manner in the classroom and lab.
- Posting certain information on social networking sites is illegal and violation of existing statues and administrative regulations may expose the offender to criminal and civil liability. In addition posting of certain material may violate the college's *Code of Student Conduct*.

Schedule of Activities and Assignments:

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

Sample Format:

Week or Class Session	Topic	Assignments and other learning activities

Other considerations in course design:

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

3358: 14-5-07 Institutional/general education learning outcomes.
Effective: 4/2/09; Reaffirmed by Board of Trustees 10/4/13; Amended 8/23/24

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

(A) Communication

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

(B) Critical / Creative Thinking

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

(C) Quantitative Reasoning / Literacy

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

(D) Ethical Responsibility in a Diverse Society

(1) Analyze the ethical implications of individual actions.
(2) Recognize the complexities of diverse identities and the impact on equity of historical, social, economic, or political systems.

CERTIFIED ELECTRONICALLY

Certification
03/05/2015
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3358: 14-5-08 Student Code of Conduct.
Effective 6/5/09; Reaffirmed by Board of Trustees 10/4/13
Revised 12/14/18, 10/27/23

(A) The code of student conduct exists to advance the core missions of the college, promote a safe and secure educational environment, foster the academic and social development of students, and protect the persons, property, processes, and academic integrity of the college community. Although the code is intended to be as comprehensive as possible, it makes no attempt to list all activities, behavior, or conduct which may adversely affect the college community. The expectation is that all students show respect for each other, for college property, and for the college community.

(B) In order to maintain an orderly process for learning, the instructor/supervisor/administrator has the authority to exclude any student who is considered to be detrimental to an ongoing learning experience. This may include dismissing a student from a particular course, workshop, or learning event. As a result of disruptive or detrimental behavior, a student may be subject to additional discipline under this policy including, but is not limited to disciplinary probation, suspension, dismissal, expulsion, or other appropriate action.

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

(1) A class assignment;

(2) Academic course requirements or any credit-bearing experiences, such as clinical experiences, externships, internships, field trips, study abroad, or student teaching;

(3) Any activity supporting pursuit of a degree;

(4) Activities sanctioned, sponsored, conducted, or authorized by the college or by registered student organizations;

(5) Any activity that causes substantial destruction of property belonging to the college or members of the college community or causes serious harm or imminent risk of serious harm to the health or safety of members of the college community; or

(6) Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

(D) All persons are encouraged to report code violations to a college official as soon as possible. Charges must be filed within sixty days of the incident or of the identification of the person having allegedly committed the violation. Students continue to be subject

to local, state, and federal laws while at the college. Violations of local, state, and/or federal laws may also constitute violations of the code. The college reserves the right to proceed with disciplinary action under the code, independently of any criminal proceedings and impose sanctions for code violation, whether or not the criminal proceedings are resolved or are resolved in the student's favor.

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

(1) Academic misconduct - any activity that tends to compromise the academic integrity of the college or subvert the educational process (see academic honesty procedure 5-09(B-2) for additional specific policy).

(2) Harassment – any physical, non-verbal or verbal conduct that has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment (see Non-discrimination / Anti-harassment policy 14-3-19 for additional specific policy).

(3) Endangering health safety - actual or threatened action that endangers the safety, physical, or mental health or life of any person, whether intentionally or as a result of reckless disregard. Also includes engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property to that person, or creates a reasonable fear of such a threat or action.

(4) Sexual misconduct – any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex (see sexual misconduct policy14-3-35 for specific additional policy and procedure related to sexual misconduct).

(5) Destruction of property - actual or threatened damage to or destruction of college/campus property or property of others, whether done intentionally or with reckless disregard.

(6) Dangerous weapons or devices - use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms, explosives, dangerous chemicals, fireworks or other weapons, unless authorized by an appropriate college official or permitted by a college policy, even if otherwise permitted by law.

(7) Dishonest conduct - dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of college documents, such as forgery, alteration, or improper transfer; and submission to a college official of information known by the submitter to be false.

(8) Theft/unauthorized use of property - theft or attempted theft, or the unauthorized use or possession of college property or services, or the property of others.

(9) Failure to comply with college or civil authority - failure to comply with legitimate directives of authorized college officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

(10) Drugs and alcohol - use, production, distribution, sale, or possession of drugs or alcohol in a manner prohibited under local, state, and federal law or college policy.

(11) Unauthorized presence - unauthorized entrance to or presence in or on college premises, including campus locations.

(12) Disorderly or disruptive conduct - disorderly or disruptive conduct that unreasonably interferes with college activities or other activities conducted, sponsored, or permitted by the college or any member of the college community.

(13) Lewd or obscene conduct – behavior such as sexual acts performed in public or on college premises, taking pictures of another person in a gym, locker room, or restroom without that person's consent, disrobing or streaking, possession or distribution of any obscene materials.

(14) Hazing - performing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation into or continued membership or participation in any group, organization, or activity that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include but are not limited to, use of alcohol, reaction of excessive fatigue, and paddling, punching or kicking in any form.

(15) Discipline proceedings abuse - abuse of any college discipline proceedings, including but not limited to:

(a) Falsification, distortion, or misrepresentation of information during an administrative hearing;

(b) Disruption or interference with the orderly conduct of an administrative proceeding;

(c) Attempting to discourage an individual's proper participation in, or use of, a college discipline proceeding;

(d) Attempting to influence the impartiality of a member of an administrative panel prior to, and/or during the course of an administrative proceeding; and

(e) Encouraging another person to commit an abuse of a college disciplinary proceeding.

(F) Technology resources - misuse or abuse of the college's technology equipment such as computers, printers, laptops, projectors, tvs, and including the college's internet and wi-fi access, by any means, including, but not limited to:

(1) Use of computing resources to interfere in any way with the normal operation of the college/campus;

(2) Failure to comply with all federal, Ohio, and other applicable law; all generally applicable college rules and policies; and all applicable contracts and licenses (i.e., laws of libel, privacy, copyright, trademark, obscenity, child pornography; the electronic communications privacy act and the computer fraud and abuse act, which prohibit "hacking," "cracking," and similar activities; and all applicable software licenses).

(3) Unauthorized use, including, but not limited to:

(a) Use of identification numbers, accounts, and passwords shared with, or used by persons other than those to whom they have been assigned by the college;

(b) Use of computing resources for personal commercial purposes or for personal financial or other gain;

(c) Use of computer resources to speak on behalf of the college (implied or stated) when not authorized to do so;

(d) Use of computer resources to access and utilize college trademarks and logos without authorization to do so;

(e) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;

(f) Unauthorized transfer of a file;

(4) Use of computing resources to interfere with, interrupt, or disrupt the work of another student, faculty, or staff member;

(5) Use of computing resources to transmit menacing or harassing messages or materials.

(G) Violation of college rules - violation of other published college regulations, policies, or rules, or violations of local, state, or federal law.

(H) Riotous behavior - participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Prohibiting behavior in the context of a riot includes but is not limited to:

(1) Knowingly engaging in conduct designed to incite another to engage in riotous behavior;

(2) Actual or threatened damage to or destruction of college property or property of others, whether done intentionally or with reckless disregard;

(3) Failing to comply with a directive to disperse by college officials, law enforcement or emergency personnel; and

(4) Intimidating, impeding, hindering, or obstructing a college official, law enforcement or emergency personnel in the performance of their duties.

(5) This rule shall not be interpreted as prohibiting peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.

(I) Dress and appearance

(1) Freedom of dress and appearance is an individual choice; however, sufficient respect for self and others should be followed.

(2) The absence of footwear, shirt, blouse, top, and pants, shorts, skirt, dress, or other sufficient covering is cause to prohibit the entrance of said individual(s) to any College building.

(J) The College shall establish procedures for the adjudication of violations of this policy. The behaviors enumerated in the conduct policy may result in penalties up to and including dismissal from the college.

Effective: 11/24/2020
CERTIFIED ELECTRONICALLY

Certification
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Prior Effective Dates: 03/16/2015

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

(1) Report possible code violations to the Vice President for Academics. **All cases related to harassment, sexual harassment, or sexual misconduct will follow the procedures outlined in Procedure 3-21 Harassment.** In cases where the alleged activity may involve a violation of criminal law in addition to a violation of the code, information and/or complaints should be provided to the campus police and the appropriate law enforcement agency.

(a) Determine if preliminary investigation is warranted.

(b) If preliminary investigation is authorized:
(i) Notify student in writing about alleged violation and investigation

(ii) Schedule meeting with student and other witnesses to gather information.

(c) Determine outcome of preliminary investigation
(i) No further action

(ii) Deferring further action with or without conditions

(iii) Initiating disciplinary proceedings.

(iv) In the event that there is reasonable cause to believe that the student has violated college rules and that the student's presence on College premises or College activities poses a significant risk of substantial harm to the health or safety of others or to property, the student may be immediately and temporarily suspended from all or any portion of college premises, college-related activities and is not permitted to participate in, or complete academic coursework until the conclusion of a full hearing or administrative decision.

(2) Notice of Charges
(a) Formal written complaints must be filed within 60 days of the identification of the student allegedly committing the violation.

(b) Charges may be presented in person, or by mail to the accused student's address on file in the registrar's office. Following notification of changes, students are strongly encouraged to and shall be afforded the opportunity to meet with an

identified authorized college official for the purpose of explaining the discipline proceedings, due process, and charges.

(3) Hearing

(a) A student who is formally charged with a code violation will have their case heard at an administrative proceeding to be arranged within 14 calendar days of the charges being filed. Failure of the accused student to respond to the initiation of charges or schedule a preliminary meeting will not prevent the college form scheduling an administrative hearing and conducting the hearing in the student's absence.

(b) In cases where a charged student admits such violation, the student may request in writing to have an administrative decision without a hearing.

(4) Administrative Decision

(a) In all cases, a student charged with one or more violations of the student code has the right to a hearing. However, in cases where a charged student admits such violations the student may request in writing to have an administrative decision as to appropriate action made by a hearing officer.

(b) In such situations, the student waives the right to a committee hearing and the related procedural guarantees of a committee hearing.

(c) Following an administrative decision, the student retains the right to request an appeal of the original decision, based upon the grounds established under Section 8 (Appeal Process) below.

(5) Notice of Hearing

(a) If a hearing is to be held, written notification will be provided. The notice may be hand delivered or postmarked to the last known address of the student, no fewer than ten (10) calendar days prior to the hearing.

(b) Unless already provided to the student, the notification will include the charge(s), date, time and location of the hearing, the designated hearing officer or committee, a statement of the student's rights, information on the hearing procedures, and copies of the code of Student Conduct.

(c) The accused student may request a postponement for reasonable cause, or a hearing separate from other persons who may have been involved in the violation. A request for a postponement for reasonable cause must be made in writing, include supporting rationale and be received in the office of the Vice President for Academics, or the person sending the hearing notification at least three (3) calendar days before the scheduled hearing.

(6) Hearing Committee

(a) The Hearing committee will be appointed by the Vice President for Academics or designee.

(b) Any grade level I or II employee may serve as the Hearing Officer.

(c) Additional members include two faculty or staff members, a currently enrolled student, and a person of the accused student's choice (person must be a present student, faculty member, or other employee of the college). If the accused student does not select a representative, an individual will be appointed.

(7) Hearing Procedures

(a) All students have a right to a due process hearing. Hearings are conducted in order to review the facts and circumstances of the allegation in order to determine whether or not a violation of the code occurred.

(b) Case file Review

(1) A student charged with misconduct may review the witness documents within three (3) calendar days prior to the hearing by contacting the Office of the Vice President for Academics.

(c) Accused Student Attendance

(1) Because the most accurate and fair review of the facts can best be accomplished when all parties are present, the accused is expected to attend and participate.

(2) If an individual does not choose to attend a hearing, waiving their right to personally appear, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made.

(3) Although no inference may be drawn against a student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented.

(4) No decision shall be based solely on the failure of the accused student to attend the hearing or answer the charges.

(d) Attendance limitations

(i) Attendance at hearings is limited to the accused student, advisor, committee members, and witnesses.

(ii) The hearing officer or body will take reasonable measure to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.

(e) Advisor

(i) The accused student may have an advisor present at the hearing. The advisor is an employee of the college.

(ii) The advisor may only counsel the student and may not actively participate in the hearing, unless clarification is needed as determined by the hearing officer or committee.

(f) Witnesses

(i) The accused may submit a written statement(s), may invite relevant witnesses to attend, may ask questions of witnesses called by others, and will be notified of potential witnesses to be called.

(ii) The College may submit written statements, present witnesses, as well as question those presented by the accused. Witnesses shall not attend the entire hearing, but will be called to present information by the hearing officer at the appropriate time.

(g) Separate hearings

(i) When more than one student is involved in alleged misconduct the College does not provide separate hearings.

(ii) Students may request, in writing, a separate hearing at least three (3) calendar days before the scheduled hearing.

(iii) The Vice President for Academics or designee will be responsible for reviewing such requests and promptly informing the student(s) of the decision.

(h) Supporting Documentation

(i) Written statements may be used if, for good reason, a witness cannot attend the hearing.

(ii) Written statements must be notarized, absent other clear evidence of authenticity.

(i) Consultants

(i) In cases requiring special expertise, the Vice President or designee may appoint individuals with appropriate expertise to serve as consultants to the committee.

(ii) The consultants may be present and provide information as called upon during the hearing but will not vote.

(j) Opportunity to Speak

(i) Hearings shall be conducted such that all present have reasonable opportunity to speak and express their views or facts about the issue at hand.

(k) Modifications from Procedure

(i) A student and hearing officer may agree in advance to minor modifications from procedure.

(ii) Such deviations are not then subject to appeal.

(iii) Minor modifications are acceptable as long as such modifications are for good cause and are not found to be unreasonably harmful the student or violate due process rights, policies, and rules of Northwest State Community College.

(l) Presumption of Innocence

(i) Students are entitled to a presumption of innocence. Hearings, unlike proceedings of courts of law, do not require conclusive proof; instead the greater weight of evidence is the standard applied for the hearing body to make a decision.

(ii) A student will not be found in violation unless the following are achieved:

(1) In cases of academic misconduct preponderance of the evidence supports the charge(s).

(2) In all other cases of prohibited behavior, the greater weight of the evidence supports the charge(s).

(3) A simple majority of the hearing body membership shall constitute a quorum. A quorum of the hearing body must be present to conduct a hearing, unless the student waives the quorum rule in writing.

(4) If the committee determines that exhaustive deliberations have occurred and a majority decision is not reached the student will be found not in violation.

(m) Notification of Decision

Sanctions to be imposed by the college are varied and should be commensurate with the violations(s) found to have occurred. In determining the sanctions(s) to be imposed, the consideration should be given to mitigating circumstances and any aggravating factors including, but not limited to, any past misconduct by the student, provocation the subject of the conduct the constituted the violation,

failure of the student to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student in committing the violation, and the severity and pervasiveness for the conduct that constituted the violation. Impairment resulting form voluntary use of alcohol or drugs (i.e., other than medically necessary) will be considered an aggravating and not a mitigating factor. One or more of the following courses of action may be taken when a student has been found to have violated the code of student conduct.

(i) At the conclusion of the hearing, the hearing officer will submit a written record containing the hearing committee's disposition and suggested sanctions to the Vice President for Academics within seven (7) calendar days. Possible sanctions include:

(1) Disciplinary warning

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

(2) Disciplinary probation

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

(3) Suspension

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

Vice President for Academics. The file will be consulted in determining sanctions for any further proven code violations.

(4) Disciplinary dismissal

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

(5) Expulsion

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

(6) Other sanctions

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

(ii) Within fourteen (14) calendar days of the hearing, the Vice President for Academics or designee shall notify the student(s) of the decision and, where applicable, imposition of sanctions.

(iii) If the student has been found to have violated the code, the letter shall inform the student of his/her right to appeal the decision.

(n) A student who has been dismissed or suspended form the college shall be denied all privileges afforded a student and shall be required to vacate campus at a time

determined by the hearing panel. In addition, after vacating campus property, a suspended or dismissed student may not enter upon campus and/or other college property at any time, for any purpose, in the absence of express written permission from the Vice President for Academics or designee. To seek such permission, a student must file a written petition to the Vice President for Academics or designee.

(8) Appeal Process

(a) A student found to have violated this code has the right to appeal the original decision of the Hearing committee or Administrative decision.

(i) A student may continue to attend classes and exercise other rights and privileges of a registered student during the appeal process, but the College reserves the right to impose the sanction(s) retroactively to the date of sanctions(s) cited in the original notification from the Vice President or designee.

(ii) A hold will be placed on a student's record pending completion of the due process appeal.

(iii) An appeal must be based upon one or more of the following grounds:

(1) Procedural error,

(2) Misapplication or misinterpretation of the rule alleged to have been violated,

(3) Findings of fact not supported by the greater weight of the evidence

(4) Discovery of substantial new facts that were unavailable at the time of the hearing, and

(5) That the disciplinary sanction imposed is grossly disproportionate to the violation committed.

(iv) An appeal of decision must be submitted in writing and postmarked or hand delivered to the Vice President for Academics or designee within ten (10) calendar days after the date on which written notice of the decision is sent to the student.

(b) Appeals will be reviewed by two (2) hearing officers.

(c) Appeal Proceedings

(i) The appeal officers shall dismiss the appeal if it is not based upon one or more of the grounds set forth above in section 8.a.

(ii) The appeal officer may decide the appeal based upon a review of the record.

(iii) The appeal officer may request additional written information or an oral presentation from any relevant person(s) and then decide the appeal based upon the enhanced record.

(d) Possible Dispositions by the Appeal Officers

(i) The Appeal Officer, after a review of the record may pursue the following:

(1) Uphold the original sanction;

(2) Dismiss the original sanction, or impose a lesser sanction;

(3) Remand the case to the original hearing body; or refer the case to a new hearing officer or committee to be reheard. If possible, a new hearing officer or committee should be different from the one that originally decided the case. If a case is reheard, the sanction imposed can be greater than that imposed at the original hearing.

(ii) Decisions made by the Appeal Officers are final and cannot be appealed. If the case is remanded, the second hearing decision is final.

(9) Maintenance and Confidentiality of Student Conduct Records

(a) A single record consisting of written notes, audio or video recording or other medium selected by the hearing committee will be made of all hearings.

(b) Such record will remain the property of the College.

(c) A completed file for each case of misconduct shall be maintained in the office of the Vice President for Academics or designee for two years. In the case of a dismissal of more than two years, the file will be maintained for one year after the term that the dismissal expires.

3358: 14-5-09 Grading and academic requirements.
Effective: 6/3/11; Reaffirmed by Board of Trustees 10/4/13

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

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

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

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

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

(F) The college will establish college readiness expectations that are aligned with Ohio board of regents' recommendations.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No.5-09 (B-1): ACADEMIC FRESH START
Effective Date: December, 2008

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

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

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

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

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

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

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

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

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

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

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

(i) Using the exact words from a source, including cutting and pasting from a Web site, without both quotation marks to indicate the extent of the material borrowed and a citation of the original source.

(ii) Paraphrasing or summarizing ideas from a source without proper citation. Submitting work written or created by another, whether such work is written by a friend, an author, or is downloaded from the internet.

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

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

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

(b) Cheating - The use of unauthorized or prohibited materials. Students, who intentionally use or attempt to use unauthorized information in any academic exercise, including computers or exams, are cheating.

(c) Cooperating with another person in academic dishonesty, such as, taking an exam for another student, having another student take an exam for you, or exchanging information with another student during or after an exam.

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

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

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

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

(3) Disciplinary Penalties for Academic Dishonesty

(a) The faculty member who detects academic dishonesty and the division Dean will handle the discipline. In the event the faculty member is the dean, the Vice President for Academics handles the discipline. Each action will be documented in writing and the faculty member will be notified.

(b) For a first time offense, a grade of "F" will be issued for the project, paper, test, or whatever assignment in which academic dishonesty has occurred. A faculty member may have other penalties specified in the course syllabus. The faculty member will impose the grade.

(c) For a second offense, not necessarily in the same course, a grade of "F" will be issued for the course in which academic dishonesty has occurred. The Vice President for Academics will inform the faculty member of the second offense, and the faulty member will impose the grade. The Vice President for Academics will inform the student.

(d) For a third offense, not necessarily in the same course, a grade of "F" will be issued for the course in which academic dishonesty has occurred. Additionally, any student who has been involved in three (3) offenses, not necessarily in the same course or semester, will be dismissed form the College immediately for one (1) semester (excluding summer). Upon readmission the College, any future offense will cause the student to be dismissed immediately with no right to readmission. The Vice President for Academics will be responsible for imposing dismissal.

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

(4) Reporting Cases of Academic Dishonesty

(a) Within seven (7) days in which classes are held after the incident is discovered, the faculty member will file a written report of the incident with the division dean and the student charged. The report will include

(i) The particular violation alleged;

(ii) When the incident occurred;

(iii) When it was discovered;

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

(v) The action taken.

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

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

Procedure No.5-09 (B-3): ACADEMIC STANDING
Effective Date: December, 2008

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

(2) Academic Probation

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

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

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

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

(3) Academic Suspension

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

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

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

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

Procedure No.5-09 (B-4): ATTENDANCE
Effective Date: May 10, 2011

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

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

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

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

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

(3) The College is obligated to report lack of attendance or last date of attendance to federal and state agencies that provide financial assistance to students.

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

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

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

Procedure No.5-09 (C-1): REPORTING STUDENT ACADEMIC PROGRESS
Effective Date: December 17, 2010

(1) Grade Reports

(a) Grades are accessed electronically through myNSCC link at www.northweststate.edu at the end of the semester.

(b) The grades reported at the end of the semester are recorded on the student's permanent transcript.

(c) Once a grade is assigned to a student for achievement in a course, it can be changed (higher or lower) only when there has been an error in evaluating or entering the grade. If it is obvious to the Dean that a clerical or data entry error has been made, they may order the grade corrected with the concurrence of the instructor of record, unless the instructor of record is no longer with the college and/or unavailable. Until an official grade change has been submitted to the Registrar, a grade assigned by the instructor of record shall be assumed correct and of full effect.

(d) Students will be named to the Dean's List based on the graded credit hours for the semester and the grade point average.

(i) For the purposes of Dean's List calculations, a full-time student is defined as a student carrying at least twelve (12) graded credit hours for the semester. A half-time student is defined as a student carrying 6 – 11.99 graded credit hours for the semester.

(a) Each full-time student earning a grade point average of 3.5 or above on a 4.0 scale will be named to the Full-time Dean's List for that semester.

(b) Each half-time student earning a grade point average of 3.5 or above on a 4.00 scale will be named to the part-time Dean's List for the semester.

(2) Marking and Credit System

(a) The quality of course work at Northwest State Community College is indicated by means of letter grades. Each grade, in turn, carries credit points which are used in computing the student cumulative point average.

Grading Definitions	Grade Notation	Grade Points Per Academic Credit Hour	Explanation
Superior quality	A		
High Quality	B		
Average	C		
Below Average	D		
Failing	F		
Satisfactory	S		Satisfactory work in a developmental course.
Satisfactory Credit	SC		Passing grade ("C" or higher) for elective courses taken on pass/fail basis. Credits included in hours earned.
Unsatisfactory	U		Unsatisfactory work in a developmental course.
Unsatisfactory Credit	UC		Failing grade for elective courses taken on pass/fail basis.

(b) Satisfactory Credit/Unsatisfactory Credit Option
Students are permitted to select satisfactory credit/unsatisfactory credit (SC/UC) status for a limit of two (2) elective courses per associate degree program or one (1) per certificate program. Courses must be designated as such no later than the end of the first week. SC/UC status for flexibly scheduled courses must be designated as such no later than the end of the first week of the original registration. The request for SC/UC status form must be completed in the registrar's office, and students will not be allowed to change this status after formally selecting such.

(c) Cumulative Grade Point Average
(i) The GPA is computed by:
- Multiplying the grade points for the letter graded earned by the number of credit hours for the course;
- Adding the grade points earned in all courses taken;
- Dividing the sum of the grade point by the number of hours the student has attempted.

(ii) All credit courses taken by the student at the college will be included as part of the student's permanent record and used to calculate the student's cumulative GPA.

(d) Other Grading Notations that may be given by an instructor or administrator include:

Other Grading Notations	Grade Notation	Definition
Audit	AU	The term "audit" refers to a course which is taken without credit.
Credit Given	CR	Credit granted through proficiency testing, AP (Advanced Placement testing), and CLEP credit (National College Level Examination Program) or prior learning.
Incomplete	I	Grade issued when circumstances beyond the control of a student prevent the completion of course requirements.
Progress	P	Replaces grade of repeated course.
Withdrawal	W	Prior to the end of the sixth week; not computed in the grade point average.
Military Withdrawal	MW	Individual called into active military service anytime during the course of the semester

(e) Auditing Course

(i) The term "audit" refers to a course which is taken without credit. Students auditing a course will pay the same fees as if the course was being taken for credit.

(ii) Courses taken on this basis are not included in the computation of the cumulative grade point average and are not applicable to graduation requirements.

(iii) A student must elect audit status at the time of registration or take action to change to audit during the refund period for the class length as follows:

(a) Class length: 1 week or less = enroll as audit
(b) 2 weeks to 7 weeks = 1 week to change to audit
(c) 8 week – 16 weeks -= 3 weeks to change to audit

(iv) The student initiates such action through the Registrar's office.

(f) Incomplete Grades

(i) Students may request an incomplete through discussion with the instructor and by negotiating and completing an Incomplete Contract" with that instructor and the academic dean, provided that the criteria are met.

(a) The student is unable to complete the work for reasons beyond their control;

(b) The student is passing the course;

(c) At least seventy-five (75) percent of the course work is completed; and
(d) The course may be completed without the aid of classroom instruction.

(ii) The contract must indicate the specific procedures and deadlines for fulfilling course requirements. A grade of "I" will be assigned until a final grade can be established. Course work must be completed by the deadline established by the instructor or by the end of the next semester for fall and spring, and September 1 for summer, whichever is earlier.

(iii) All incomplete grade contracts must be approved and signed by the division Dean.

(iv) Failure to complete the requirements of the contract in the specified time will result in failure of the course, and the "I" will be converted to a grade of "F", "U", or "UC" on the students' permanent record by the registrar's office.

(g) Extensions to the time limit may be made only upon of the instructor involved and approval of the department Dean.

(h) Students will be academically and financially responsible for an "I" grade received.

(3) Adding and Dropping Courses

(a) Students add or drop courses by using my NSCC or by obtaining and completing the necessary forms available in the office of the Registrar.

(b) All courses must be added prior to the first day of class for the specific term. All course additions must have written approval of the instructor and the Dean once classes have started. All added courses will be charged the full tuition rate.

(c) Students may drop courses using myNSCC through the 100% tuition refund.

(d) Students may withdraw from any or all courses on or before the posted withdrawal deadline. Withdrawals after the withdrawal deadline, on an exception basis only, may be approved by a division Dean or the Vice President of Academics.

(e) No "W" will be given if the dropped course involves a simple section switch of the same course, or a move into a higher or lower level (e.g. ENG111 to ENG090) and no additional charge is incurred unless there is a change in credit hours taken. Section changes occurring after the 100% drop period must have faculty and dean approval.

(f) Refunds are made according to the approved refund schedule.

(g) Students will be academically and financially responsible for any "W" and "F" grade received. A student takes full responsibility for adding or courses. Failure to attend classes or give proper written intent to withdraw may result in failure of a course.

(h) Students who are called to military duty during the middle of a semester must withdraw from all classes, at which time; a "W" will be assigned. Upon receipt of a copy of the student's actual military activation orders, the college will refund 100% of the student's tuition and fees for the semester, and any "W" grades will be changed to "WM" (military withdrawal). Upon returning to the college the student is required to verify discharge by submitting a copy of the DD214.

(4) Repeated Courses

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

(b) The original course grade will remain on the transcript and the course will be marked with an "E" for Exclude in the repeat column. The most recent course grade will be marked as "I" for Include.

(c) A grade received for the repeated course will thereafter be substituted for the former grade in calculating the student's cumulative point average.

(d) For transfer courses, if the transfer course is taken after the NSCC course, the NSCC course will be marked as "E" in the repeat column and will not be used in calculating the student's cumulative grade point average.

(e) A course repeated will be considered as any other course in determining the credit hour load to be earned by the student in a semester.

(f) To qualify for graduation, each required course in which an "F" grade is received must be repeated. The Vice President for Academics may waive the repeating of an "F" grade in special circumstances where a course is no longer offered for the student to repeat and/or a reasonable substitution can be made.

Procedure No.5-09 (E-1): CREDIT BY TRANSFER OR EXAMINATION OR DOCUMENTATION
Effective Date: December, 2008

(1) A student must have submitted an application for admission to the College and paid the application fee before any type of credit is posted to the transcript.

(2) Transfer Credit

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

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

(i) Providing a Credential Evaluation Report from a credential evaluation service of the student's choice (I.E. Educational Credential Evaluation, Inc. – 414-289-3400; World Education Services -312-222-0882; Josef Sliney & Associates –305-273-1616 etc) or,

(ii) A student may choose in lieu of providing a Credential Evaluation Report (officially translated transcript), to take proficiency examinations for any applicable coursework according the College's Proficiency Examinations policy.

(c) Credits transferred to NSCC will apply toward graduation only if they satisfy requirements for a particular major. Transfer credit not required by a particular major may be counted as additional hours completed.

(d) Transfer credit may be awarded for courses in which a student received credit through a proficiency exam taken at another regionally accredited institution. Such credit will be given only if the transcript clearly indicates that credit was granted for the course at another institution. If the transcript simply indicates that a proficiency exam was taken but credit was not given for the course, Northwest State will not accept the proficiency as transfer credit.

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

(f) In order to be eligible for the associate degree at the College, at least thirty percent of the credits must have been earned at Northwest State.

(3) Military School Credit

(a) Transfer credit will be given to those students who have successfully completed educational experience through the military services as evaluated in the American Council on Education Guide (ACE).

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

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

(a) Full college credit may be granted or prerequisite courses waived based upon College Level Examination Program (CLEP), Advanced Placement (AP Code 1235), or DANTES (DSST) test results. A list of courses will be maintained by the Vice President for Academics.

(b) Credit awarded through CLEP, AP, or DSST scores may not exceed 70% of any degree or certificate requirement.

(c) Upon presentation of CLEP, AP, or DSST scores in the same area, credit will be awarded for either CLEP, AP, or DSST based upon the higher number of credit hours. In no case will CLEP, AP, and DSST credits be combined. In the event that the credit hours to be awarded through CLEP, AP, or DSST are equal, the individual department will award the appropriate credit at their discretion.

(i) Credit will be granted for equivalent courses for a score of 3 or higher on the AP test.

(ii) An AP score of at least 4 may be required for highly dependent sequence of courses in a STEM area.

(iii) A score of 3 or higher on an AP foreign language area will provide credit for at least the first year of a foreign language.

(iv) Credits earned via AP exams are transferable in Ohio according to the state's transfer module.

(v) Credit will be granted for equivalent courses based on the American Council on Education minimum score for the CLEP or DSST.

(5) Proficiency Examination

(a) Students may complete an application for a proficiency examination in an available subject area. The appropriate exam fee must be paid prior to the examination.

(b) If enrolled in the course in which examination is requested, the exam must be completed before the end of the fourth week of a regular semester and before the end of the second week of a summer session.

(c) A student cannot proficiency a course previously taken (successfully or unsuccessfully).

(d) A student may make application for a Proficiency Examination ONE TIME PER COURSE.

(e) Students certified as proficient, who are enrolled in the proficiency course, will be refunded the appropriate credit hour tuition charge for the course.

(f) Credit for the course for a satisfactory proficiency examination will become part of the student's permanent record, and a grade of "CR" will be assigned.

(g) Proficiency credit cannot be posted to the transcript until the end of the semester in which the student has completed at least one course at NSCC.

(h) A student may make application for proficiency examination, if not enrolled in the particular course for which examination is requested, at any time during the regularly scheduled semester by completing the application process outlined above. All other policies will apply with the exception of refund of instructional charges.

(6) Credit by Documentation

(a) Northwest State Community College recognizes that students may have knowledge and skills, based on prior learning and experiences, which could be considered for college credit. Prior learning assessment is a means to review prior learning, to identify concepts already acquired, and to appropriately place students into the sequence of courses toward a degree.

(b) Examples of documentation that may identify successful accomplishment of course learning outcomes include but are not limited to: a portfolio of work samples, reference letters, employment verification, licensure, and certifications. Documentation requirements are determined by the Division Dean and faculty teaching the course.

(c) A student may not receive credit by documentation for a course previously completed (successfully or unsuccessfully). A documentation fee must be paid to have the course entered on the transcript.

Procedure No.5-09 (E-2): COURSE AND CREDIT HOUR LOAD LIMITATIONS
Effective Date: December, 2008

(1) The maximum credit load for a student enrolled in a fall or spring term is 20 credit hours and 10 credit hours during a summer term, except upon recommendation of his/her advisor and approval of the Division Dean and/or vice President for Academics.

(2) A student is considered to be enrolled full-time for a fall or spring term when enrolled in at least 12 credit hours and at least 6 credit hours for a summer term.

Procedure No.5-09 (E-3): MEDICAL FRESH START
Effective Date: December, 2008

(1) Once in a lifetime, due to catastrophic personal health/medical circumstances, students may be eligible to retake at no additional cost, classes that they failed as a result of their medical condition. The requirements are as follows:

(a) The student's incapacitation must have exceeded two weeks in duration.

(b) A medical fresh start only applies to illness/injury experienced by the student.

(c) Petition for medical fresh start within two weeks of the end of the semester in which the event occurred. The petition must be in writing and is subject to review and approval by committee(s). The Medical Fresh Start form and instructions are available in Registrar's office.

(d) The student had to be passing course(s) prior to the event.

(e) The student must register to re-take the affected courses or equivalent credit hours within one year of filing the petition for medical fresh start.

(f) The student and his/her attending physician must complete and sign the Petition for Medical Fresh Start. The Petition for Medical Fresh Start must be mailed to the registrar's office directly from the physician.

(g) A non-refundable petition fee must be paid at the time of the application.

(h) Upon registration for the affected courses, the student must submit their course schedule to the registrar so that a fee waiver can be completed for those courses.

Procedure No.5-09 (F-1): COLLEGE READINESS EXPECTATIONS
Effective Date: June 7, 2012
Revised: Effective for students entering Summer 2015

The College will observe the recommendations per the Ohio Board of Regents Secondary to the College Articulation Committee benchmark (minimum) scores for placement into college-level English and mathematics courses.

(1) ACT/SAT or ACCUPLACER may be considered as one indicator college placement. These scores reflect a minimum benchmark of readiness for the first college-level course in English or mathematics. The ACT/ACCUPLACER **subject** benchmarks are:

(a) English
(i) ACT of 18 or higher for English (or an equivalent SAT)

(ii) ACCUPLACER of 69 or higher (or an equivalent assessment)

(b) Algebra
(i) ACT of 22 or higher for **for placement in College** Algebra (or an equivalent SAT)

(ii) ACCUPLACER Algebra score of 52 or higher (or an equivalent assessment) for placement in college algebra.

(c) Reading
(i) ACT of 21 or higher for Reading

(ii) ACCUPLACER of 80 or higher (or an equivalent assessment)

(d) Calculus
(i) ACT score of 27 or higher for placement in college calculus (or an equivalent SAT)

(ii) ACCUPLACER College Algebra score of 66 or higher (or an equivalent assessment) for placement in college calculus

(2) Students with scores close to the minimum standard should be advised that they will likely need assistance and might find the college-level content very challenging.

Procedure No.5-09 (F-2): COURSE PLACEMENT
Effective Date: December, 2008

(1) Prior to registration, all degree or certificate seeking students should be evaluated or show evidence of successful completion of college-level coursework in math and English.

(2) Students who receive a score of 95-100 on the ACCUPLACER placement test may choose to complete a writing sample, administered by the testing coordinator, to qualify for placement into ENG112- Composition II. The writing sample will be reviewed by full-time faculty members in the English department. If approved, the testing coordinator will notify the student of the following placement options available to them:

(a) Take ENG111 and ENG112, or

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

ACCUPLACER Placement Retesting

(1) Students may have one retest using either an alternate form of the ACCUPLACER Placement Test or a Departmental Proficiency Test (but not both). PSEO students may have one retest per year.

(2) A retest must be requested prior to enrolling in related developmental courses.

(3) Retesting must be approved by the Dean of Arts & Sciences or designee.

(4) There must be at least a one-month waiting period between testing dates involving a Departmental Proficiency test only.

(5) Placement test results are valid for three years. After three years retesting is recommended and the fee is waived.

(6) Students may choose to retake the entire ACCUPLACER Placement Test or choose specific sub-tests for retesting.

(7) A $20 retesting fee will be charged for the ACCUPLACER Placement Test and a $45.00 fee for the Proficiency Test.

Procedure No.5-09 (F-3): DEVELOPMENTAL COURSES
Effective Date: December, 2008

(1) Students who are recommended by an advisor, counselor, or department dean to take developmental course work may be limited to take no more than twelve (12) credit hours and/or equivalent until such time that the student has acquired satisfactory ("S") status.

(2) None of the developmental courses apply toward degree requirements.

3358: 14-5-10 College-sponsored trips policy.
Effective: 6/5/09; Reaffirmed by Board of Trustees 10/4/13

(A) College-sponsored trips are off-campus educational visits that provide experiences not available on campus, which enhance the teaching and learning of course objectives or enhance the college's total education program. Clinical placements, internships, and field experience assignments are not to be considered college-sponsored trips.

(B) The vice president for academic and student services will establish procedures for the conduct of college-sponsored trips.

(C) Neither the college nor any of its employees shall be held liable for injury sustained by a student while traveling to and from or participating in a college-sponsored trip.

(D) The college will not reimburse a student for the operation of a private vehicle for transportation during a college-sponsored trip. The college may arrange, at its expense or at the expense of the students, for public transportation during a field trip. College vehicles may be used by approved drivers.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No.5-10(B): COLLEGE-SPONSORED TRIPS
Effective Date: June 05, 2009

(1) College sponsored trips must be approved by the Division Dean or Department Supervisor and the Vice President for Academics prior to the event.

(2) Complete the "College-sponsored Trips Request Form" identifying the date and reason for the trip. (Available on the shared drive under the Forms folder)

(3) Once approved, have each participant complete the "Release and Waiver of Liability Form" and any other required forms. All forms should be submitted to the Division Dean or Department Supervisor and then forwarded to the Office of the Vice President prior to the trip.

(4) The individual making the request is responsible for collecting from all participants the Release form and any other documents needed for the trip (e.g. Passport numbers, medical information, emergency contact information, terms and conditions).

(5) Faculty and staff members may request reimbursement for approved field trips utilizing departmental local travel funds. Students cannot receive compensation for use of their automobiles or any other expenses incurred through the trip.

3358: 14-5-11 Graduation requirements.
Effective: 8/7/2015; revised 2/26/2021, revised 2/16/2024

(A) The associate degree is awarded upon the successful completion of any degree programs. A certificate is awarded upon the successful completion of any certificate programs.

(B) The college shall maintain the list of degrees and certificates eligible for graduation and published in the college catalog and other environs that the college deems appropriate.

(C) To be considered a candidate for an associate degree or a certificate, the student must have completed all the requirements for that degree/certificate as described in the college catalog in effect at the time the student enrolled in the program leading to that degree.

(D) The catalog in effect at the time of a student's acceptance to the college is their "catalog in force." If the requirements for the degree change while the student is enrolled in a degree or certificate program, the student may choose their entrance catalog or any subsequent catalog as their chosen catalog in force for meeting their graduation requirements.

(E) Students are expected to complete the requirements for their desired degree or certificate in a timely fashion. That period is six calendar years from the time the student initially enrolled in their degree or three calendar years for their certificate, unless otherwise determined by specific program accreditation. If the student does not receive a degree or certificate in a timely fashion, their graduation requirements become the catalog in force at the semester of graduation. Exceptions to this policy can be granted by the vice president for academics of the college.

(F) To be considered a candidate for a degree or certificate, the student must meet the program grade point average requirements, complete the minimum number of credit hours at NSCC for the degree or certificate, and complete or submit applicable assessment activities.

(G) The college shall verify eligibility of individual students to receive degrees or certificates in accordance with established procedures.

(H) Individuals may earn more than one degree or certificate provided all requirements are met as stated in this policy and the college catalog.

(1) The registrar will perform a degree audit to verify that all applicable degree/certificate requirements have been met. Current graduation requirements

include:

(a) Successful completion of all required courses in the program. Certain majors require a "C" or better in certain courses to meet graduation requirements. Each required course in which an "F" grade is received must be repeated (please refer to course repeat policy and/or academic fresh start policy).

(b) Earn a minimum cumulative grade point average of 2.00.

(c) Attain a minimum 2.0 grade point average in their technical courses.

(d) Complete a minimum of thirty percent of the credits from NSCC.

(2) Students are eligible to receive only one degree within a technology but may have more than one major. All majors are listed on the student's transcript. Diplomas are issued for each degree within a technology. Students applying for a certificate and associate degree within the same technology at the same time will be awarded the higher degree only.

(3) When a student completes a second major at any time within the same technology area, the second major will be added to the transcript.

(4) Any student graduating with a cumulative grade point average of 3.50 or higher will be graduated with honors, including a notation of this honor placed on the student's diploma and transcript, as follows:

3.50 – 3.74	cum laude
3.75 – 3.89	magna cum laude
3.90 – 4.00	summa cum laude

(5) Students who are verified as having met all degree/certificate requirements and do not have an outstanding obligation (eg: financial, academic) to the college; will receive their diplomas within ninety days of when all final grades have been verified.

(6) Official college diplomas will be mailed to the mailing address listed in the college's student information. Students are expected to keep their contact information, including mailing address, up-to-date.

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

Effective: 09/24/2021
CERTIFIED ELECTRONICALLY

Certification
09/13/2021
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358
Prior Effective Dates: 03/16/2015

Procedure No.5-11 (C): VERIFICATION OF GRADUATION REQUIREMENTS
Effective Date: May 10, 2011

(1) All graduation applications received will undergo a degree audit by the Registrar and Division Dean, when applicable, to verify that all degree requirements have been completed. In addition, program grade point average requirements, completion of the minimum number of credit hours, and completion or submission of applicable assessment activities will be verified.

   (a) Successful completion all required courses in their program. Certain majors require a "C" grade of better in certain courses to meet graduation requirements. Each required course in which an "F" grade is received must be repeated.

   (b) Maintain a cumulative grade point average of 2.00.

   (c) Attain a 2.0 grade point average in their technical courses.

   (d) Complete thirty (30) percent of the credits from NSCC.

   (e) In addition, all associate degree graduates maybe required to:

      (i) Complete a nationally normed test.

      (ii) Submit the required elements of a portfolio.

(2) Students can access their degree audit information online.

(3) Students are eligible to receive only one (1) degree within a technology but may have more than one major. All majors are listed on the student's transcript. Diplomas are issued for each degree within a technology. Students applying for a certificate and associate degree within the same technology at the same time will be awarded the higher degree only.

(4) The Vice President for Academics may waive the repeating of an "F" grade in special circumstances where a course is no longer available for the student to repeat and/or a reasonable substitution can be made. Students may, with written permission of their division dean or Vice President for Academics, repeat a course in which they earned a passing grade. The grade received for the repeated course will thereafter be substituted for the former grade in calculating the student's cumulative grade point average.

(5) Completing A Second Major
When a student completes a second major at any time within the same technology area, the second major will be added to the transcript. Students must complete a graduation application, including the fee, if the second major is completed after the initial degree was awarded.

(6) Each graduate is expected to attend the graduation exercises after the application for graduation has been approved.

(7) Graduation With Honors

(a) Any student graduating with a cumulative grade point average of 3.50 or higher will be graduated with honors as follows:

3.50 – 3.74	Cum Laude
3.75-3.89	Magna Cum Laude
3.90-4.00	Summa Cum Laude

(b) A notation of this honor will be placed on the student's diploma and transcript.

(8) Students who have petitioned to graduate by the deadline; who are certified as having met all degree requirements; do not have an outstanding financial obligation to the college; will receive their diplomas when all final grades have been verified.

(9) Diplomas will be mailed to the address listed on the Graduation Application.

Procedure No.5-11 (D): PETITION TO GRADUATE
Effective Date: May 10, 2011

(1) Students are responsible for completion of all requirements for graduation as specified in the Northwest State Community College Catalog. Each student has an academic or faculty advisor to assist with academic planning and to help assure that degree requirements are met. The final responsibility for completion of degree requirements rests upon the student.

(2) The Graduation Application is available in the Registrar's Office and on-line. A student petitioning to graduate must submit the completed application by the date established by the Office of the Registrar.

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

3358: 14-5-12 Nursing acceptance deposit fee.
Effective: December 2008; Reaffirmed by Board of Trustees 10/4/13

(A) Payment of $100 needed to accept and hold the seat in a clinical class in which the student is admitted.

(B) The fee will be applied toward tuition the semester the student begins the clinical sequence.

(C) The fee will be refunded if the student notifies the nursing office prior to July 1 for fall semester clinical start and November 15 for spring semester clinical start. No refunds will be issued after the above dates for the respective semester.

(D) Students will be allowed to defer their start date one time. If they defer a second time, the student will need to reapply to the program and resubmit the acceptance fee.

(E) Students who are not registered by July 1 for fall semester clinical start and November 15 for spring semester clinical start will lose their seat and will need to reapply to the program.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-5-13 Program accountability, evaluation and assessment.
Effective: 4/2/09; Reaffirmed by Board of Trustees 10/4/13

(A) Effective education includes proper evaluation of the results produced from the educational resources provided by the community and the government. As the governing body of the college, the board has the responsibility for assessing how well goals are being accomplished.

(B) The board directs the vice president for academics and student services to establish a means for the continued evaluation of results which shall be systematic and specific.

(C) The following elements will be included in its accountability program:

(1) Clear statements of expectations and purposes for each program coupled with specifications of how their successful achievement will be determined.

(2) Provisions for staff, resources, and support necessary to achieve each program's purposes.

(3) Evaluation of each program to assess the extent to which each program's purposes and objectives are being achieved.

(4) Recommendations for revisions and modifications needed to better fulfill expectations and purposes.

(D) The vice president for academics and student services shall maintain a calendar of program and course assessment activities and may make periodic evaluation reports to the board.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-5-14 Protection of human subjects research.
Effective: December 2008; Reaffirmed by Board of Trustees 10/4/13

(A) Northwest state community college will comply with the federal provisions of the protection of human subjects in research policy in accordance with 45 CFR 46 and 21 CFR 56. Research proposals must be reviewed and approved prior to any research activity.

(B) Certain types of research may be designated as exempt under 45 CFR 46.101. Investigators do not have the authority to make an independent determination that research involving human subjects is exempt from the review process. Research that meets the following requirements will not require a full institutional review board (IRB) review.

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as

(a) Research on regular and special education instructional strategies

(b) Research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests, survey procedures, interview procedures or observation of public behavior, unless:

(a) Information obtained is recorded in such manner that human subjects can be identified, directly or through identifiers linked to the subjects;

(b) Any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability or reputation.

(3) Research involving the use of educational tests, survey procedures, interview procedures or observation of public behavior, is not exempt if:

(a) The human subjects are elected or appointed public officials or candidates for public office;

(b) Federal statue(s) requires(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research, involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available

or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine:

(a) Public benefit or service programs;

(b) Procedures for obtaining benefits or services under those programs;

(c) Possible changes in or alternatives to those programs or procedures;

(d) Possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies:

(a) If wholesome foods without additives are consumed;

(b) If a food is consumed that contains a food ingredient at or below the level and for a use found to be safe.

Effective: 03/19/2015
CERTIFIED ELECTRONICALLY

Certification
03/09/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No.5-14(A): PROTECTION OF HUMAN SUBJECTS RESEARCH
Effective Date: December, 2008

(1) Research requests exempt under 45 CFR 46.101

(a) Research proposal submitted that includes the following:
(i) Research purpose
(ii) Research questions / intentions
(iii) Research procedures
(iv) Identification of participant risk
(v) Confidentiality – describes how confidentiality will be ensured
(vi) Describe how the data will be reported
(vii) Copy of consent agreement (if required)

(b) Research Proposal submitted to the Vice President for Academics.

(c) Proposal must be reviewed by at least two members of the cabinet to determine that it fits within the exempt categories. Approval may be given. If review of the proposal determines that a non-exempt proposal has been submitted; the steps given below must be followed.

(2) Research requests covered under 45 CFR 46.101:

(a) Based on the proposal, a five member institutional review board (IRB) will be established to determine status of the proposal. Membership will be determined to promote complete and adequate review or the research proposal and:
(i) Includes at least one member who is not affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.
(ii) Includes at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas.
(iii) May not consist entirely of members of one profession or one gender.
(iv) No member shall have a conflict of interest.

(b) Institutional Review Board (IRB) Approval Requirements
(i) Risks to subjects are minimized.
(ii) Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result.
(iii) Selection of subjects is equitable.
(iv) Informed consent will be sought form each prospective subject or the subject's legally authorized representative.

(v) Informed consent will be appropriately documented. When appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects.
(vi) When appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.

(c) The investigator will be notified of the review board's decision.

(3) Research study for a class at NSCC

(a) Research proposal submitted that includes the following:
(i) Research purpose
(ii) Research questions / intentions
(iii) Research procedures
(iv) Identification of participant risk
(v) Confidentiality
(vi) Describe how the data will be reported
(vii) Copy of Consent agreement (if required)

(b) It is assumed that the research proposal will fall within the exempt category.

(c) Research Proposal needs approval from Instructor, Dean, and the Vice President for Academics.

(d) Student is notified of decision.

3358:14-5-15 Academic grievance.
Effective Date: Reaffirmed by Board of Trustees 10/4/13; Revised 12/14/18

Resolution of an academic issue, including challenging of a grade, can be achieved through proper channels or authority and may be resolved at any level of the due process and grievance procedure. Any student filing a grievance must follow the step-by-step procedure in the listed sequence.

Effective: 6/2/2020
CERTIFIED ELECTRONICALLY

Certification
05/19/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358
Prior Effective Dates: 03/16/2015

Procedure No.5-15(A): ACADEMIC GRIEVANCE PROCEDURE
Effective Date: January 30, 2009; Revised 1/3/2019
Approving Officer: Chief Academic Officer

Academic Matter

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

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

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

(1) Step 1 - Formal Appeal Process

(a) The student will submit a written grievance form to the faculty member involved within six (6) instructional days following unresolved informal discussion. If the written request is not received within the 6-day deadline, the case will be considered closed and the student will have forfeited the right for an appeal hearing.

(b) The faculty member will issue a written response to the student within six (6) instructional days of receipt of the written grievance.

(c) If the problem is not resolved in step one or the above time frames are not adhered to by the faculty member, the student may proceed with Step 2.

(2) Step 2 - Formal Appeal Process

(a) Within six (6) instructional days of receiving the written response from Step 1, the student will submit the original grievance form to the supervisor or designee of the individual involved, with a copy to the Chief Academic Officer.

(b) Within six (6) instructional days of receiving all written documentation, the immediate supervisor or designee will meet with the student and the individual involved to attempt to resolve the problem to the mutual satisfaction of both parties. The Chief Academic Officer may attend this meeting at his/her discretion.

(c) Within six (6) instructional days after the meeting, the immediate supervisor or designee will issue a written response to all parties involved, with the original copy to the Chief Academic Officer.

(i) If the problem is resolved, the written resolution issued by the supervisor will become part of the original document and bring closure to the grievance

(ii) If the problem is not resolved, the student may proceed to Step 3.

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

(3) Step 3 – Formal Appeal Process

(a) Within six (6) instructional days of receiving the written response from Step 2, the student may request a formal hearing by notifying the Chief Academic Officer. If the request is not received within the 6-day deadline, the case will be considered closed, and the student will have forfeited the right for an appeal hearing.

(b) Within six (6) instructional days of receiving the request, the Chief Academic Officer will appoint an ad hoc due-process committee to hear the grievance.

(i) The ad hoc committee will consist of five (5) members: one grade level I, II, or III employee; two faculty members; an officer of the student body organization; and a person of the student grievant's choice (person must be a present student, faculty member, or other employee of the college).

Alternate committee members may be appointed as well by the Chief Academic Officer. Grade level I, II, and III include vice presidents, division deans, and student service professionals.

(ii) The Chief Academic Officer will appoint one member of the ad hoc committee to act as chair for the proceedings.

*Timelines for Step 3, (b) are not strictly enforced during the summer semester – student will be notified of altered timeframe.

(c) The hearing will take place within six (6) instructional days after the committee appointments. To prepare for the hearing, the chair of the ad hoc committee may make the following arrangements, which are intended to facilitate due process.

(i) Provide all ad hoc committee members with copies of the written grievance prior to the meeting.

(ii) Identify a date, time and meeting place convenient for the ad hoc committee members, the student grievant, and the person who is the object of the grievance.

(iii) Inform the student and the individual involved that they may present witnesses and additional written documentation at the hearing.

(iv) The following chronology for the hearing and follow-up is recommended. (The proceedings may also be tape-recorded, provided that all parties are informed in advance.)

(a) Select a recorder.

(b) Review the grievance and hearing procedures. This segment will be closed to the grievant and faculty member.

(c) Invite the student to be heard. The student may present witnesses and additional written documentation at this time. This segment will be closed to the faculty member/administrator.

(d) Invite the individual involved to be heard, at which time he or she may provide witnesses and additional written documentation. This segment will be closed to the student.

(e) In closed session, the committee will discuss its findings and reach a clear and explicit decision. The student and individual involved may be invited to reappear and provide more information as requested.

(v) Within six (6) instructional days after the formal hearing is concluded, the ruling of the ad hoc committee will be presented in writing to the student, the faculty member/ administrator involved, the department dean, and the Chief Academic Officer, who will implement the ruling.

(vi) The decisions rendered by the ad hoc due-process committee will be final. All committee members will need to sign the decision on Step 3 Form at the time the decision is made.

(vii) All original documentation will be kept on file in the Chief Academic Officer' office.

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

3358:14-5-16: **Student internships, field experiences and practicums.**
Effective Date: Reaffirmed by Board of Trustees 10/4/13

The Board of Trustees recognizes the value of providing students with job-related experiences as part of their preparation for productive employment and appreciates the cooperation of local employers in accommodating such training activities at their places of business. The Vice President for Academics and Deans will establish procedures for internships, field experiences, and practicum's.

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

Effective Date: May 10, 2011

(1) Students wishing to participate in an internship, field experiences, or practicum must meet the course prerequisites prior to registration for the course.

(2) Students will meet with the faculty teaching the course to determine potential sites for the learning experience.

(3) Faculty and/or Dean will make the initial contact with the agency/employer to request student placement.

(4) The Dean will verify that affiliation agreements are in place prior to the placement. Affiliation agreements must be reviewed by the Vice President for Academics prior to signing.

(5) The faculty/Dean will be responsible for collecting any information from the student needed prior to placement, such as health requirements, background checks, or expectation forms.

(6) Students are responsible for submitting their experience schedule to the faculty member.

3358: 14-5-17 Substance abuse policy for nursing, allied health and public service.
Effective: 4/2/09; Reaffirmed by Board of Trustees 10/4/13

(A) The faculty of the division of allied health & public service and division of nursing are charged with the responsibility of maintaining an environment that ensures the provision of high quality education that is supportive to the well-being of students. In settings where application of learning is applied, the faculty requires that students provide safe, effective and supportive care to those populations to whom they are assigned. Such requirements mandate that students be free of chemical impairment during participation in classroom, laboratory and/or clinical settings. Since it is critical that the client and clinical sites are protected from unsafe, impaired practitioners, the faculty must be diligent in observing and documenting impaired student behavior. The department recognizes chemical dependency (alcoholism and/or drug addiction) as a treatable condition and takes a supportive stance in dealing with students so impaired. In order to fulfill these responsibilities, the faculty has developed guidelines to deal with chemically impaired students.

(B) A student shall not possess, use, transmit, sell, conceal or be under the influence of any alcoholic beverage or intoxicant, any of the drugs of abuse defined by Ohio experiences and observations.

(C) The use, sale, or possession on the premises of Northwest state community college or affiliating agencies by a student of an unauthorized substance (including alcohol, controlled substances, prescription drugs which may impair task performance, and any other substance which can alter the motor or sensory functions of a human being) is strictly prohibited and may result in dismissal from the program.

(D) The faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or is abusing, either separately or in combination, substances such as/but not limited to: alcohol, over-the-counter, illegal drugs, prescribed medications that may impair task performance, inhalants, etc. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomatology.

(E) If suspected, students may be asked to be drug tested or assessed for chemical dependency following established procedures. Costs encountered in the process of initial, immediate, screening and assessment will be billed to the college. Any treatment and follow-up for confirmed substance use will be at the expense of the student. The program will seek to maintain the confidentiality of all records and information related to chemical dependency issues as provided by state and federal law.

(F) A multi-disciplinary team from the divisions of nursing and allied health & public service consisting of three individuals representing at least one person from nursing and one person from allied health & public service may be convened to serve as an advisory

group. One individual from each program in the division may be designated as the program's advisor who monitors student treatment and communicates with the program coordinator. The multi-disciplinary team, the program coordinator, and the designated program advisor will review assessment and treatment information prior to a recommendation for dismissal.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No.5-17(A): SUBSTANCE ABUSE PROCEDURES FOR NURSING, ALLIED HEALTH AND PUBLIC SERVICE
Effective Date: April 02, 2009

(1) One of two courses of action will be taken with students demonstrating impaired performance in the academic or clinical setting. One course of action shall be followed when a student demonstrates overt behaviors that impair their ability to learn and apply needed skills required to provide safe client care. Another course of action will be taken with students who demonstrate repeated covert behaviors that impair their ability to learn and apply necessary skills to provide safe client care. The two courses of action, which outline procedures to be taken by faculty in each of these situations, are as follows:

(2) **Course of Action to be taken with signs of OVERT impairment in performance when immediate action is indicated:**

(a) When the student's condition/behavior suggests that there is impairment and immediate action is indicated:

(i) The student will immediately be accompanied to a laboratory facility where a urine specimen and testing for alcohol (blood alcohol or breath alcohol) will be collected (if on site testing is not available). Basic physical assessment and data collection will be and documented. The student will be asked to sign a consent form allowing assessment and testing results to be sent to the program coordinator. All information collected will be made available to the program coordinator.

(ii) The student will be informed verbally and in writing that the substance abuse guideline has been activated. The student must contact a counselor from a list of approved treatment counselors, participate in an assessment, and comply with recommendations. The instructor or program designee will make efforts to ensure safe transport home (i.e., family member, taxi) and will document the incident. Costs encountered in the process of initial, immediate, screening and assessment will be billed to the college. Any treatment and follow-up for confirmed substance use will be at the expense of the student.

(iii) At this time, the student will be notified that admission to class or clinical will be denied until compliance with the substance abuse guidelines.

(iv) The student will be placed on Medical LOA until cleared through the designated counselor and/or health care professional. Clearance through laboratory results and evaluation assessment is also required before admission to the academic or the clinical setting.

(v) The student is responsible for contacting the program coordinator within four working days of the screen and assessment to arrange for an appointment to discuss subsequent action. The program coordinator will ensure that all problems associated with the performance/behavior relative to the referral are appropriately documented.

(vi) A due process meeting will be scheduled for all students who are identified as having impaired performance. The student will be allowed to present additional information on their behalf to the multi disciplinary team. Following the hearing, the team will determine whether the student must adhere to the referral and treatment plan.

(vii) A student=s failure to comply with the referral and treatment plan as recommended by the counselor or health care professional will result in suspension with further disciplinary action up to and including dismissal from the program. Additionally for nursing students, failure to comply with chemical dependency evaluation and comply with follow-up recommendations may lead to notification of the State Board of Nursing. Ultimately the Board may refuse to allow the student to sit for the licensure examination.

(b) If the student refuses to go for specimen collection and evaluation:

(i) He or she will be immediately suspended for the remainder of the day. The instructor or program designee will make efforts to ensure safe transport home (i.e., family member, taxi) and will document the incident. It then becomes the responsibility of the student to provide documented cause or explanation for the behavior and evidence of any treatment if indicated. Any cost incurred with deferred testing, assessment, or provision of explanation of behaviors will be the responsibility of the student.

(ii) At this time, the student will be notified that admission to class or clinical will be denied until compliance with the substance abuse guidelines.

(iii) The student will be placed on Medical Leave of Absence (LOA) until cleared through the designated counselor or health care professional. Clearance through laboratory results and evaluation assessment is also required before admission to the academic or clinical setting.

(iv) The student is responsible for making arrangements to meet with the program coordinator within 24 hours with documented evidence of testing and/or medical clearance to discuss subsequent action.

(v) A due process meeting will be scheduled for all students who are identified as having impaired performance. The student will be allowed to present additional information on their behalf to the multi disciplinary

team. Following the hearing, the team will determine whether the student must adhere to the referral and treatment plan.

(vi) A student's failure to comply with the referral and treatment plan as recommended by the counselor or health care professional will result in suspension with further disciplinary action up to and including dismissal from the program. Additionally for nursing students, failure to comply with chemical dependency evaluation and comply with follow-up recommendations may lead to notification of the State Board of Nursing. Ultimately the Board may refuse to allow the student to sit for the licensure examination.

(c) In the event of abusive/uncontrollable behavior, security and/or law enforcement authorities will be contacted. Immediate suspension will go into effect. The instructor will attempt to ensure safe transport home (i.e., a family member, taxi, etc.). The procedure as outlined in Section B will be followed.

(3) ***Chemical Dependency or Abuse of a Continuing Nature (Covert Symptoms*)**:

(a) The following procedure will be adhered to for all occurrences of suspected chemical dependency or abuse of a continuing nature:

(i) The instructor will objectively document observed behavior to identify if there is a pattern of behavior that is not normal for the student. A pattern or behavior may be subtle as well as grossly overt such as the odor of alcohol or marijuana, slurred speech, lack of coordination, mood swings (irritability or forgetfulness), disheveled appearance, changes in dress and grooming, red or bleary eyes, hand tremors and/or involvement in an accident/ incident which resulted or could have resulted in bodily injury or damage to a patient, classmate, etc.

(ii) The instructor will review the documentation with the program coordinator and the multi disciplinary team.

(iii) The instructor will advise the student of the documented actions/behaviors that relate to a performance problem. The program coordinator will be present at this conference.

(iv) The student is to be advised that he or she must participate in an assessment, selected from an approved list of professional counselors, and comply with the recommended plan of care. The student will be asked to sign a consent form allowing assessment and testing results to be sent to the program coordinator. Admission to the academic or clinical setting will be denied until cleared by a professional counselor and treatment provider. Professional laboratory facilities and personnel will be utilized to obtain and analyze a urine screen for chemicals and/or blood or breath

test for alcohol. The professional counselor and the program coordinator will be informed of the results and make further recommendations.

(v) Failure to comply with the referral to a professional counselor for evaluation and/or treatment will result in further disciplinary action, which may include suspension or dismissal from the program.

(vi) The student is responsible for contacting the program coordinator within four working days after the assessment to discuss further action.

(vii) If a follow-up treatment plan is indicated the student will be placed on a medical LOA until certification of successful completion is received by the program coordinator. If cleared, the student will re-enter the program during the next rotation of the course based on availability of space.

(viii) A due process meeting may be scheduled. The student will be allowed to present additional information on their behalf to the multi disciplinary team. Following the hearing, the team will determine whether the student must adhere to the referral and treatment plan.

(ix) Failure to comply with recommendations will result in further action up to and including dismissal from the program. Additionally for nursing students, failure to comply with chemical dependency evaluation and follow-up recommendations may lead to notification of the State Board of Nursing. Ultimately, the Board may refuse to allow the student to sit for the licensure examination.

(x) If the results of the chemical dependency evaluation are inconclusive or do not determine a chemical dependency problem at this time, the program coordinator will discuss behaviors prompting the referral with the student.

(xi) The College will be financially responsible for initial, immediate screening, and assessment only; costs incurred in following the recommended treatment plan will be the student's financial responsibility.

(4) Records dealing with student information related to chemical dependency issues will be contained in a locked file in the program coordinator's office.

3358: 14-5-18 Teaching/student supervision and welfare.
Effective: 6/3/11; Reaffirmed by Board of Trustees 10/4/13

(A) Faculty and non-faculty staff members because of their proximity to students are frequently confronted with situations which, if handled incorrectly, could result in liability to the college and personal liability to the staff member. It is the intent of the board of trustees to direct the preparation of guidelines that would minimize that possibility.

(B) The president shall establish guidelines to ensure a safe employee/student relationship.

(C) Most information concerning a student in the college is confidential under federal and state laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No.5-18(B): TEACHING-STUDENT SUPERVISION AND WELFARE
Effective Date: May 10, 2011

(1) The following guidelines should be followed to ensure a safe employee/student relationship:

(a) Each staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.

(b) A staff member should not volunteer to assume responsibility for duties that cannot reasonably be performed. Such assumption carries the same responsibilities as assigned duties.

(c) A staff member shall provide proper instruction in the safety matters presented in assigned course guides.

(d) Each staff member shall immediately report to the office of Human Resources any accident or safety hazard detected.

(e) Each staff member shall immediately report knowledge of threats of violence by students to the Campus Police.

(f) A staff member shall not send students on any personal errands.

(g) A staff member shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual conduct with a student by a staff member or other person in authority in the College subjects the offender to criminal liability and discipline up to and including termination of employment.

This provision should not be construed as precluding a staff member from associating with students in private for legitimate or proper reasons.

(h) If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the College or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed

and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.

(i) A student shall not be required to perform work or services that may be detrimental to his/her health.

(2) Pursuant to the laws of the State, each staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

(3) Most information concerning a student in the College is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse or neglect.

3358: 14-5-19 Tutoring services.
Effective: December 2008
Reaffirmed by Board of Trustees 10/4/13
Revised: 8/7/15

(A) Tutoring services shall be available to all students based on student performance and faculty recommendations. Students may take advantage of tutoring services either by self-request or recommendation of faculty.

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

Effective: 05/15/2020
CERTIFIED ELECTRONICALLY

Certification
05/15/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358
Prior Effective Dates: 03/16/2015

3358: 14-5-20 Criminal background checks and drug testing-nursing program.
Effective: 2/4/11; Reaffirmed by Board of Trustees 10/4/13

Clinical agencies utilized by the nursing program may require a negative criminal background check and a negative drug screen. Although the college will make reasonable efforts to place admitted students in clinical experiences, it will be up to the host facility to determine whether a student will be allowed to be placed at that facility. A positive criminal background check or drug screen requires a conference with the dean of nursing to determine whether the student can continue in the clinical nursing program. Students with a positive background or drug screen may be dismissed from the nursing program.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No.5-20(A): CRIMINAL BACKGROUND CHECKS AND DRUG TESTING – NURSING PROGRAM

Effective Date: February 04, 2011

(1) The application for the nursing program and nursing program acceptance letters will contain a statement notifying students of criminal background check and drug testing requirements.

(2) The following procedures apply to students enrolled in the clinical nursing program at Northwest State Community College.

(3) Clinical agencies utilized by the nursing program may require a negative criminal background check and a negative drug screen. Although the College will make reasonable efforts to place admitted students in clinical experiences it will be up to the clinical agency to determine whether a student will be allowed to be placed at that facility. A positive criminal background check or drug screen requires a conference with the Dean of Nursing to determine whether student can continue in the clinical nursing program.

(4) Students are required to have fingerprints for BCII criminal background check completed prior to beginning the first semester in the clinical nursing program. Criminal background checks must be repeated one year later for students who continue into their second year. BCII and FBI criminal background checks must be completed for licensure in the last semester of nursing program. The fingerprinting is done by NSCC Security. The cost is included in course lab fees. If a clinical agency requires an additional background check it will be at the expense of the student.

(5) Students are required to have a 10 panel urine drug screen done during the beginning of the first semester in the clinical nursing program. Students will be given instructions as to when and where the drug testing will occur. All drug testing will be at the expense of the student. Refusal to submit a drug test or any attempts to tamper with the specimen shall constitute ineligibility for continued enrollment. If a clinical agency requires an additional drug test it will be at the expense of the student. Faculty may require students to have an additional drug testing per the Substance Abuse Policy.

(6) Drug screen and background check results and related information will be kept in a secure file separate from other student records. The reports and/or related information will be shared only with individuals who have a “need to know” related to the student’s academic progress e.g. participation in a clinical experience. It may be necessary to release the results to students’ clinical agency.

3358: 14-5-21 Student identification verification.
Effective: 2/4/11; Reaffirmed by Board of Trustees 10/4/13

Northwest state community college will establish procedures to remain compliant with the Higher Education Opportunity Act (HEOA) related to student identification verification in distance education courses.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No.5-21(A): STUDENT IDENTIFICATION VERIFICATION
Effective Date: May 10, 2011

(1) All students taking an online course must complete the NSCC application process, at which point they provide identifying information, which is required for registration.

(2) Student information is maintained in NSCC's secure database system.

(3) All NSCC students are issued a student ID consisting of a unique user name and password.

(4) All online students access their courses through myNSCC, by logging in with their unique user name and password.

3358: 14-5-22 Textbook selection policy.
Effective: 6/22/18

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

Effective: 11/24/2020
CERTIFIED ELECTRONICALLY

Certification
11/10/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No.5-22(A): TEXTBOOK SELECTION
Effective Date: June 22, 2018

(1) Faculty should strive to minimize the costs of textbooks and other instructional materials for students while maintaining the quality of education and academic freedom. To make textbooks more affordable, the Bookstore shall provide students and others with accurate course material information to allow students to pursue used, rental or electronic versions of textbooks.

(2) In the selection of textbooks and classroom materials, faculty members are encouraged to:
- (a) Review and consider the adoption of open educational resources including cost-free, online textbooks and materials;
- (b) Select required textbooks and other educational materials which allow for resale and reuse of the textbooks and materials;
- (c) Contribute one complimentary copy, when possible, of a textbook from textbook publishers to the library reserves desk so that all students in the class may benefit from access to these resources;
- (d) Strive to select textbooks and other course materials that comply with requirements for accessibility of the Americans with Disabilities Act, other applicable acts, and their implementing regulations; and
- (e) Limit the use of new edition textbooks when previous editions do not significantly differ in a substantive way, as determined by the appropriate faculty, and when the Bookstore can ensure an adequate supply of the older edition books are available.

(3) According to the Higher Education Opportunity Act (HEOA), students must have course material lists available to them during the class registration period so they will know textbook pricing information for both required and recommended materials for each class. Thus, course textbook adoption forms must be submitted to the Bookstore in a timely manner. Late submission of textbook adoption forms may not be honored and departments may be responsible for any costs incurred by the delay (i.e., expedited shipping or freight charges).

(4) In the event that an instructor wishes to utilize a textbook or other material which is authored by the instructor and the sale of which results in a royalty being paid to the instructor, then such textbook/material may only be required by the instructor if a majority of the other department faculty consent to the use of the textbook or material. In case of a tie vote, the Division Dean will cast the deciding vote. In instances where the faculty author is the only full-time faculty member within the department, the Division Dean must approve the use of the textbook or other material authored by the instructor. Sales of such items cannot be conducted directly between a faculty member and a student.

(5) Complimentary textbooks received by Northwest State Faculty or employees because of employment at Northwest State, whether such books are solicited or unsolicited, shall not be sold.

3358: 14-5-23 Anti-hazing.
Effective: 12/10/2021

(A) Northwest state community college ("NSCC" or "college") prohibits hazing as defined in this policy. The college will investigate and respond to all reports of hazing as outlined in this policy.

(B) NSCC is committed to a safe and respectful campus environment that aligns with our institutional values. It is the college's belief that learning and working occurs in environments where learners, employees, and visitors feel safe, secure, and welcome.

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

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

(C) Definitions:

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

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

Therefore, NSCC further defines hazing to include:

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

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

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

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

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

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

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

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

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

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

(D) Scope

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

(E) Outcomes and consequences

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

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

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

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

(F) Reporting

(1) Duty to report

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

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

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

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

(2) Filing a report of violation of this policy

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

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

Telephone: 419-267-1349

Submit an incident report:
NSCC Incident Reporting Form

(3) Anonymous complaints

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

(4) Rights of the reporting party

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

(G) Investigation process

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

(H) Community education

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

(I) Further guidance

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

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

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

Effective: 3/25/2022
CERTIFIED ELECTRONICALLY

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3/14/2022
Date
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3358: 14-5-24 Religious accommodations for students.
Effective Date: 2/24/2023

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

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

Procedure No. 5-24 (A): RELIGIOUS ACCOMMODATIONS FOR STUDENTS
Effective Date: 2/24/2023

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

R.C. 3345.0215 – Definitions

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

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

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

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

(1) Faculty shall permit a student to be absent for up to three (3) days each academic semester to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization.

(2) Faculty shall not impose an academic penalty as a result of a student being absent as permitted in this policy.

(3) Faculty shall provide alternative accommodations with regard to examinations and other academic requirements and other academic requirements missed due to an absence described in section (B)(1), if both of the following apply:

a. The students sincerely held religious belief or practice severely affects the student's ability to take an examination or meet an academic requirement.
b. Not later than fourteen (14) days after the first (1) day of instruction in a particular course, the student provides the instructor with written notice of the specific dates for which the student requests alternative accommodations.

(4) An instructor shall accept without question the sincerity of a student's religious or spiritual belief system. An instructor shall keep requests for alternative accommodations confidential. An instructor shall schedule a time and date for alternative examination, which may be before or after the time and date the examination or other academic requirement was originally scheduled, but shall do so without prejudicial effect.

(C) Northwest State Community College shall post both of the following in a prominent location on the institution's web site:

(1) A copy of the Religious Accommodation for Students Policy adopted under this section, which includes the contact information of an individual who can provide further information about the policy; and

(2) A non-exhaustive list of major religious holidays or festivals for the next two (2) academic years as provided by the Chancellor of Higher Education and is expressly published as "non-exhaustive; and

(3) The non-exhaustive list of major religious holidays or festivals shall not be used to deny a student's holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list; and

(4) Nothing in this section, and no inclusion or exclusion of a religious holiday or festival on the list posted by Northwest State Community College and as provided by the Chancellor of Higher Education, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system provided under this section.

(D) Instructors shall include in each course syllabus a statement regarding Northwest State Community College's Religious Accommodation for Students Policy adopted under this section. The syllabus statement shall include the following:

(1) A description of the general procedure for requesting accommodations;

(2) Contact information for an individual whom a student may contact for more information about the policy adopted under this section.

(E) Reference the Academic Grievance procedure.

3358: 14-5-25 Student location
Effective Date: 6/21/2024

(A) 34 CFR 668.43(c)(3)(ii) requires an institution to have a policy to determine the location of a student at the time of initial admission and current students, which must be applied consistently, for the purpose of sending required licensure and certification disclosures.

(B) If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a state for that occupation, including

(1) A list of all states for which the institution has determined that its curriculum meets the state educational requirements for licensure or certification;

(2) A list of all states for which the institution has determined that its curriculum does not meet the state educational requirements for licensure or certification; and

(3) A list of all states for which the institution has not made a determination that its curriculum meets the state educational requirements for licensure or certification; and

(C) An institution must, upon request, provide the secretary with written documentation regarding the state in which a student is located in accordance with the institution's polices or procedures, which must be applied consistently to all students.

(D) Further, NC-SARA policies require institutions to annually report student enrollment according to student location information as determined for the institution's IPEDS enrollment report. NC-SARA information about professional licensure can be found at: https://www.nc-sara.org/resources/professional-licensure

(E) Northwest state community college recognizes all learners, including military or active duty, addresses on file in the student information system as their physical location. Inactivated addresses will be considered as Ohio.

(F) Northwest state community college academic programs that are designed to prepare learners to sit for applicable licensure or certification in Ohio are identified as:

(1) Real Estate

(a) Ohio Real Estate Commission

(2) Human Services

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

(3) Practical Nursing

(a) Ohio Board of Nursing

(4) Registered Nursing

(a) Ohio Board of Nursing

(5) Paraprofessional

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

(6) Pre-Kindergarten

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

CHAPTER 7: STUDENT SERVICES

TABLE OF CONTENTS

		Page
3358:14-7-01	Admission to the College	2
3358:14-7-02	Classification of Students	7
3358:14-7-03	Services to Students	15
3358:14-7-04	Student Financial Aid	16
3358:14-7-05	Student Groups	23
3358:14-7-06	Student Records	27
3358:14-7-07	Print Management Policy	34
3358:14-7-08	Valuing Our Veterans & Assistance Policy	36
3358:14-7-09	Financial Aid Fraud Policy	39

3358: 14-7-01 Admission to the College.
Effective: Reaffirmed by Board of Trustees 2/7/14, Revised 8/27/2021

(A) Northwest state community college is committed to the principle of providing each student access to quality educational programs and lifelong learning. Information provided on the college admissions application will be used to determine initial admission status.

(B) Additional documentation may be required for certain applicant categories such as international, early admit and transfer students or credit or non-credit classes offered through custom training solutions. Specific information pertaining to each category will be maintained in the admission office. Applicants not providing appropriate documentation may be denied admission.

(C) Admission to a specific program of study for the purpose of earning a degree or certificate shall be according to requirements and procedures established for the specific program of study.

(D) Admission procedures, including changes in conditions of admission status, will be adopted and implemented by the college.

(E) Readmission to the college will include the additional statement regarding service members and reservists: When a learner whose enrollment is interrupted by mobilization or call to active duty, the college will make every possible effort to place the returning learner back into the academic track as close as possible to the point prior to activation in accordance to the Federal Aid Student Handbook, Chapter 3 of Volume 2 [DoD MOU, paragraph 3.i(1)]. The Registrar's office will be the point of contact the learner must provide notification of service and notification of intent to return.

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Prior Effective Dates: 03/16/2021

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

(1) Admission to Northwest State Community College is open to any high school graduate or holder of a high school equivalency statement (GED).

(2) An application for admission can be obtained from the Office of Admissions or completed online. A final, official high school transcript or (GED) should be presented at the time of application.

(a) Information provided by the student on the Northwest State Community College admissions application will be used to determine initial admission status.

(b) Incomplete applications lacking federal, state, or college mandated information will not be processed.

(3) Applicants who are beyond the age of compulsory high school attendance, and who do not possess either a high school diploma or the recognized equivalent (G.E.D.) from an accredited institution recognized by the U.S. Department of Education may be admitted to the but these applicants are not eligible to participation in or receive financial aid from the State or federal programs.

(4) Applicants within the age of compulsory school attendance currently enrolled in high school should submit a current high school transcript and standardized test scores (ACT, SAT). Upon high school graduation, applicants must submit a final, official transcript which displays eight (8) semesters of high school coursework. The official transcript must bear the high school embossed seal, a signature of the high school representative and date of graduation. Transcripts should be sent directly to Northwest State Community College Admission Office by the high school or delivered in a sealed envelope, or sent electronically through Parchment, the State Approved provider.

(5) Applicants within the age of compulsory school attendance who are home-schooled may be required to submit additional documentation to determine admission status.

(6) Transfer applicants are required to provide official transcripts of all previously attended educational institutions. Transcripts should be sent directly to Northwest State Community College Registrar's Office by the college or university, or delivered in a sealed envelope, or sent electronically through Parchment, the State approved provided.

(7) All first time college students, and some transfer students who are seeking a certificate or degree are required to take the COMPASS assessment for course placement and in certain instances, developmental coursework prior to enrolling college-level courses.

(8) Applicants who are not United States citizens are required to submit additional documentation to determine admission status.

(a) Acceptance on non-United States citizens is determined by federal and state law and admissions standards housed in the Admissions office.

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

(i) A completed Northwest State Community College application for admission including appropriate application fee.

(ii) A certified true copy of a student's complete secondary school record, translated into English.

(iii) A certified true copy of any college or university studies the student may have completed, translated into English.

(iv) A photo copy of the student's VISA/PASSPORT and/or residency card and the I-94.

(v) All international students wishing to transfer to NSCC from another U.S. institution must prove to be in good standing and have maintained a cumulative G.P.A. of 2.00 at the previous institution before acceptance to NSCC will be granted.

(vi) Proof of competency in English language usage – The student must have TOEFL PBT scores of 550 or higher, or TOFEL computer based score of 173 or higher, or TOEFL iBT of 70 or higher. TOEFL scores should be submitted directly to the Admissions Office. COMPASS placement and computer assessments are required once the student arrives at Northwest State.

(vii) A certified statement of financial stability by a banking institution official which gives proof of the student's assets from parents, relatives, guardians or the student. Proof of personal responsibility for the student must accompany the banking institution statement of financial stability. All financial statements must be converted into American dollars before submission to the College.

(viii) After the above has been completed, and if the student has been accepted by Northwest State Community College, a deposit of one year's tuition plus book allowance ($9,500.00) must be sent to the college before an I-20 will be issued. An additional $2,000 should be brought for spending money upon entering the United States

The complete international student policy and required forms can be found online at www.northweststate.edu or in the Admissions Office.

(9) Selective Service Registration

(a) Federal law requires that males having reached the eligible age of eighteen (18) must register with the Selective Service System.

(b) Failure to provide proof of Selective Service registration will result in an additional out-of-state surcharge for the current semester. This surcharge will be waived only if proof of a Selective Service registration is received prior to the end of the semester.

(c) Grades and transcript will not be released without proof of registration.

(d) Financial aid eligibility may also be affected.

(e) Eligible students should submit their Selective Service number to the Registrar's Office on the verification form available from the Registrar.

(10) Any applicant denied admission will be informed by written notice.

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

(1) Returning students who have not attended NSCC for four (4) or more consecutive semesters (exclusive of Summer Semester) must file an application for readmission with Registrar or Admission Office.

(2) Applications for readmission will be available at the Admission, Financial Aid, Registrar's Offices and the Student Resource Center. There are no fees associated with readmission.

3358: 14-7-02 Classification of students.
Effective: Reaffirmed by Board of Trustees 2/7/14

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

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CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
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Procedure No. 7-02 (A): CLASSIFICATION OF STUDENTS

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

(i) Degree Student – A "Degree Student" is one who has indicated the intent to study toward completion of an associate degree.

(ii) Certificate Student – A "Certificate Student" is one who has indicated the intent to study toward the completion of a one (1) year certificate.

(iii) Non-Degree Student – A "non-degree student" is one who has indicated the intent to pursue selected courses only. Students are not seeking a certificate of degree and wish to take courses for personal enrichment. These students are not eligible to receive financial aid from state and federal programs through Northwest State Community College

(iv) Early-Admit Student – An "early-admit student" generally is a high school student who has been recommended by his/her counselor or principal to take college courses for credit. Enrollment is generally limited to two (2) courses per semester.

1. Dual Enrollment – A high school student who meets college criteria and has been recommended by his/her guidance counselor or principal to take college courses for both college and high school credit. The course will be taught during the school schedule on the high school premises.

2. Postsecondary Enrollment Option Student – Senate Bill 140 allows high school freshmen through seniors who have met special admissions criteria to take College courses and receive either College credit or high school credit or both for work successfully completed.

3. Tech Prep Student – A high school student who has been recommended by his/her guidance counselor or principal to take technical college courses for college credit and high school credit. These courses prepare students for careers in the technical field.

(v) Guest/Transient Student – A student attending another institution of higher education and enters NSCC for specific courses which have been approved in writing by the other institution's vice president or registrar.

(vi) International Student – Any student who is not a U.S. citizen or a permanent resident of the United States is considered an international student. International students must meet the requirements of the Student & Exchange Visitor Information System

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

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

(2) Formal Registration

(a) Registration for classes offered at Northwest State Community College will be held at the place and time announced by the College and may be completed through a student's – myNSCC account.

(b) Each student who has inquired or applied for admission, or who is already enrolled in the College, will receive detailed registration information prior to each registration period.

(3) Enrollment Classification

(i) A Full-Time Student is a student who is officially enrolled for a minimum of twelve (12) credit hours of course work in a given semester.

(ii) A Part-Time Student is a student enrolled in eleven (11) credit hours of course work or less in a given semester.

(iii)Second-year student status is anyone who has completed thirty (30) or more credit hours.

(4) Veterans' Educational Benefits

(a) Northwest State Community College courses of study are approved for veterans' educational benefits.

(b) Students, who are eligible for veterans' benefits, should contact the Registrar's Office prior to enrollment in classes.

(c) The Registrar's Office certifies credits and enrollment start/end dates with the Veterans Administration.

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

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

(i) A dependent student, at least one of whose parents or legal guardian has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.

(ii) A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.

(iii) A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates.

(iv) A veteran, the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:

1. A veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.

2. If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in this state as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and spouse or dependent seeking residency status have established domicile in this state as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division.

(v) A student who, while a resident of this state for state subsidy and tuition surcharge purposes, graduated from high school in this state or completed the final year of instruction at home as authorized under section 3321.04 of the Revised Code, if the person enrolls in an institution of higher education and establishes domicile in this state, regardless of the student's residence prior to that enrollment.

(b) Specific Exceptions and Circumstances

(i) A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.

(ii) A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.

(iii) A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.

(iv) A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered a resident of Ohio for these purposes as long as Ohio remains the state of such person's domicile and as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.

(v) A person who has been employed as a migrant worker in the state of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.

(vi) A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered as residents of Ohio while in service and upon completion of service in the community service position.

(vii) A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than 50 percent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.

(viii) A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio National Guard service.

(c) Procedures

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

1. In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraph 1 or 2 of this rule.

2. For students who qualify for residency status under paragraph 3 (of Ohio Residency), residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.

3. Any person once classified as a nonresident, upon the completion of twelve consecutive months of residency, must apply to NSCC for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding twelve consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident.

4. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.

5. Any institution of higher education charged with reporting student enrollment to the Ohio Board of Regents for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for the purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.

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

1. A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent or spouse of the student is employed full-time in Ohio.

2. A copy of the lease which the parent or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential and real property located in Ohio of which the parent or spouse is the owner and occupant; or if the parent or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at that residence.

(iii) Additional criteria which may be considered in determining residency for these purposes may include, but are not limited to the following:

1. If a person is subject to tax liability under section 5747.02 of the Ohio Revised Code;

2. If a person qualifies to vote in Ohio;

3. If a person is eligible to receive state welfare benefits;

4. If a person has an Ohio driver's license and/or motor vehicle registration.

(iv) Criteria evidencing lack of residency:

1. If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of welfare benefits, or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);

2. If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of public assistance.

(v) Residency application forms for in-state tuition are available online or in the Registrar's Office. The completed application requesting a change of out-of-state status, including all required documentation, must be received by the Registrar by the end of the third week of classes for the semester in question. The Registrar will review the application within five working days from the date of receipt to determine the candidate's residency status. The Registrar will notify, in writing, the student applicant within ten working days of the final determination of the request.

(vi) The applicant should plan to pay all fees, even if they believe their application will be approved. Provided that residency requirements were met

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

3358: 14-7-03 Services to students.
Effective: Reaffirmed by Board of Trustees 2/7/14

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
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3358: 14-7-04 Student financial aid.
Effective: Reaffirmed by Board of Trustees 2/7/14

(A) Financial aid, in the form of grants, scholarships, loans, and employment, will be made available to qualified applicants without discrimination against an individual for reasons of race, color, religion, ancestry, national origin, sex, age, disability, or veteran status.

(B) Applications for financial aid can be obtained and filed in accordance with procedures adopted by the college.

(C) Information pertaining to financial aid available to students shall be published in the college catalog and other appropriate media.

Effective: 03/16/2015
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Procedure No. 7-04 (B): FINANCIAL AID APPLICATION

(1) Applications for federal, state, institutional financial aid, and related consumer information are available on the college website or from the Financial Aid Office.

(2) Financial Aid application deadlines are established for each semester of the academic year. These deadlines are posted on the college website and academic calendar.

(3) Application deadlines for the Pell Grant and Supplemental Educational Opportunity Grant are established by the U.S. Department of Education Information about these deadlines is available in the Financial Aid Office.

(4) Applicants for the Federal Stafford Loan or Federal Plus Loan should complete a master promissory note available via the college website

(5) Northwest State Community College is required to establish, publish, and apply reasonable standards for measuring satisfactory academic progress of students applying for or receiving Federal Financial Aid. Information regarding these standards is available via the college website or from the Financial Aid Office.

Procedure No. 7-04 (C-1): FINANCIAL AID SATISFACTORY PROGRESS AND MAXIMUM TIME FRAME

(1) Satisfactory Academic Progress

(a) Students receiving any form of Federal financial aid must maintain satisfactory academic progress toward a degree objective. Failure to do so will result in Federal financial aid being withheld until satisfactory academic progress has been re-established.

(b) Satisfactory academic progress is checked at the end of each semester. At that time the Financial Aid Office reviews a student's total academic history. In order to receive Federal financial aid, students must be making satisfactory academic progress regardless of whether they have previously received Federal financial aid.

(c) Students are maintaining satisfactory academic progress if they meet all three (3) of the following criteria:

(i) Grade Point Average (GPA)
Students must meet a cumulative grade point average requirement according to the number of hours attempted. Two consecutive terms with a cumulative GPA of below the allowed rate will result in "Suspension."

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

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

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

"SUSPENSION" of eligibility, and the student will receive NO further aid.
Any combination of F, W, I, U, UC, P, WF, WM, WP, NP, AND NR grades for the term with zero credits earned will result in IMMEDIATE SUSPENSION.

(iii) Length of Eligibility for Degree completion

1. Eligibility for Federal financial aid (Federal Pell Grant, Federal SEOG, Federal Stafford Loan, or Federal Work-Study) may not exceed 150% of the published length of an academic program as outlined in the college catalog. This is called a student's maximum time frame.

2. Since the average number of semester credit hours per associate degree program is seventy (70), (thirty-eight (38) for one (1) year certificate programs), the maximum time frame for receiving Federal financial aid is 105 semester credit hours, (fifty-seven (57) for one (1) year certificate programs), regardless of how often financial aid is received. This includes ALL credit hours attempted, including developmental courses, repeated courses, transfer courses, and courses that a student withdraws from. Audited courses will not be included in the computation of hours attempted, nor will they be considered in determining enrollment status for financial aid purposes. Once a student reaches the maximum time frame, s/he is not eligible to receive additional Federal financial aid.

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

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

(2) Financial Aid Probation

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

(3) Financial Aid Suspension

(a) Students who do not maintain satisfactory academic progress, as defined previously, during the semester of financial aid probation, will be placed on

financial aid suspension. Federal financial aid will then be suspended until satisfactory academic progress has been re-established.

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

(4) Hours Attempted

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

(5) Appeal Procedures

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

(6) Reinstatement of Federal Financial Aid

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

(7) Partisan Political Activity

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

(8) Financial Aid Refund

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

Procedure No.7-04(C-2): FINANCIAL AID APPEALS PROCEDURE

(1) Students may appeal their financial aid probation/suspension status or request an extension of their maximum time frame by submitting an appeal form to the Financial Aid Office. The Financial Aid Officer may or may not approve the request, depending upon the existence of extenuating circumstances.

(2) Exceptions to this policy may be granted on a case-by-case basis. The student must complete a **Financial Aid Appeal Form** and present written evidence showing why an exception is in order. It is the student's responsibility to initiate all appeals. Reinstatement of assistance is also subject to availability of funds.

(3) The Financial Aid Office will make decisions regarding exceptions granted. The written documentation must include the following:

(a) A typed letter from the student explaining why an appeal should be granted.

(b) Documented illness of the student or student's immediate family member, if applicable.

(c) Documented death of a student's immediate family member, if applicable.

(d) Independent third party documentation of circumstances beyond the student's control.

(e) A completed plan of study signed by your advisor (An appointment is required in order to meet with your advisor).

(f) A working copy of your transcript.

(g) Successfully complete the Financial Aid Appeal Workshop

(4) Extenuating circumstances that will not be considered:

(a) Lack of planning or self advising.

(b) You have appealed before and did not meet the requirements of the appeal (2nd appeals are not accepted).

(c) Student did not have an extenuating circumstance that caused them to be unsuccessful in their course.

(d) The number of hours needed to raise completion rate and/or GPA to required levels exceeds the maximum number of hours allowed for current program of study.

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

(6) If the appeal is approved, the student will be allowed one (1) term to restore satisfactory standing. A student, whose financial aid has been reinstated through the appeal process, may have adjustments made to their original awards, including loans, as a condition of an approval. The student must earn C's or better without withdrawing from any classes. If the student goes back onto suspension, a second appeal will not be allowed.

(7) If the student will need more than the allowed maximum "length of eligibility" for his/her program, a written appeal for an extension must be submitted. The written request must document circumstances responsible for the extended time needed. The student must be making satisfactory academic progress at the time of the request. A signed plan of study must accompany the request along with a working copy of the student's transcript.

(8) If the appeal is NOT approved, you must meet the requirements decided upon by the Financial Aid Office.

3358: 14-7-05 Student groups.
Effective: Reaffirmed by Board of Trustees 2/7/14

(A) It is the policy of the board of trustees that student groups be recognized as authorized college organizations only if they are approved by the college administration, sponsored by college approved personnel, composed of members of the current student body, hold the majority of their meetings at college, and have established aims which are educational in nature.

(B) The board will make college facilities available and provide appropriate staff for the conduct of those social events which have been approved by the vice president for academics and student services.

(C) As voluntary participants in college social events, students shall be held responsible for compliance with rules set forth for their conduct and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular college program.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
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Rule Amplifies: 3358

Procedure No.7-05(A): STUDENT GROUPS PROCEDURE

(1) Proposals for new student groups will be presented to the President's Cabinet by two of the involved students and the advisor. The proposal will include:

(a) The name of the student group

(b) The purpose of the group and proposed activities

(c) Budget considerations

(d) Name of the faculty/staff advisor

(2) A recognized Student Group may request funds to support projects through the Student Activities Coordinator.

(3) Funds raised by student groups through fund-raising efforts will be maintained in a separately identified group account through the business office. All groups must follow the college's established fund-raising guidelines. Any funds that remain in a group account that has been inactive for two years will be transferred to the Student Body Organization account.

(4) To determine viability of the student group, the number of members will be evaluated on yearly basis. A minimum of five current students per semester must participate in group activities/meetings for the group to remain active.
   (a) Groups will be considered inactive when the minimum number of participants is not met.
   (b) An inactive group may resubmit a proposal to reactivate a group if student interest increases.
   (c) If a group fails to register with the Student Activities Coordinator each year, it will also be considered inactive.
   (d) The group must have a faculty/staff advisor.
   (e) A report will be provided to the President's Cabinet by October 1 of each year that includes: a list of officers for each student group, membership number, average meeting attendance for the prior year, planned meeting schedule, and a summary of previous year's activities.

(5) Student Group Responsibilities

(a) Are expected to communicate with the Student Activities Coordinator regularly.

(b) Must submit a monthly calendar of all events to the Student Activities Coordinator.

(c) Must seek appropriate approvals for activities held both on and off campus.

(d) Register yearly as an active student group with the Student Activities Coordinator by submitting the *Active Student Group Registration Form*.

(6) Advisor Responsibilities/Duties
The advisor shall:

(a) Be a NSCC full-time faculty, administrator or support staff. It is recommended that a faculty/staff member serve as an advisor to only one student group.

(b) Exhibit character and professionalism while upholding the mission and goals of NSCC.

(c) Serve as a resource for students on College policies and other information pertinent to the individual organization.

(d) Encourage individual and team leadership among the group's officers and members by motivating, challenging, supporting and empowering students.

(e) Regularly communicate the ongoing activities of the organization with the Student Activities Coordinator.

(f) Be present at all officer meetings and sponsored events

(g) Actively participate on local (on campus), regional, state, and/or national events of the organization.

(h) Oversee and supervise activities of the sponsored organization including:

(i) Establishment of agenda items and calendar of events for academic year

(ii) Prior approval of all financial transactions and organizational budget for academic year.

(iii) Maintenance of financial records and be responsible for annual audit when necessary

(iv) Approve all internal and external promotions and publicity of the group, ensuring collaboration with appropriate on-campus departments (e.g. public relations, marketing)

(i) Encourage and mentor initiation of new membership

(j) Regularly meet with members to assure no counterproductive activities are pursued internally or externally.

3358: 14-7-06 Student records.
Effective: Reaffirmed by Board of Trustees 2/7/14

(A) Access to and release of student records shall be in accordance with college policy and federal and state statutes and regulations, and in accordance with procedures adopted by the college.

(B) Students will be advised of their rights concerning educational records and of certain categories of public information the college designates as directory information in accordance with procedures adopted and implemented by the college.

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

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

(a) Students have a right to access, inspect and review their academic records, as well as limit the release of any such information.

(b) A request to inspect and review records shall be made in writing to the Registrar.

(2) Student Directory Information

(a) The College maintains in its sole discretion when and to who it will release student records containing directory information in accordance with FERPA. Generally, the college will not release directory information to non-affiliated, third parties for the purposes of commercial solicitation. The following items are designated as "Directory Information" and may be released by the college at its discretion.

(i) Name
(ii) Address (for legitimate educational purposes only)
(iii) Email (for legitimate educational purposes only)
(iv) Major
(v) Birth date
(vi) Honors
(vii) Full-time or Part-time status
(viii) Dates of attendance
(ix) Degree(s) conferred

(b) Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of any or all of the above information.

(c) Should a student decide to withhold any information, a Request to Prevent Disclosure of Directory Information form needs to be completed and submitted to the Registrar.

(d) Requests will be honored for one academic year or a shorter period of time as designated by the student.

(e) Whenever a student's information is passed on to a third party, the College will inform the third party that such information may not be passed on to a fourth party.

(f) The institution will maintain a record of persons who are not institutional employees who request access to a student's file or who obtain access to a student's file. These requests will be directed to the Registrar and/or the vice President for Academics.

(3) Inspect and Review Records

(a) Individuals who have attended Northwest State Community College have the right to inspect and review official records, files and data directly related to themselves, including material incorporated into each student's cumulative record folder in accordance with the College policy on access to student records.

(b) A student may request, in writing, the opportunity to inspect and review his/her records.

(i) The request should be made to the chief administrator or designee(s) of the department in which the records are on file.

(ii) A request must specify records to be inspected and reviewed.

(c) Release of Information for Deceased Students.

(i) Requests for information on individuals other than the executor during the first 10 years after death will be limited to the release of directory information only. Thereafter, all information becomes available to the public.

(d) A request by a student to inspect and review his/her records will be granted within a reasonable period of time, but such time is not to exceed seven days in which classes are held after the request has been made.

(e) Records will be inspected and reviewed by the student in the presence of the department head or his/her designee(s).

(i) Records may not be changed or deleted during the process of inspection and review.

(ii) The student shall be advised of his/her right to challenge and the procedure to challenge any portion(s) of his/her College record.

(iii) Upon written request, the student shall be provided with a copy of requested documents within his/her record.

(f) Northwest State Community College will release non-directory information, including grades, to parents of dependent students only with the written consent of the student, regardless of the student's age or dependency status. Written consent for such requests must be submitted to the Registrar's Office.

(4) Institutional personnel access to student records

(a) Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

(i) One exception, which permits disclosure without consent, is disclosure to "school officials" with legitimate educational interests. A school officials is a person employed by the College in an administrative, supervisory, academic, research or support staff position, including law enforcement unit personnel; a person or company with whom the College has contracted such as an attorney, auditor or collection agent; a person serving the on Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

(ii) A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(b) Financial aid information supplied by students or parents will be maintained on a confidential basis, with only necessary information released to institutional personnel from the standpoint of processing financial aid awards.

Procedure No.7-06(A-2): Challenge of Student Records

(1) Students shall have an opportunity for a hearing to challenge the content of their College generated records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Third party records are not open to challenge.

(2) A student may request, in writing, an opportunity for a hearing to challenge the content of his/her College record.

(a) Request should be made to the President or President's designee(s).
(b) A request must:

(i) Identify in specific terms the portion(s) of the record to be challenged.

(ii) State the reason(s) for challenging the portion(s) of the record so identified.

(iii) State the remedy sought; i.e., the correction or the information under challenge.

(3) Hearing Procedures:

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

(b) The hearing will be granted within ten days after the request has been made.

(c) The department head or his/her designee(s) responsible for the student record under challenge shall represent that record in the hearing.

(d) Prior to the hearing, the hearing officer shall notify the student and the department head of the time, place and date of the hearing and of the specific portion(s) of the student's record to be challenged in the hearing.

(e) The hearing shall be limited to consideration of the specific portion(s) of the student's record being challenged.

(f) The student will have the right to be assisted by an advisor of his/her choice.

(g) The burden of sustaining the challenge rests with the student.

(h) The student and the department head have the right to present evidence and witnesses directly related to that portion(s) of the student's record being challenged.

(i) The hearing officer may record the hearing.

(j) The hearing officer must provide the student with a written notification of the disposition of the challenge including the reason(s) for the disposition.

Procedure No. 7-06(B): Change of Student Information

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

(1) Students may email or complete the Change of Student Information form for changes to:
   (a) Major
   (b) Address
   (c) Phone number
   (d) Emergency Contact
   (e) Catalog year

(2) Name changes require submission of a legal or court issued document, such as a marriage certificate, divorce decree or other documentation of legal action.

(3) The college will change the gender code in the student information system when a student requests that their gender code match their gender identity. Students may email the registrar or complete the gender change form.
   (a) Students may indicate a "preferred" first name. One preferred name change can be submitted per semester. This does not change the legal name in the student information system.
   (b) Transgender students born male between the ages of 18-26 must provide the selective service number in accordance to the Selective Service rules.

3358: 14-7-07 Print management policy.
Effective: 8/20/14

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

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 7-07: COLLEGE COMPUTER PRINTING PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

3358: 14-7-08 Valuing our veterans support and assistance policy.
Effective: 12/5/14

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

(A) In alignment with Ohio Revised Code Section 3345.42, this policy utilizes the definitions for "service member" and "veteran."

(B) "Service member" means a person who is serving in the armed forces of the United States.

(C) "Veteran" means any person who has completed service in the armed forces, including national guard of any state or a reserve component of the armed forces, and who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

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

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

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

Workforce Training and Education

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

Services provided will include:

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

3358:14-7-09 Financial aid fraud policy.
Effective Date: 12/2/16

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

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

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

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

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

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

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

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

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

(a) Unexpired state issued photo id

(b) Proof of residency at the address listed on the student's college records

(c) Social security card

(d) Birth certificate

(e) Official high school transcript or GED from the issuing entity

(f) Official transcripts from other institutions of higher education that the student has previously attended

(2) When the college has credible information that suggests that an individual has engaged in fraud or other criminal misconduct, the case will be reported to the regional office of the inspector general and, if applicable, the state or local law enforcement agencies as specified by the U.S. department of education under section 668.14(g) of the general provisions regulation.

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

(4) Any fraud that the college refers to the department of education may result in criminal prosecution. Criminal prosecution may result in a fine of up to twenty thousand dollars, imprisonment for up to five years, or both.

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

Effective: 05/28/2020
CERTIFIED ELECTRONICALLY

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05/14/2020
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CHAPTER 9: FINANCIAL SERVICES

TABLE OF CONTENTS

		Page
3358:14-9-01	Operational Budget	2
3358:14-9-02	Capital Expenditures	4
3358:14-9-03	Reserve Funds	10
3358:14-9-04	Fees	12
3358:14-9-05	Cash & Cash Management	13
3358:14-9-06	Purchasing Policy	16
3358:14-9-07	Payroll	20
3358:14-9-08	Bookstore & Textbook Adoption	27
3358:14-9-09	Surplus Property	28
3358:14-9-10	Financial Policies	29
3358:14-9-11	Insurance	44
3358:14-9-12	Leases	45
3358:14-9-13	Subrecipients	47
3358:14-9-14	Federal Awards	51
3358:14-9-15	Post-Issuance Compliance	54

3358: 14-9-01 Operational budget.
Effective: Reaffirmed by Board of Trustees 10/4/13

(A) The fiscal year begins the first day of July of each calendar year and ends the thirtieth day of June of the following year.

(B) The annual operating budget will be prepared by the chief fiscal and administrative officer and president and will be submitted to the board of trustees for approval before June thirtieth of the preceding year.

(C) The chief fiscal and administrative officer and president jointly shall have the authority to allocate funds for expenses not included in the approved operational budget but are required to bring those budget changes to the next board meeting for approval. At least once during the year the board of trustees shall consider an amendment of the annual operating budget.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

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03/05/2015
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Procedure No.9-01(B): OPERATIONAL BUDGET
Effective Date: 10/4/13

(1) The process for establishing the budget will include input from all departmental budget managers and will focus on the strategic goals of the college. A budget committee which includes at minimum, one member representation from each of the governance councils, the Director of Finance and Business Services and the Chief Fiscal and Administrative Officer will review and make recommendations for funding of departments through the budget process.

3358: 14-9-02 Capital expenditures.

Effective: Reaffirmed by Board of Trustees 10/4/13; Amended 6/23/23

(A) The purpose of this policy is to require Northwest state community college to be strategic in the use of its facilities and equipment resources to meet its mission, and to maintain safe and attractive facilities and to do so in a responsible manner.

(B) The college campuses are those locations at which the college owns the property, and on which there is potential growth in the number of degrees and certificate programs offered.

(C) Other facilities at which the college provides course and service offerings shall be considered college sites.

(D) The board of trustees shall approve all major capital projects that require a formalized bidding process and state contracts to be issued.

(E) The board of trustees shall make a determination on a project by project basis whether to include additional qualifications to ensure a responsible bidding pool when it is in the best interest of the college.

Effective: 7/31/2023
CERTIFIED ELECTRONICALLY

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07/20/2023
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Prior Effective Dates: 3/16/2015

Procedure No.9-02(B): CAPITAL – PROPERTY AND EQUIPMENT
Effective Date: 10/4/13

(1) **Capitalization Policy:** Physical assets acquired with unit costs in excess of $5,000 (per unit) are capitalized as property and equipment on the College's financial statements. Items with unit costs below this threshold shall be expensed in the year purchased.
   (a) Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives, as described later.
   (b) Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application. However, for the College's financial statements, these assets will be capitalized and depreciated.

(2) **Equipment and Furniture Purchased with Federal Funds (2 CFR Part 215.34):** Northwest State Community College may occasionally purchase equipment and furniture that will be used exclusively on a program funded by a federal grant. Equipment and furniture charged to federal awards will be subject as described below.
   (1) For purposes of federal award accounting and administration, *equipment* shall include all assets with a unit cost greater than $5,000.
   (2) All purchases of *equipment* with federal funds shall be approved, in advance and in writing, by the federal awarding agency.
   (3) Adequate insurance coverage will be maintained with respect to equipment and furniture charged to federal awards.
   (4) For equipment (or residual inventories of supplies) with a remaining per unit fair market value of $5,000 or less at the conclusion of the award, Northwest State Community College shall retain the equipment without any requirement for notifying the federal agency.
   (5) If the remaining per unit fair market value is $5,000 or more, Northwest State Community College shall gain a written understanding with the federal agency regarding disposition of the equipment. This understanding may involve returning the equipment to the federal agency, keeping the equipment and compensating the federal agency, or selling the equipment and remitting the proceeds, less allowable selling costs, to the federal agency.

Establishment and Maintenance of a Fixed Asset Listing: All capitalized property and equipment shall be recorded in a property log. This log shall include the following information with respect to each asset: *(2 CFR part 215.34 (f)(1))*

1. Date of acquisition
2. Cost
3. Description (including color, model, and serial number or other identification

number)
4. Source of the equipment, including the federal award number, if applicable
5. Whether the title vests in the College or the federal government
6. Information to calculate the federal share of the cost of the equipment, if applicable
7. Location of asset
8. Depreciation method
9. Estimated useful life

A physical inventory of all assets capitalized under the preceding will be taken on an annual basis by Northwest State Community College. This physical inventory shall be reconciled to the property log and adjustments made as necessary. All adjustments resulting from this reconciliation will be approved by the Chief Fiscal and Administrative Officer.

(4) **Receipt of Newly Purchased Equipment and Furniture:** At the time of arrival, all newly purchased equipment and furniture shall be examined for obvious physical damage. If an asset appears damaged or is not in working order, it shall be returned to the vendor immediately.

In addition, descriptions and quantities of assets per the packing slip or bill of lading shall be compared to the assets delivered. Discrepancies should be resolved with the vendor immediately.

(5) **Depreciation and Useful Lives:** All capitalized assets are maintained in the special property and equipment account group and are not included as an operating expense. Property and equipment are depreciated over their estimated useful lives using the straight-line method.

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service, counting the month of acquisition as a full month (Example: an asset purchased on the fifteenth day of the fifth month shall have eight full months of depreciation (eight-twelfths of one year) recorded for that year.)

Estimated useful lives of capitalized assets shall be determined by the Business Office in conjunction with the department or employee that shall utilize the asset.

For accounting and interim financial reporting purposes, depreciation expense will be recorded on an annual basis.

(6) **Changes in Estimated Useful Lives:** If it becomes apparent that the useful life of a particular capitalized asset will be less than the life originally established, an adjustment to the estimated useful life shall be made. All such changes in estimated useful lives of capitalized assets must be approved by the Chief Fiscal and Administrative Officer.

When a change in estimated useful life is made, the new life is used for purposes of calculating annual depreciation expense. In the year in which the change in estimate is made, the cumulative effect of the change shall be reflected as depreciation expense in the College's Statement of Revenue, Expenses and Changes in Net Assets.

(7) **Repairs of Property and Equipment:** Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets shall be capitalized if the repairs increase the value of property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs shall be depreciated over the remaining estimated useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

(8) **Dispositions of Property and Equipment:** If equipment is sold, scrapped, donated, or stolen, adjustments must be made to the fixed asset listing and property log. If money is received for the asset, then the difference between the money received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss (if the money received is less than the book value) or a gain (if the money received is more than the book value).

Write-Offs of Property and Equipment: The Chief Fiscal and Administrative Officer approves the disposal of all capitalized fixed assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the Chief Fiscal and Administrative Officer. If not located, this property will be written off the books with the proper notation specifying the reason.

Procedure No. 9-02(C): BIDDING PROCEDURE TO ENSURE RESPONSIBLE CONTRACTOR
Effective Date: 6/23/2023

This procedure sets forth the criteria for Northwest State Community College (also referred to as "the College") when the Board of Trustees elects to include additional criteria for a specific project.

A. The criteria available for Board consideration includes, but is not limited to, the following:

1) Evidence the bidder participates in, sponsors, or hires graduates of a construction apprenticeship program certified and regulated by the State of Ohio or the U.S. Department of Labor, a vocational program, or a comparable training program.
2) Disclosure of any safety violations issued by or settlement agreements between the bidder and the Occupational Safety & Health Administration or a state-based-agency of similar jurisdiction during the ten years prior to the submission of the bid.
3) Disclosure of any violation of, or settlement agreement related to, any wage and hour laws at the local, state, or federal level during the ten years prior to the submission of the bid.
4) Disclosure of an active and compliant Ohio Bureau of Workers Compensation insurance policy.
5) Disclosure of any license issued by the Ohio Construction Industry Licensing Board that has been assigned to the bidder.
6) Disclosure of any legal judgments against the bidder during the ten years prior to the submission of the bid.
7) Disclosure of the relevant experience of the bidder, including the number of years in business under its present and any former business names.
8) A complete listing of all the bidder's ongoing and completed public and private construction projects within the last three years, including the nature and value of each contract and the name, address, and phone number or email address for a representative of the owner of each project.
9) Disclosure of any state or federal Environmental Protection Agency complaints issued against the bidder during the ten years prior to the submission of the bid.
10) Description of the management experience of the bidder's project manager(s) and superintendents(s) who will be assigned to the project.
11) If the bidder is a foreign corporation not incorporated under the laws of Ohio, a Certificate of Good Standing from the Ohio Secretary of State demonstrating its right to conduct business in the State of Ohio.

12) Disclosure of any debarments of the bidder by any public authority in the United States during the ten years prior to the submission of the bid.
13) Description of the bidder's Occupational Safety and Health Administration compliant safety program.
14) Disclosure of an active and compliant Ohio Drug Free Workplace policy issued by the State of Ohio.
15) Disclosure of the percentage of the bidder's workforce that has five or more years of experience within their trade.

B. The failure of the required submissions of criteria 1-15 above may result in the bid being considered non-responsive.

3358: 14-9-03 Reserve funds.
Effective Date: Revised 7/1/18, 6/21/24

(A) The board of trustees shall establish all reserve fund accounts, priorities of reserve fund accounts, and purpose of reserve fund accounts.

(B) The board of trustees shall designate the funds to be transferred into the reserve fund accounts from other funds through approval of the college budget.

(C) The board of trustees shall approve all expenditures from reserve fund accounts through approval of the college operational budget or special board approval outside of the normal budgeting processes.

(D) The following includes each reserve fund for the college:

Account	Reserve Fund	Purpose	Guidelines
4301	Unallocated	Encompasses funds previously approved for expenditure by the Board. Used to accommodate budget tolerances and offset underspent or overspent annual budgets.	This fund balance shall be reviewed annually upon approval of the financial audit; any amount exceeding 25% of total reserve balance shall be distributed to other reserve accounts at the direction of the Board.
4311	Contingency	Cover unexpected expenses that may occur to support ongoing operations. Examples include: natural disasters, sudden increases in utility costs, unanticipated technology / facility upgrades.	The Strategic Financial Analysis for Higher Education recommends a Primary Reserve Ratio of at least .40. The College shall contribute at least $300,000 to the Contingency fund each year the Primary Reserve Ratio is less than .40.
4312	Instructional Equipment	Used to provide classroom instructional equipment, labs, chairs, computer labs, interactive displays	
4313	Student Fees	Student parking & maintenance, maintenance building, snow plows, gators, mowers, fitness center and locker rooms	
4316	ODHE Capital Component	Funds provided by ODHE to offset spending overages for capital improvements	
4334	Business Growth	Funds for strategic initiatives tied to the Strategic Plan (i.e. establishment of new programs)	

4335	Building & Equipment M&R	Update and repair equipment and spaces on campus	

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-9-04 Fees.

Effective: Reaffirmed by Board of Trustees 10/4/13
Revised: 6/7/14; 2/5/16; 4/26/19, 10/27/23

(A) The board of trustees shall establish fees for the college based on the recommendations of the president and chief fiscal and administrative officer and in accordance with state guidelines. Fees shall be subject to change without notice, based on the effective date at the time of approval by the board.

(B) Tuition and fees must be paid in full each semester by the date established by the college. The college may drop student registrations if tuition and other fees are not paid by established deadlines.

(C) The college reserves the right to withhold grades and degrees of students who are delinquent in the payment of fees. The college reserves the right to refuse registration if there is a balance of fees from a previous term.

(D) Tuition and/or fees may be refundable pursuant to college procedures.

(E) The president has been granted the authority to waive the out-of-state fees for up to fifteen international students per semester. The selection of the students to receive the waiver will be based upon the timeliness of the request. International students who receive fee waivers must be taking face-to-face classes. Online classes do not qualify for the out-of-state fee waiver.

(F) Fees may be waived to remain in compliance with federal and state laws and rules.

(G) Collection of fees will be in accordance with college procedures and all accounts will be written off to bad debt expense when an account is three hundred sixty-five days past due and has had no activity for sixty days.

Effective: 6/2/2020
CERTIFIED ELECTRONICALLY

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05/19/2020
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Prior Effective Dates: 03/16/2015

3358: 14-9-05 Cash and cash management.
Reaffirmed by Board of Trustees 10/4/13

All funds must be presented to the Business Office for deposit within 24 hours of receipt.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

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03/05/2015
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Rule Amplifies: 3358

Procedure No.9-05(B): CASH AND CASH MANAGEMENT
Effective Date: 10/4/13

Cash Management Accounts

(1) General Checking Account (operating account):

The primary operating account provides for routine business check disbursements. All cash and credit card deposits are made to this account.

Interest earned on restricted endowed funds shall be allocated based upon the source of funds invested as defined by the Chief Fiscal and Administrative Officer.

(2) Federal Funds Account:

The primary account used for electronic receipt of state, federal, company, grant or other funds. These funds are transferred by the Director of Finance and Business Services to the general checking account. Interest earned on restricted endowed funds shall be allocated based upon the source of funds invested as defined by the Chief Fiscal and Administrative Officer.

(3) Payroll Account:

The primary account provides for employee payroll disbursements. Bi-monthly transfers are made from the general checking account into this account to allow checks or direct deposits of employee pay disbursements.

(4) Investment Account:

The College also maintains an investment account. Excess funds in excess of anticipated cash flow needs shall be transferred into the College's investment account. Transfers to or from the savings account shall be initiated by the Chief Fiscal and Administrative Officer.

Authorized Signers

The following Northwest State Community College personnel are authorized to sign checks drawn on the general operating and payroll accounts:

- President
- Chief Fiscal and Administrative Officer
- Director of Finance and Business Services

Chief Fiscal and Administrative Officer will promptly notify the College's financial institutions of changes in authorized signatures upon the departure of any authorized signer.

Bank Reconciliations

Bank account statements are received each month by the Business Office where a reconciliation between the bank balance and general ledger balance is prepared by someone who is not an authorized check signer. The bank reconciliation process will be completed each month.

All bank reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations, are reviewed by the Chief Fiscal and Administrative Officer or Director of Finance and Business Services on a monthly basis.

Bank reconciliations are filed in the current year's accounting files.

Petty Cash

Northwest State Community College will provide imprest funds for valid, minor office expenditures (not for employee advances), and to periodically replenish these funds up to its Board of Trustee authorized balance. The Business Office is responsible for ensuring that the petty cash fund is locked at all times.

All disbursements from the petty cash fund must be accompanied by a completed and approved petty cash voucher. Receipts are required for all disbursements from petty cash.

The Petty Cash custodian shall prepare a reconciliation of the petty cash account on a periodic basis. Petty cash reconciliations are subject to review by the Director of Finance and Business Services, who may also perform periodic surprise cash counts and reconciliations.

Wire Transfers

The President, Chief Fiscal and Administrative Officer and Director of Finance and Business Services shall be the only Northwest State Community College employees authorized to transact or approve wire transfers from Northwest State Community College bank accounts. To prevent anyone else from transacting a wire transfer, a system shall be employed that requires any wire transfers initiated by anyone else must be validated with the college Chief Fiscal and Administrative Officer by the bank.

Confirmations of all wire transfers are approved by the Chief Fiscal and Administrative Officer.

3358: 14-9-06 Purchasing policy.

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

(A) The college will follow a competitive procurement process for the purchase of materials, supplies, equipment, and services necessary for its operations.

(B) Expenditures of all college funds from all accounts that are used to purchase materials, supplies, equipment, and services shall be made in accordance with procedures adopted pursuant to this policy.

(C) The president and chief fiscal and administrative officer may establish bid limits for goods and services in amounts not to exceed the bid limits established by the state of Ohio.

(D) Strict adherence to all applicable federal laws, laws of the state of Ohio, college policies, and sound business practice will be observed.

(E) Any commitment made by an employee of the college other than through the procedures adopted pursuant to this policy is the personal responsibility of the person making the purchase.

(F) Purchases from a vendor in which a Northwest state community college employee has significant proprietary interest are prohibited unless a full disclosure is presented in accordance with the college procedure.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
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Procedure No.9-06(B): PURCHASING PROCEDURES
Effective Date: 10/4/13

Responsibility for Purchasing

All department heads or their designees shall have the authority to initiate purchases on behalf of their department, within the guidelines described here. Department directors shall inform the Business Office of all individuals that may initiate purchases or prepare purchase orders. The Accounting Department shall maintain a current list of all authorized purchasers (FOMPROF).

The Business Office shall be responsible for processing purchase orders. The Chief Fiscal and Administrative Officer has approval authority over all purchases and contractual commitments, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

Code of Conduct in Purchasing (2 CFR Part 215.40)

Ethical conduct in managing the College's purchasing activities is absolutely essential.

- Staff shall discourage the offer of, and decline of, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services.
- Staff shall notify their immediate supervisor if they are offered such gifts.
- No Board of Trustee member, employee, or agent shall participate in the selection or administration of a vendor if a real or apparent conflict of interest would be involved. Such a conflict would arise if an officer, board member, employee or agent, or any member of his or her immediate family, his or her spouse or partner, or a college partner employs or is about to employ any of the parties indicated herein, has a financial or other interest in the vendor selected.
- Board of Trustee members, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors or parties to sub-agreements.
- Unsolicited gifts of a nominal value up to $25.00 may be accepted.

Competition (2 CFR Part 215.43)

In order to promote open and free competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among contractors that may restrict, eliminate, or restrain trade.
- Not permit contractors who develop specifications, requirements, or proposals to bid on such procurements unless prior approval has been granted by the Chief Fiscal and Administrative Officer and/or President.
- Award contracts to bidders whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.

Nondiscrimination

All vendors or contractors who are the recipients of College funds or who propose to perform any work or furnish any goods under agreements with Northwest State Community College, will be notified annually of the following important principles:

1. Vendors or contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendors or contractors.

2. Vendors or contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

Procurement

The following are Northwest State Community College's procurement procedures:

1. Northwest State Community College shall purchase only items that are necessary for the performance of the activities required by a federal award. *(2 CFR Part 215.44(1))*

2. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the federal government. *(2 CFR Part 215.44(2))* This analysis should only be made when both lease and purchase alternatives are available to the program.

3. Price analysis may be made in various ways, including comparison of price quotations submitted or market prices. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability, and allowability. *(2 CFR Part 215.45)*

4. Documentation of the cost and price analysis associated with each procurement decision shall be retained in the procurement files pertaining to each federal award. *(2 CFR Part 215.46)*

5. For all procurements in excess of the federally-defined simplified purchase acquisition threshold ($150,000), procurement records and files shall be maintained that include all of the following:
   a. The basis for contractor selection.
   b. Justification for lack of competition when competitive bids or offers are not obtained.
   c. The basis for award cost or price.

6. All contracts with vendors shall require the vendor to certify in writing that it has not been suspended or debarred from doing business with any federal agency or be confirmed by researching potential vendors on the Excluded Parties List at the GSA website [www.epls.gov].)

7. Northwest State Community College shall not utilize the cost-plus-a-percentage-of-costs method of contracting. *(2 CFR Part 215.44(3)(c)).*

3358: 14-9-07 Payroll.
Effective: Reaffirmed by Board of Trustees 10/4/13

(A) Employment of all college personnel will be affirmed by the board of trustees.

(B) Employee pay shall be deposited directly into a bank of the employee's choice on the fifteenth day and final day of each month or the working day preceding the fifteenth day and final day of each month.

(C) The chief fiscal and administrative officer is authorized to make payroll deductions required by law or approved by the board of trustees.

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Procedure No.9-07(B): PAYROLL PROCEDURES
Effective Date: 10/4/13

Classification of Workers as Independent Contractors or Employees

Northwest State Community College considers all relevant facts and circumstances regarding the relationship between the College and the individual in making determinations about the classification of workers as independent contractors or employees. This determination is based on the degree of control and independence associated with the relationship between Northwest State Community College and the individual. Facts that provide evidence of the degree of control and independence fall into three categories:

1. Behavioral control
2. Financial control
3. The type of relationship of the parties

Facts associated with each of these categories that will be considered in making employee/contractor determinations shall include:

1. Behavioral control:

   a. Instructions given by Northwest State Community College to the worker that indicate control over the worker (suggesting an employee relationship), such as:

      1) When and where to work
      2) What tools or equipment to use
      3) What workers to hire or to assist with the work
      4) Where to purchase supplies and services
      5) What work must be performed by a specified individual
      6) What order or sequence to follow

   b. Training provided by Northwest State Community College to the worker (i.e., employees typically are trained by their employer, whereas contractors typically provide their own training).

2. Financial control:

   a. The extent to which the worker has unreimbursed business expenses (i.e., employees are more likely to be fully reimbursed for their expenses than is a contractor).
   b. The extent of the worker's investment in the facilities/assets used in performing services for Northwest State Community College (greater investment associated with contractors).

c. The extent to which the worker makes services available to the relevant market.
d. How Northwest State Community College pays the worker (i.e., guaranteed regular wage for employees vs. flat fee paid to some contractors).
e. The extent to which the worker can realize a profit or loss.

3. Type of Relationship:

a. Written contracts describing the relationship that Northwest State Community College and the individual intend to create.
b. Whether Northwest State Community College provides the worker with employee-type benefits, such as insurance, paid leave, etc.
c. The permanency of the relationship.
d. The extent to which services performed by the worker are a key aspect of the regular business of Northwest State Community College.

If an individual qualifies for independent contractor status, the individual will be sent a Form 1099 if total compensation paid to that individual for any calendar year, on the cash basis, is $600 or more. The amount reported on a Form 1099 is equal to the compensation paid to that person during a calendar year (on the cash basis).

If an individual qualifies as an employee, a personnel file will be created for that individual and all documentation required by the Northwest State Community College personnel policies shall be obtained.

Payroll Administration

Northwest State Community College operates on a semi-monthly payroll. A personnel file is established and maintained for all employees with current documentation, as described throughout this section.

The following forms, documents, and information shall be obtained and included in the personnel or payroll files of all new employees:

1. Northwest State Community College employment application (and resume, if applicable)
2. Applicant references (work & personal)
3. Interview questions and notes
4. Form W-4 employee federal withholding certificate
5. Form I-9 employment eligibility verification
6. Copy of driver's license
7. Copy of social security card issued by the social security administration
8. Starting date and scheduled hours
9. Job title and starting salary
10. Authorization for direct deposit of paycheck, along with a voided check or deposit slip
11. Job description

For employees without a current, valid driver's license, acceptable alternative documents shall include:

1. U.S. Passport
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Voter's registration card
4. U.S. Military card
5. ID card issued by a federal, state, or local government, provided it contains a photo
6. School record or report card (for persons under age 18 only)

For employees without a Social Security card, acceptable alternative documents shall include:

1. U.S. Passport
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Original or certified copy of a birth certificate issued by a state, county, or municipal authority
4. Certificate of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
5. U.S. Citizen ID Card (INS Form I-197)
6. Native American tribal document
7. ID Card for use of Resident Citizen in the United States (INS Form I-179)

Each employee payroll file shall also indicate whether the employee is exempt or non-exempt from the provisions of the Fair Labor Standards Act.

Changes in Payroll Data

All of the following changes in payroll data are to be authorized in writing:

1. New hires
2. Terminations
3. Changes in salaries and pay rates
4. Voluntary payroll deductions
5. Changes in income tax withholding status
6. Court-ordered payroll deductions

New hires and changes in salaries or pay rates shall be authorized in writing by the appropriate department director and human resources.

Voluntary payroll deductions and changes in income tax withholding status shall be authorized in writing by the individual employee.

Documentation of all changes in payroll data shall be maintained in each employee's personnel and/or payroll file.

Payroll Taxes

The Payroll Department is responsible for ensuring all required tax forms are properly completed and submitted, and that all required taxes are withheld and paid.

Northwest State Community College will notify each employee of their federal and state withholdings each December and encourage them to complete a new form W-4 if required. Withholding of federal income taxes shall be based on the most current form W-4 or state tax withholding form prepared by each employee.

Personnel Activity Reports

Northwest State Community College follows the requirements in 2 CFR Part 220 (OMB Circular A-21), Attachment B.8, *Compensation for Personal Services*, as well as requirements in specific grants. Therefore, salaries and wages charged to federal grants will be supported as follows:

1. Charges will be based on documented payrolls approved by responsible supervisors of the College.

2. Every staff member, whose compensation is charged, in whole or in part, directly or indirectly to federal awards, will complete activity reports that account for the federal grant activity for which the employee is compensated.

3. The reports will reflect an after-the-fact determination of the actual activity of each employee. Budget estimates will not be used as support for charges to awards.

4. The reports must be signed by the individual employee and by a responsible supervisor who has first-hand knowledge of the activities performed by the employee.

5. The reports will be prepared on the same basis as the bi-monthly pay periods.

6. Charges for non-exempt employees will also be supported by records required by the Fair Labor Standards Act.

7. Salaries and wages of employees used in meeting cost sharing or matching (in-kind) are supported in the same manner as salaries and wages charged to federal awards.

Preparation of Timesheets

Each hourly College employee must submit to the Payroll Department a signed and approved timesheet no later than 12:00 noon the day following the close of each pay period. Timesheets shall be prepared in accordance with the following guidelines:

1. Each timesheet shall reflect all hours worked during the pay period (time actually spent on the job performing assigned duties).
2. Timesheets shall be prepared electronically or manually in ink.
3. Employee errors shall be corrected electronically. Manual timesheet errors for participants shall be corrected by crossing through the incorrect entry, filling in the correct entry, and placing the employee's initials next to the change (i.e., employees shall not use whiteout or correction tape).
4. Employees shall identify and record hours worked based on the nature of the work performed.
5. Compensated absences (vacation, holiday, sick leave, etc.) should be clearly identified as such.
6. Timesheets shall be signed by the employee prior to submission.

After preparation, the staff member's supervisor shall approve timesheets prior to submission to the Payroll office. Corrections identified by an employee's supervisor shall be authorized by rejecting the electronic submission and having the employee resubmit a corrected form.

A College employee who is on leave, traveling, or is ill on the day that timesheets are due may complete their timesheet online or may telephone or email timesheet information (actual time worked and the appropriate classifications) to his or her supervisor (or designated alternate) who would then submit the information to the Payroll office. The employee must initial a timesheet submitted in this manner immediately upon his or her return to the office. Timesheets submitted in this manner shall bear the notation. The timesheet shall be signed by the supervisor or the designated alternate.

Processing of Timesheets

The Payroll Accountant may not change or correct timesheets without approving signatures from the Chief Fiscal and Administrative Officer.

Tampering with, altering, or falsifying time records, recording time on another employee's time record, or willfully violating any other timesheet policy or procedure may result in disciplinary action, up to and including discharge.

Review of Payroll

Upon production of all payroll reports and checks, the Director of Finance and Business Services reviews payroll prior to its distribution to employees. The Chief Fiscal and Administrative Officer shall sign the payroll register indicating approval of the payroll.

Distribution of Payroll

Payroll and the related check stubs are distributed electronically, except for new employees. Payroll payments for new employees shall be mailed by individuals who do not approve timesheets, are not responsible for hiring and firing, and do not control the preparation of payroll.

Control Grid – Payroll and Human Resources

Northwest State Community College strives to maintain adequate segregation of duties in its payroll and human resources functions. The following table illustrates how responsibilities have been assigned.

Duty	Chief Fiscal and	Payroll Acct	Other Business Office	Admin Supervisor	HR Staff	President
Authorizes new hires						X
Authorizes salary adjustments	X					X
Authorizes terminations						X
Sets up new employee in P/R system					X	
Enters salary adjustments to P/R system		X				
Enters direct deposit info in P/R system		X				
Codes terminated employees from P/R					X	
Reviews changes to payroll master file					X	
Approves timesheets	X			X		
Enters timesheets		X				
Reviews input of timesheet data				X		
Reviews distribution of time				X		
Reviews payroll register			X			
Prints checks (or paystubs)		X				
Prints annual W-2 forms		X				
Distributes annual W-2			X			

3358: 14-9-08 Bookstore and textbook adoption.
Effective: Reaffirmed by Board of Trustees 10/4/17

(A) The college bookstore shall provide for the sale of items and services to include, but not necessarily be limited to, texts and reference books, course materials, student supplies, and other items for students and employees.

(B) The cost of all texts, supplies and other bookstore merchandise is separate from and in addition to instructional fees.

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CERTIFIED ELECTRONICALLY

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3358: 14-9-09 Surplus property.

(A) Proper resource management is essential to maintaining the public's trust in the college's ability to administer its resources. This policy is intended to address the transfer and disposal of property.

(B) All property purchased by, donated to, or otherwise acquired by Northwest state community college is considered property of the college. Property that is no longer needed to meet the mission of the college and is declared to be surplus property shall be responsibly and properly disposed of following the procedures for disposal of surplus property. This policy applies to the disposal of surplus equipment, materials, furniture and related supplies. It does not apply to the disposal of real estate.

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3358: 14-9-10 Financial policies.

Effective: Reaffirmed by Board of Trustees 10/4/17

(A) Northwest state community college maintains financial policies and procedures based on an economic resource measurement focus and an accrual basis of accounting.

(B) Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred.

(C) Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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Procedure No.9-10(B): FINANCIAL PROCEDURES
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CHART OF ACCOUNTS

Chart of Accounts Overview

The chart of accounts is the framework and basis for the accounting system. The chart of accounts consists of account numbers based on a hierarchical system of assignment and titles assigned to the account numbers. The accounts are used to accumulate transactions and the impact of these transactions on each asset, liability, net asset, revenue, expense, and gain and loss account.

Northwest State Community College chart of accounts is comprised of the following:

1. Assets
2. Liabilities
3. Controls
4. Net Assets
5. Revenues
6. Wages & Benefits
7. Expenses
8. Transfers In and Out
9. Funds Additions and Deductions

- Each revenue and expense account number shall be preceded by a fund code, an organization code, and followed by a program code.

- All Northwest State Community College employees involved with account coding or budgetary responsibilities have electronic access to a current chart of accounts.

Control of Chart of Accounts

The Director of Finance and Business Services monitors and controls the chart of accounts, including account maintenance, such as additions and deletions.

Account Definitions

Account Range	Category	Definition
1001–1999	**Assets**	Assets are probable future economic benefits obtained or controlled by the college as a result of past transactions or events. Assets are classified as current assets, fixed assets, contra-assets, and other assets. Current assets are assets that are available or can be made readily available to meet the cost of operations or to pay liabilities including cash, investments, and receivables that will be collected within one year of the statement of financial position date. Fixed assets (property and equipment) are tangible assets with a useful life of more than one year that are acquired for use in the operation of the college and are not held for resale. Contra-assets are accounts that reduce asset accounts, such as accumulated depreciation and reserves for uncollectible accounts receivable. Other assets include long-term assets acquired without intending disposal of these assets in the near future.
2000–2999	**Liabilities**	Liabilities are probable obligations of the college to utilize assets or provide services as a result of past transactions or events. Liabilities are classified as current or long-term. Current liabilities will likely occur within one year of the date of the financial statements or have a due date of one year or less. Including accounts payable, accrued liabilities, short-term notes payable, and deferred revenue. Long-Term Liabilities will likely occur more than one year from the date of the financial statements, including compensated absences or loan payments.
3000–3999	**Controls**	Controls are used to maintain the balance with subsidiary ledgers
4000-4999	**Net Assets**	Net Assets are the differences between total assets and total liabilities.

5000–5999	**Revenues**	
		Revenues are increases of assets, or receipts from liabilities for delivering or producing goods, rendering services, or other operations. Revenues include grants received from government agencies, private foundations, corporations, and contributions received from donors.
6000-7999	**Expenses**	
		Expenses are payments or other activities using assets, or incurrences of liabilities from delivering or producing goods, rendering services, or carrying out other activities that constitute Northwest State Community College's ongoing operations.

FINANCIAL STATEMENTS

Standard Financial Statements of the College

Preparing financial statements and communicating key financial information is a necessary and critical accounting function. Financial statements are management tools used in making decisions, in monitoring the achievement of financial objectives, and as a standard method for providing information to interested parties external to the College. Financial statements may reflect year-to-year historical comparisons or current year budget-to-actual comparisons.

The basic financial statements that are maintained on a college-wide basis shall include:

1. **Statement of Net Assets** – Reflects assets, liabilities, and net assets of the College and classifies assets and liabilities as current or noncurrent/long-term and net assets by category (invested in capital assets, unrestricted, expendable and/or nonexpendable.)

2. **Statement of Revenues, Expenses and Changes in Net Assets** – Reflects operating and non-operating revenues and expenses.

3. **Statement of Cash Flows** – Reports the cash inflows and outflows of the College in three categories: operating activities, investing activities, and financing activities.

Frequency of Preparation

The objective of the Accounting Department is to prepare accurate financial statements in accordance with generally accepted accounting principles and distribute them in a timely and cost-effective manner.

A standard set of financial statements described in the preceding section shall be produced on an annual basis.

Review and Distribution

All financial statements and supporting schedules shall be reviewed and approved by the Chief Fiscal and Administrative Officer prior to being issued by the Business Office.

After approval by the Chief Fiscal and Administrative Officer, a complete set of bi-monthly financial statements, including the supplemental schedules, shall be distributed to the Board of Trustees.

Monthly organizational financial statements are available electronically via the Banner Admin System at FGIBDST or printed copy through FGRBDSC.

Financial statements may include additional supplemental schedules prepared or compiled by the Chief Fiscal and Administrative Officer. The purposes of these schedules are to provide additional details or explanations.

Annual Financial Statements

On an annual basis, the College shall prepare, under the direction of the Chief Fiscal and Administrative Officer, a complete set of GAAP financial statements, including footnotes addressing all disclosures required by GAAP. These financial statements shall be presented to Northwest State Community College's independent auditors for the annual audit as the draft statements from which they will conduct their audit.

A formal presentation of the College's annual audited financial statements shall be provided by the Independent Auditor to the Board Finance Committee, at which the Board Finance Committee will vote to accept or reject the annual financial statements and recommend approval of the audit to the full Board.

ACCOUNTS RECEIVABLE - BILLING/INVOICING REVENUE

The College's primary sources of revenue are:

- Tuition and Fees – Billed each semester based on student registrations.
- Fee-for-Service Income – Billed when a service is provide ie:contract training.
- Reimbursement grants – Billed monthly, or as funders require, based on allowed, incurred expenses.
- Other lesser sources of income will be collected and recorded when the services are provided.

Responsibilities for Billing and Collection

Northwest State Community College's Business Office is responsible for the invoicing of students, customers and other funding sources and the collection of outstanding receivables.

Billing and Financial Reporting

Northwest State Community College strives to provide management, staff, and funding sources with timely and accurate financial reports applicable to federal awards. These reports include monthly and cumulative expenditures, a project budget, and a balance remaining column.

Northwest State Community College shall prepare and submit financial reports as specified by the financial reporting clause of each grant or contract award document. Preparation of these reports shall be the responsibility of Grants Manager, subject to review and approval by the Director of Finance and Business Services and/or the Chief Fiscal and Administrative Officer.

The following policies shall apply to the preparation and submission of billings to federal agencies under awards made to Northwest State Community College:

1. The College will request reimbursement after expenditures have been incurred, unless an award specifies another method.

2. Northwest State Community College will strive to minimize the time between receipt and disbursement of grant funds.

3. Each award normally specifies a particular billing cycle. Therefore, a schedule is established for each grant and contract to ensure that reimbursement is made on a timely basis.

4. Requests for reimbursement of award expenditures will use the actual amounts as posted to the general ledger as the source for all invoice amounts.

5. All financial reports required by each federal award will be prepared and filed on a timely basis. To the extent Northwest State Community College's year-end audit results in adjustments to amounts previously reported to federal agencies, revised reports shall be prepared and filed in accordance with the terms of each federal award.

Northwest State Community College shall maintain separate billing records in addition to the official general ledger accounting records. Billing records shall be reconciled to the general ledger on a monthly basis.

At the time invoices (requests for reimbursement) are prepared, revenue and accounts receivable shall be recorded and posted on the books of Northwest State Community College.

If a federal award authorizes the payment of cash advances to Northwest State Community College, the Chief Fiscal and Administrative Officer may require that a request for such an advance be made.

Accounts Receivable Entry Policies

Individuals independent of the cash receipts function shall post customer invoices, credit adjustments, and other adjustments to the accounts receivable subsidiary ledger.

INVENTORY OF MATERIALS

Northwest State Community College maintains an inventory of materials used for the Library, Bookstore, and Food Service programs.

Northwest State Community College accounts for purchased inventory items at cost, using the first-in, first-out method of valuation. Unit cost shall be computed by adding freight, insurance, and other shipping costs to the actual cost of purchased inventory, dividing this total amount by the number of units purchased.

Physical Counts

A physical count of inventory will be performed annually. Any inventory items that appear damaged, obsolete, or otherwise unable to be sold shall be excluded from the counts. A detailed record of the physical count shall be kept by the individuals involved in taking the inventory.

At the conclusion of the physical count, the inventory count sheets shall be extended by applying the most recent unit costs to the physical quantities of each item on hand. The general ledger balance shall be adjusted to reflect the total inventory on hand as determined by the physical count.

Contributed Inventory

Inventory items donated to Northwest State Community College shall be recorded as assets of the College at the fair market value as of the date of the contribution, unless the College is acting as an agent in connection with a contribution by a donor. Contributed inventory items shall be subject to the same physical counting and other policies as purchased inventory items.

PREPAID EXPENSES

(1) Northwest State Community College treats payments of expenses that have a time-sensitive future benefit as prepaid expenses and will amortize these items over the corresponding time period.

(2) Prepaid expenses with future benefits that expire within one year from the date of the financial statements shall be classified as current assets. Prepaid expenses that benefit future periods beyond one year from the financial statement date shall be classified as noncurrent assets.

(3) As part of the account coding process performed during the processing of accounts payable, all incoming vendor invoices shall be reviewed for the existence of time-sensitive future benefits.

ACCOUNTS PAYABLE

Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

Accounts payable are processed on a daily basis. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.

Only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be processed for payment.

Establishment of Control Devices

The Accounts Payable Clerk establishes control of invoices as soon as they are received. Vendors should be instructed to mail all invoices directly to the Accounts Payable department.

Preparation of a Voucher Package

Prior to any accounts payable being submitted for payment, a package called a "voucher package" shall be assembled. Each voucher package shall contain the following documents:

1. Vendor invoice (or employee expense report)
2. Purchase order as required by procurement policies
3. Any other supporting documentation deemed appropriate

Processing of Voucher Packages

The following procedures shall be applied to each voucher package by the Accounts Payable Clerk:

1. Check the mathematical accuracy of the vendor invoice.
2. Compare the nature, quantity, and prices of all items ordered per the vendor invoice to the purchase order, packing slip/electronic receipt.
3. Document the general ledger distribution, using the College's current chart of accounts.

4. Obtain the review and approval of the purchaser, supervisor or department director, when required.

Electronic receipt/approval by department directors indicates their acknowledgment of satisfactory receipt of the goods or services invoiced and agreement to pay vendor in full. Approvals shall be documented electronically through the receiving process in the Banner administrative software system.

Payment Discounts

To the extent practical, Northwest State Community College takes advantage of all prompt payment discounts offered by vendors. When such discounts are available and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

Employee Expense Reports

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form. All required receipts must be attached, and a brief description of the business purpose of trip or meeting must be noted on the form. Expense reports will be processed for payment in the week in which they are received or the next payment cycle. Expenses are to be submitted within sixty days of the month in which they occurred, or they will not be reimbursed.

Reconciliation of A/P Subsidiary Ledger to General Ledger

Annually the total amount due to vendors per the accounts payable subsidiary ledger shall be reconciled to the total per the accounts payable general ledger account (control account). All differences are investigated and adjustments are made as necessary. The reconciliation and the results of the investigation of differences are reviewed and approved by the Chief Fiscal and Administrative Officer.

On a monthly basis the Accounts Payable Clerk shall perform the following procedures:

1. Check all statements received for unprocessed invoices.
2. Check the purchase order file for open purchase orders more than 60 days old and follow up.

Management of Accounts Payable Vendor Master File

When a purchaser initiates a purchase with a new vendor that is not already in Northwest State Community College's accounts payable vendor master file, the processor of purchase orders shall mail (or email) a Form W-9 and a request for completion of the Form W-9, including the vendor's full address and federal employer identification number.

Payments shall not be made to any vendor paid more than $600 whose file does not include a Federal Employer Identification Number or Social Security Number.

CASH DISBURSEMENTS

Check Preparation

Northwest State Community College prints vendor checks and expense reimbursement checks on a weekly basis. Checks shall be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with purchasing, accounts payable, and travel and business entertainment policies described in this manual.
2. Timing of disbursements should generally be made to take advantage of all early-payment discounts.
3. Generally, all vendors shall be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services.
4. Total cash requirements associated with each check run are monitored in conjunction with available cash balance in bank prior to the release of any checks.
5. All supporting documentation is attached to the corresponding check prior to forwarding the entire package to an authorized check signer.
6. Checks shall be issued in numerical order utilizing blank security stock.
7. Checks shall never be made payable to "bearer" or "cash."
8. Upon the preparation of a check, vendor invoices and other supporting documentation shall immediately be canceled in order to prevent subsequent reuse.

Check Signing

Use of the electronic signatures shall be password protected. An authorized check signer as authorized by the Chief Fiscal and Administrative Officer (or his designee) must sign in with their password in order to enable the processing of checks. A second authorized check signer will review the check run and supporting documentation and initial approval.

Mailing of Checks

The Business Office Clerk mails checks immediately. Checks shall not be mailed by or returned to the individuals or departments that authorized the expenditures. Exceptions to this procedure (for loan closings, vendors picking up their checks) must be approved by the Director of Finance and Business Services or Chief Fiscal and Administrative Officer.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as "VOID." All voided checks shall be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by deleting the check with the respective bank. A journal entry is made to record the stop payment and any related bank fees.

Recordkeeping Associated with Independent Contractors

Northwest State Community College shall obtain a completed Form W-9 or equivalent substitute documentation from all vendors to whom payments are made (see "Accounts Payable"). A record shall be maintained of all vendors to whom a Form 1099 is required to be issued at year-end. Payments to such vendors shall be accumulated over the course of a calendar year.

Control Grid – Purchasing and Disbursements

Northwest State Community College strives to maintain adequate segregation of duties in its purchasing and disbursements functions. The following table illustrates how responsibilities have been assigned.

Duty	Chief Fiscal and Administrative Officer	BSO Office Staff	Staff Acct	AP Clerk	Dir of Finance & Business Services	Various Admin or Designees
Inputs data into vendor master file		X				
Obtains Form W-9 from new vendors		X				
Periodically reviews vendor master file		X			X	
Initiates purchases						X
Authorizes purchases	X				X	X
Prepares purchase order/requisition		X				
Opens mail and distributes invoices		X				
Receives vendor invoice				X		
Assigns general ledger coding						X
Verifies invoices match purchase orders				X	X	
Inputs invoice into A/P system				X		
Selects A/P to be paid				X		
Approves A/P payments	X					
Has system access to generate A/P checks				X	X	
Runs A/P checks				X	X	
Reviews checks					X	

Mails checks		X				
Reconciles A/P to general ledger		X			X	
Performs bank reconciliations		X				
Reviews cancelled checks					X	
Reviews bank reconciliations	X					

Purchasing Credit Cards

Purchase Cardholder Agreement

You are being entrusted with a Northwest State Community College purchasing credit card. The card is provided to you based on your need to purchase goods and services on behalf of Northwest State Community College. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement as well as to the Purchasing Card Program Guidelines and Procedures.

I, _____, agree to the following regarding my use of the Purchase Card Program:

1. I understand that I will be making financial commitments on behalf of Northwest State Community College and will strive to obtain the best value for Northwest State Community College.

2. I understand that under no circumstances will I use the Purchase Card to make personal purchases, either for myself or for others. Further, a willful personal purchase with subsequent intent of reimbursement to the college will not be permitted. Intent to use the Purchase Card for personal gain may result in disciplinary actions, including termination of employment.

3. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use or gain that I will reimburse Northwest State Community College for all incurred charges and any fees related to the collection of those charges including the cost of litigation.

4. I will follow the established procedures for using the Purchase Card. Failure to do so may result in either revocation of my use privileges or other disciplinary actions. Additionally, I will follow all of Northwest State Community College purchasing requirements and procedures.

5. The Purchasing Card is the property of Northwest State Community College. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect the Northwest State Community College asset. This may include being asked to produce the card to validate its existence and account number.

6. I understand that purchases will not include sales tax. It is the responsibility of the cardholder to ensure that sales tax is not being paid. Contact Accounts Payable if the vendor requests a Sales Tax Exemption form.

7. I understand that purchases will not be split in order to avoid the established single transaction limit of $1,500.

8. I agree to notify JPM Chase by telephone at 1-800-270-7760 and Northwest State Community College Director of Finance & Business Services and/or Chief Fiscal and Administrative Officer immediately if the card is lost or stolen. I understand that Northwest State Community College will be held liable for any charges made on the card prior to notification to the bank and may in turn hold me liable.

9. I agree to review and verify my Purchasing Card transactions on a weekly basis and to retain and submit to the Business Office all receipts or supporting documentation for all charges on a weekly basis. I will immediately report any unauthorized purchases on my account to JPM Chase and the Northwest State Community College Director of Finance and Business Services or Accounts Payable Department. I will notify JPM Chase and the Northwest State Community College Director of Finance and Business Services or Accounts Payable Department of any incorrect charges on my account within 60 days of the statement date if I am unable to resolve the charge with the supplier.

10. I agree to surrender the Purchasing Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

11. I understand that Failure to comply with this agreement may result in either a revocation of my use privileges and reimbursement to Northwest State Community College or other corrective action.

12. I understand that these terms and conditions or other procedures or policies concerning the use of the Northwest State Community College purchasing card may change and that I will be expected to comply with these changes upon receiving notification of them or immediately return my card to the Director of Finance and Business Services or Chief Fiscal and Administrative Officer.

ACCRUED LIABILITIES

Identification of Liabilities

The Business Office shall establish a list of commonly incurred expenses that may have to be accrued at the end of each month or annual accounting period. Some of the expenses that shall be accrued by Northwest State Community College at the end of an accounting period are:

- Salaries and wages
- Payroll taxes
- Vacation pay
- Rent
- Interest on notes payable
- General Accounts Payable

In addition, Northwest State Community College shall record a liability for deferred revenue (revenue received but not yet earned) in accordance with the revenue recognition procedures described elsewhere in this manual. Adjustments to deferred revenue accounts shall be made monthly.

Accrued Leave

Personnel policies permit employees to carry forward sick and vacation leave each year up to maximums per policy or union contracts. Such unused vacation leave is payable to an employee upon termination of employment. A portion of sick leave is also payable at retirement.

Accordingly, Northwest State Community College records a liability for accrued leave to which employees are entitled. The total liability at the end of an annual accounting period shall equal the total earned but unused hours of leave, up to an average based on 5 year used multiplied by maximums allowed accruals established by policy multiplied by each employee's current hourly pay rate.

Leave that does not "vest" with employees (i.e., leave that is not paid to employees if unused at the time of retirement of employment), such as accrued but not retirement payable sick leave, shall not be accrued as a liability.

NET ASSETS

Classification of Net Assets

Net assets of the College shall be classified based upon the existence or absence of restrictions as follows:

Unrestricted Net Assets – Net assets that are not subject to stipulations.

Expendable Net Assets – Net assets subject to stipulations that may or will be satisfied through the actions of the College and/or the passage of time.

Nonexpendable Net Assets – Net assets subject to donor-imposed stipulations that the College permanently maintain certain assets. Nonexpendable restrictions do not pass with the expiration of time, nor can they be removed through the College's actions.

Invested in Capital Assets – Net assets that represent the total investment in capital assets, net of accumulated depreciation.

Restrictions may be associated with either a time period (e.g., a particular future time period) or a purpose (e.g., specific programs). A purpose stipulation will be considered a restriction only if it is more specific than the broad limits resulting from the nature of the College, the environment in which it operates, and the purposes specified in Northwest State Community College's Board of Trustee policies.

Reclassifications from Restricted to Unrestricted Net Assets

The College shall report in its statement of activities a reclassification from restricted to unrestricted net assets if any of the following events occur:

1. Fulfillment of the purpose for which the net assets were restricted (e.g., spending restricted funds for the stipulated purpose)
2. Expiration of time restrictions imposed by donors
3. Withdrawal by the donor (or by a court) of a time or purpose restriction

If a donor stipulates multiple restrictions (such as a purpose and a time restriction), reclassifications from temporarily restricted to unrestricted net assets shall be reported only upon the satisfaction of the final remaining restriction.

Disclosures

The College discloses in a footnote to the financial statements the different types of temporary and permanent restrictions associated with the College's net assets as of the end of each fiscal year.

3358: 14-9-11 Insurance.
Effective: Reaffirmed by Board of Trustees 10/4/13

(A) It is fiscally prudent to have an active risk management program that includes a comprehensive insurance package. This will ensure the viability and continued operations of Northwest state community college.

(B) Northwest state community college maintains adequate insurance against general liability, as well as coverage for building, contents, computers, fine arts, equipment, and machinery.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-9-12 Leases.
Effective: Reaffirmed by Board of Trustees 10/4/13

(A) Classification of leases

(1) Northwest state community college classifies all leases in which the college is a lessee as either capital or operating leases. Northwest state community college shall utilize the following criteria to determine whether a lease is capital or operating in nature:

(a) The lease transfers ownership to Northwest state community college the end of the lease term.
(b) The lease contains a bargain purchase option.

(2) All leases that do not possess any of the four preceding characteristics shall be treated as operating leases. In addition, all leases that are immaterial in nature shall be accounted for as operating leases.

(B) Reasonableness of leases

(1) Northwest state community college assesses the value of leases according to the requirements of 2 CFR part 220 as follows:

(a) The rate is reasonable when compared to similar property in the same area.

(b) The rate of any alternatives.

(c) The type, life expectancy, condition, and value of the property leased.

(2) Rental arrangements will be reviewed every five years to determine if circumstances have changed and other options are available.

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Procedure No.9-12(B): Leases
Effective Date: 10/4/13

Accounting for Leases

All leases that are classified as operating leases and immaterial capital leases shall be accounted for as expenses in the period in which the lease payment is due. For leases with firm commitments for lease payments that vary over the term of the lease (i.e., a lease with fixed annual increases that are determinable upon signing the lease), the amount that Northwest State Community College shall recognize as monthly lease expense shall equal the average monthly lease payment over the entire term of the lease. Differences between the average monthly payment and the actual monthly payment shall be accounted for as an asset or liability.

All leases that are classified as capital leases shall be treated as fixed asset additions. As such, upon the inception of a capital lease, Northwest State Community College shall record a capitalized asset and a liability under the lease, based on the net present value of the minimum lease payments (or the fair value of the leased asset, if it is less than the present value of the lease payments). Periodic lease payments shall be allocated between a reduction in the lease obligation and interest expense. The capitalized asset recorded under a capital lease shall be depreciated over the term of the lease, using the straight-line method of depreciation.

Northwest State Community College shall also maintain a schedule of all operating and capital leases. This list shall include all relevant lease terms, including a schedule of future annual lease payment obligations.

3358: 14-9-13 Subrecipients.
Effective: Reaffirmed by Board of Trustees 10/4/13

(A) Making of subawards

(1) From time to time, Northwest State Community College may find it practical to make subawards of federal funds to other colleges or organizations. All subawards in excess of the small purchase threshold shall be subject to the same procurement policies described in the purchasing section. In addition, all subrecipients must be approved in writing by the federal awarding agency and agree to the subrecipient monitoring provisions described in the next section.

(2) With respect to subrecipients with whom Northwest State Community College has not recently had a relationship, the College shall determine an appropriate level of pre-award inquiry that shall be performed. The purpose of such inquiry, which may involve a site visit to a potential subrecipient, is to gain assurance that a potential subrecipient has adequate policies and procedures in place to provide reasonable assurance that it is capable of complying with all applicable laws, regulations, and award provisions.

(B) Monitoring of Subrecipients

(1) When Northwest State Community College utilizes federal funds to make subawards to subrecipients it is to monitor each subrecipient in order to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program.

(2) In fulfillment of its obligation to monitor subrecipients, the following policies apply to all subawards of federal funds made by Northwest State Community College to subrecipients:

(a) Subaward agreements shall include all information necessary to identify the funds as federal funding. This information shall include:

(i) The applicable Catalog of Federal Domestic Assistance (CFDA) title and number

(ii) Award name

(iii) Name of federal agency

(iv) Amount of award

(b) Subaward agreements shall identify all applicable audit requirements, including the requirement to obtain an audit in accordance with OMB Circular A-133, if the subrecipient meets the criteria for having to undergo such an audit.

(c) Subawards shall include a listing of all applicable federal requirements that each subrecipient must follow.

(d) Subawards shall require that subrecipient employees responsible for program compliance obtain appropriate training in current grant administrative and program compliance requirements.

(e) Subawards shall require that subrecipients submit financial and program reports to Northwest State Community College on a basis no less frequently than monthly.

(f) Northwest State Community College will follow up with all subrecipients to determine whether all required audits have been completed. Northwest State Community College will cease all funding of subrecipients failing to meet the requirement to undergo an audit in accordance with OMB Circular A-133. For subrecipients that properly obtain an audit in accordance with OMB Circular A-133, Northwest State Community College shall obtain and review the resulting audit reports for possible effects on Northwest State Community College's accounting records or audit.

(g) Northwest State Community College shall assign one of its employees the responsibility of monitoring each subrecipient on an ongoing basis during the period of performance by the subrecipient. This employee will establish and document, based on her or his understanding of the requirements that have been delegated to the subrecipient, a system for the ongoing monitoring of the subrecipient.

(h) Ongoing monitoring of subrecipients will vary from subrecipient to subrecipient based on the nature of work assigned to each. However, ongoing monitoring activities may involve any or all of the following:

(i) Regular contacts with subrecipients and appropriate inquiries regarding the program.

(ii) Reviewing programmatic and financial reports prepared and submitted by the subrecipient and following up on areas of concern.

(iii) Monitoring subrecipient budgets.

(iv) Performing site visits to the subrecipient to review financial and programmatic records and assess compliance with applicable laws, regulations, and provisions of the subaward.

(v) Offering subrecipients technical assistance where needed.

(vi) Maintaining a system to track and follow up on deficiencies noted at the subrecipient in order to ensure that appropriate corrective action is taken.

(vii) Establishing and maintaining a tracking system to ensure timely submission of all reports required of the subrecipient.

(i)Documentation shall be maintained in support of all efforts associated with monitoring of subrecipients.

(j) In connection with any subrecipient that has been found to be out of compliance with provisions of its subaward with Northwest State Community College, responsive actions by the College shall be determined by Chief Fiscal and Administrative Officer. Such actions may consist of any of the following actions:

(i) Increasing the level of supporting documentation that the subrecipient is required to submit to the College on a monthly or periodic basis.

(ii) Requiring the subrecipient prepare a formal corrective action plan for submission to the college.

(iii)Requiring that certain employees of the subrecipient undergo training in areas identified as needing improvement.

(iv) Requiring documentation of changes made to policies of forms used in administering the subaward.

(v) Arranging for on-site (at the subrecipient's office) oversight on a periodic basis by a member of the college accounting or grant administration staff.

(vi)Providing copies of pertinent laws, regulations, federal agency guidelines, or other documents that may help the subrecipient.

(vii) Arranging with an outside party (such as college's own independent auditors) for periodic on-site monitoring visits.

(viii) Reimbursing after-the-fact, and not provide advances.

(ix) Requiring review and approval for each disbursement and all out-of-area travel.

(x) As a last resort, terminating the subaward relationship and seeking an alternative.

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3358: 14-9-14 Federal awards

(A) Northwest state community college may receive financial assistance from a donor/grantor agency through the following types of agreements:

(1) Grant – a financial assistance award given to the college to carry out its programmatic purpose.

(2) Contract – a mutually binding legal agreement where the college agrees to provide supplies or services and the funder agrees to pay for them.

(3) Federal assistance received in any of these forms will be referred to as a federal "award."

(B) Individual departments are responsible for preparing proposals for projects that the department intends to pursue. However, all proposals shall be reviewed and approved by the department director, chief fiscal and administrative officer, vice president, and the president via the college's review memo process to ensure the program goals are appropriate and the proposed budget includes all appropriate costs.

(C) Northwest state community college recognizes that as a recipient of federal funds, the college is responsible for compliance with all applicable laws, regulations, and provisions of contracts and grants.

(D) For each grant/award received by Northwest state community college from a federal, state, or local government agency, a master file of documents applicable to the award shall be prepared and maintained. The responsibility for assembling each master file shall be assigned to the grant manager assigned to administer the program.

(E) Northwest state community college shall follow the closeout procedures described in 2cfr part 215 and in the grant agreements as specified by the granting agency. Northwest state community college and all subrecipients shall liquidate all obligations incurred under the grant or contract within ninety days of the end of the grant or contract agreement.

(F) Northwest state community college charges costs that are reasonable, allowable, and allocable to a federal award directly or indirectly. All allowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to federal awards.

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Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 9-14 (A) Participant Support Costs
Effective Date: 2/27/19

(A) The purpose of this procedure is to establish the requirements that apply to participant support costs for grants/awards received by Northwest State Community College from a federal government agency.

(B) Participant support costs (as defined in 2 CFR 200.75) are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, symposia, seminars, workshops, or training projects.

(C) Participant support costs may not be paid to individuals providing administrative or logistical support, individuals attending the conference as invited speakers or research subjects participating in a study.

(D) The Uniform Guidance (2 CFR 200) requires prior approval of the Federal Agency in order to incur Participant Support Costs under federally sponsored awards. The Participant Support Costs must be incurred within the period of performance of the project and be specifically allowed by the sponsoring agency.

(E) The federal government also expects participant support costs to be accounted for separately. According to the Uniform Guidance, grantees must request the Federal awarding agency's prior approval before transferring funds budgeted for participant support costs to other categories of expense. As a result, unused participant support costs are generally returned to the sponsor rather than spent on other categories of cost.

(F) The Modified Total Direct Cost (MTDC) base is used to calculate the indirect (F&A) costs on all sponsored awards. The Uniform Guidance (2 CFR 200.68) states that Participant Support Costs are exempt from indirect costs in federally sponsored projects. Using the MTDC calculation, Participant Support Costs must be excluded when calculating the indirect cost allocation on federal and federal flow-through awards.

3358: 14-9-15 Post-issuance compliance.
Effective date: 10/29/21

Northwest state community college (the "college") uses bonds as one means of financing capital projects in support of its mission. This post-issuance compliance policy (the "policy") outlines the policies and procedures to promote compliance with federal income tax and securities laws, as well as the requirements set forth in the bond documents for each bond issue. This policy is to strictly follow the U.S. Constitution and laws and the Ohio Constitution and laws. For purposes of this policy, the term "bonds" means any obligation of the college incurred for the purpose of borrowing money, including, without limitation, bonds, notes and certificates of participation in capital leases.

(A) Monitoring of post-issuance compliance

Monitoring of post-issuance compliance for bonds will be the responsibility of the chief financial officer (the "CFO"). The CFO may designate employees to carry out the CFO's duties under this policy on the CFO's behalf in the same manner and with the same effect as any similar designation for any other purpose permitted by law.

(B) Compliance with covenants in bond documents

The CFO shall ensure compliance with all financial and operational covenants made by the college in the bond documents, including but not limited to financial reporting, insurance requirements, the recording of mortgages, restrictions on incurring additional indebtedness, restrictions on the disposition of property, and restrictions on granting liens or encumbering property.

(C) Federal tax law compliance

(1) Proper use of proceeds

The CFO shall ensure that bond proceeds are allocated to expenditures in a manner that is consistent with the purpose for which each bond issue is undertaken, as set forth in any tax compliance certificate or agreement related to each bond issue.

(2) Investment of bond proceeds

The CFO shall ensure that bond proceeds are invested in investments that are permissible under the terms of the Ohio Revised Code, the bond documents, and any applicable federal tax laws.

(3) Arbitrage rebate calculations

The CFO shall ensure the timely completion of arbitrage rebate calculations and filings.

(4) Administration of direct pay bonds

The CFO shall ensure the proper administration of each issue of bonds qualifying for the payment by the federal government of a credit equal to a percentage of interest on such bonds, including the timely completion and filing of any forms required by the internal revenue service to maintain or establish the applicable status of the bonds for purposes of federal income taxation.

(5) Use of bond-financed facilities

The CFO shall consult with bond counsel for the college before entering into any agreement or other arrangement for the sale, lease, or use of bond-financed property, including, but not limited to, service, vendor, and management contracts, research agreements, licenses to use bond-financed property, or naming rights agreements. The CFO or the designee of the CFO shall review such agreements for compliance with federal tax laws and complete a private business use contract review worksheet to document that such review has been completed.

(6) Post-issuance transactions

The CFO shall consult with bond counsel for the college before making any modifications or amendments to the bond documents for a bond issue, including, but not limited to, entering or modifying investment agreements; making any change in security for the bonds; engaging in post-issuance credit enhancement transactions (e.g., bond insurance, letter of credit) or hedging transactions (e.g., interest rate swap, cap); terminating or appointing successor trustees; releasing any liens; or reissuing the bonds.

(7) Remedial action

In the event that it is determined that any use of bond proceeds or bond-financed facilities is inconsistent with the character of the status for federal income tax purposes of the bonds, the CFO shall consult with the college's bond counsel for the purpose of determining the nature and extent of any remedial action necessary or proper for the college to take with respect to such bonds or bond-financed facilities according to treasury regulations section 1.141-12 or other remedial actions authorized by the commissioner of internal revenue under 1.141-12(h).

(D) Federal securities law compliance

(1) The CFO shall ensure compliance with all applicable federal securities laws and regulations, including the continuing disclosure requirements of rule 15c2-12 promulgated under the Securities Exchange Act of 1934.

(2) To the extent required by any continuing disclosure agreement, the CFO shall:

(a) On an annual basis, submit an annual financial report, including audited financial statements and any other information required by the continuing disclosure agreement, to the entities required by the bond documents.

(b) Make a timely report of any significant material events (as defined by the continuing disclosure agreement) related to the college's outstanding bond issues to the entities required by the bond documents.

(E) Recordkeeping

(1) Responsibility for records maintenance

(a) The CFO shall be responsible for maintaining records related to bonds of the college.

(b) The CFO shall maintain a central list of records related to each issue of bonds of the college. The list shall identify:

(i) The name and date of the document related to the issue,

(ii) The person or office responsible for the document, and

(iii) The physical or electronic location of the document.

(2) Bond records to be maintained

(a) The following records shall be maintained for each outstanding bond issue for the term of the outstanding bond issue plus three years:

(i) Basic records relating to the bond transaction, including the trust indenture, loan, lease, or other financing agreement, the relevant IRS form 8038 (including forms 8038-G, 8038-B, or 8038-TC, as applicable) with proof of filing, and bond counsel opinion shall be maintained by the CFO's office;

(ii) Documentation evidencing the expenditure of bond proceeds, such as construction or contractor invoices and receipts for equipment and furnishings, as well as records of any special allocation made for tax purposes shall be maintained by the CFO's office;

(iii) Documentation evidencing the lease or use of bond- financed property by public and private sources, including, but not limited to, service, vendor, and management contracts, research agreements, licenses to use bond-financed property, or naming rights agreements shall be maintained by the CFO's office; and

(iv) Documentation pertaining to investment of bond proceeds, including the yield calculations for each class of investments, actual investment income received from the investment of proceeds, and rebate calculations shall be maintained by the CFO's office.

(b) The CFO shall maintain the college's audited financial statements for not less than seven years.

(F) Bonds issued on behalf of college-supported entity

With respect to bonds issued by the college on behalf of any college-supported entity, the CFO shall coordinate with the respective fiscal officer of such entity to ensure compliance with all aspects of this policy.

(G) Bond counsel review

(1) The CFO may engage bond counsel to assist in implementing this policy, including, but not limited to, assistance in the following areas:

(a) Rebate calculations and compliance;

(b) Records retention;

(c) Periodic review of the central list of records related to bonds for compliance with federal tax laws regarding private business use;

(d) Other federal tax law compliance, including any annual reporting requirements that may be imposed by the internal revenue service; and

(e) Federal securities law compliance.

(H) Training requirements

Within six months of becoming the CFO, and on an as-needed basis thereafter, the CFO and the CFO's designees, if any, shall undergo training regarding basic federal tax concepts relating to bonds and records required to be maintained under this policy.

(I) Annual policy review

On an annual basis, or sooner if deemed necessary by the CFO, the CFO shall review this policy and assess the college's compliance with this policy. The CFO shall make changes to this policy as appropriate to ensure compliance with any covenants in the bond documents or the requirements of federal tax and securities laws and any other applicable law.

(J) Miscellaneous

(1) Internal use only

This policy is intended for the internal use of the college only and is not intended to establish any duties in favor of or rights of any person other than the college.

(2) Waiver of procedures

The officers and employees charged by this policy with performing or refraining from any action may depart from this policy when they in good faith determine that such departure is in the best interests of the college and consistent with the duties of the issuer under applicable laws. If the CFO is charged by this policy with taking or refraining from such action, any such departure shall require review by bond counsel.

Effective: 12/3/2021
CERTIFIED ELECTRONICALLY

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11/22/2021
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CHAPTER 13: INFORMATION TECHNOLOGY

TABLE OF CONTENTS

		Page
3358:14-13-01	Information Technology	2
3358:14-13-02	Standards for Safeguarding Customer Information	10

3358: 14-13-01 Information technology.

Effective: Reaffirmed by Board of Trustees 12/6/13

(A) This policy applies to all users of Northwest state community college (NSCC) computing resources, whether affiliated with NSCC or not, regardless of whether the user is on campus or off, regardless of the client used to access a resource, and regardless of the specific use of a resource. Additional policies may apply to specific computers, computer systems, or networks used by specific units of NSCC. All sections of this policy also apply to college publications on the Internet.

(B) The college acquires, develops, and maintains computers, computer systems, and networks as a part of the educational, physical, and social learning infrastructure. The computing resources are intended for college-related purposes which include direct and indirect support of NSCC's instruction, research, and service missions; college administrative functions; student and campus life activities; and the free exchange of ideas among members of the college community and between the college community and the wider local, national, and world communities.

(C) This policy establishes a college-wide information security program. This program develops and maintains standards and guidelines for the protection of information in compliance with all applicable laws and regulations.

(D) The rights of academic freedom and freedom of expression apply to the use of college computing resources. However, as is true of any other college-provided resource and college-related activity, those rights do not supersede other binding requirements, responsibilities, and limitations of legal and ethical behavior. In particular, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. The limitations and constraints built into computer operating systems and networks are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are enforced mechanically or electronically, and whether or not they can be circumvented by technical means.

(E) While NSCC encourages fully utilizing the internet in addition to traditional collections to access information and educational resources, not all sources on the internet contain information that is accurate, complete, current, legal, safe, or secure. The college does not endorse the viewpoints nor vouch for the accuracy of general information accessed through the internet and cannot be held responsible for its content. Some resources and destinations accessed through the internet contain information that some people find offensive or objectionable. Internet users access sites at their own risk. Images viewed on screens in open labs and offices may be viewed inadvertently by a wide audience. NSCC is not responsible for the information accessed or displayed using college systems.

(F) NSCC recognizes the key role that information technology services plays in the learning process and individual development and realizes the key role technology plays in students' success. Therefore, information services access priority is given to academic and college-related work. Resources used for general interest that relate to educational material and learning is encouraged, but priority will be given to course-related usage.

(G) All users of college computing resources must:

(1) Comply with all federal, state, and other applicable laws; all generally applicable college rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include, but are not limited to, the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; NSCC's code of student conduct; NSCC's sexual harassment policy; FERPA and HIPAA laws; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may be subject to the laws of those states and countries and the rules and policies of those systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

(2) Use only those computing resources that they are authorized to use and only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by NSCC.

(3) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. The ability to access an account does not by itself imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

(4) Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. NSCC may require users to limit or refrain from specific uses in accordance with this principle or for similar reasons.

(5) Not use those resources for personal financial gain or commercial purposes which is strictly prohibited. Personal, non-commercial, use of college computing resources is permitted when it does not consume a significant amount of these resources, does not interfere with the performance of the user's job or other college responsibilities, and is otherwise in compliance with this policy. NSCC may limit personal use if needed.

(6) Refrain from stating or implying that they speak on behalf of NSCC and from using college trademarks and logos without authorization. Affiliation with NSCC does not, by itself, imply authorization to speak on behalf of the college.

(7) Policy violators may be denied access to college computing resources and may be subjected to other penalties and disciplinary action, both within and outside of the college. Violations will normally be handled through college disciplinary procedures applicable to the relevant user. For example, alleged violations by students normally will be investigated, and any penalties or other discipline normally will be imposed by the vice president of academics and student services. However, as a precaution the college may temporarily suspend or block access to an account prior to the initiation or completion of such procedures in order to protect the integrity, security, or functionality of college or other computing resources or to protect NSCC from liability. NSCC may also refer suspected violations of applicable law to appropriate law enforcement agencies.

(H) NSCC employs various measures to protect the security of its computing resources and of its users' accounts. Nevertheless, the college cannot guarantee such security. NSCC strongly encourages users to engage in safe and responsible computing practices by following all recommendations specified in the NSCC security program.

(I) NSCC strives to respect and protect the privacy of its information systems users. However, the college may access user data, private or not, for various reasons. While NSCC does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of NSCC's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary to provide service. NSCC may also specifically monitor the activity and accounts of individual users of college computing resources, including individual login sessions and communications, without notice, when:

(1) It reasonably appears necessary to do so to protect the integrity, security, or functionality of college computing resources or to protect NSCC from liability.

(2) There is reasonable cause to believe that the user is in violation of this policy. Reasonable cause includes, but is not limited to, appearance of unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns

(3) It is otherwise required or permitted by law.

(4) Monitoring other than that required by law or in response to a declared emergency must be authorized in writing and in advance by the president or her/his designee. Every effort will be made to keep those records private, unless disclosure is required by law. NSCC may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in

appropriate college disciplinary proceedings. Communications made by means of college computing resources are also generally subject to Ohio's Public Records Statute, Ohio Public Record Act. O.R.C. 149.43 et seq., to the same extent as they would be if made on paper. At the termination of an individual investigative or monitoring process, both internally and externally of NSCC, the individual within NSCC who has been monitored will be notified of the monitoring activity, unless NSCC is legally restricted from doing so.

(J) Northwest state community college's world wide web pages are considered official college publications as well as campus-wide information sources. As with printed materials, web page content must be approved prior to being published on the college public web site.

(1) Northwest state community college (NSCC or college) strives to maintain a modern, comprehensive, and easy to navigate presence on the world wide web (web). This presence is intended to provide information and services in a timely and accurate manner to all its visitors. The web presence for NSCC will contain password-protected information as well as open-access information.

(2) Information presented on the web is a part of NSCC's official publications and shall remain in NSCC's control. Open-access pages shall conform to the established web presence standards. Password-protected pages designed for delivery of course content or specialized applications may deviate from the web presence standards as required by other established college standards. These procedures do not infringe on academic content decision-making criteria.

(3) The NSCC web presence will:

(a) Present a desirable image of NSCC specific to its mission and vision.

(b) Provide faculty and students access to information resources available on and via the world wide web.

(c) Disseminate official college information to all its audiences.

(d) Before any content is published to any Northwest state community college web sites, the department requesting must select an individual as an information provider. That person or persons are responsible for the management of the information and coordination of the content and the request. Information providers are:

(i) Designated by the department head in all areas of Northwest state community college. More than one information provider may be designated by an area or department.

(ii) Trained on how to create and manage content using web content creation and management systems and the associated templates and standards.

(iii) Provided access to web content management systems by information technology with institutional advancement's approval.

(iv) Responsible for creating and maintaining their information and content.

(v) Accountable to ensure the content and information along with all web links they provide to their web sites are accurate, timely, and relevant to Northwest state community college and its stated mission, and are of highest value to students in meeting their Northwest state general education outcomes and/or specific course objectives.

(K) Institutional advancement will maintain the user access approval process for maintenance and update of the online presence. Information providers must present a request to post the area/department's online content to institutional advancement using the designated forms and interfaces.

(L) Institutional advancement will establish appropriate processes for approval and moving of the content submitted by the information providers to the appropriate sites. The decision whether content should be password protected may be made prior to submission by information providers or by institutional advancement.

(M) Data protection standards established within NSCC's information security program must be adhered to when handling data as part of the content.

(N) It is understood that NSCC may need to use delivered applications to provide online services to its users. When feasible, NSCC will customize these applications to adhere to web presence standards.

(O) All online service applications regardless of their hosting environments must be reviewed for information security and contract management by the information technology department.

(P) Web pages using the NSCC logo or college-owned content must be reviewed by the information technology department. Academic course content follows standards established by distance learning committee.

(Q) Departments may need to request a specific uniform resource locator other than NSCC's url address: www.northweststate.edu. The rationale for this request must be provided to institutional advancement. If approved, the url address must be obtained through the information technology division.

(R) No personal homepages on college open-access web sites will be permitted. Links to personal homepages are approved for academic use only.

(S) Information providers and their respective departments are the owners of and responsible for their content. The information provider and the respective department are responsible to determine the propriety of all external links presented as part the department's online content.

(T) Institutional advancement bears responsibility for monitoring web content to ensure it is accurate, timely, and relevant to the college and its mission. Institutional advancement will assist any college area requesting support concerning the appropriateness of web content. Institutional advancement will also work to assure that the content of the web site and web links is of highest value to students in meeting NSCC's general education outcomes and/or specific course objectives.

(U) NSCC allows for social networking sites such as blogs, wikis, facebook, linkedin, youtube, flickr, etc. as part of its web presence subject to prior approval from institutional advancement. Institutional advancement will provide the requester(s) with site guidelines to ensure highest quality of social networking experience.

(V) Noncompliance with this or any other college policies or procedures may result in removal of files from the web servers.

(W) Administrative and academic units of NSCC are encouraged to develop individual home pages as part of NSCC's presence on the world wide wed. Units of the college must use the tools and frameworks sanctioned by NSCC to develop these web pages, and they must comply with NSCC's technical, business, and legal standards and obligations. Official college pages will be linked to appropriate, previously created categories within the Northwest state home page.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

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03/05/2015
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Procedure No. 13-01 WRITTEN COMMUNICATION PROCEDURE
Effective Date: May 13, 2015

Northwest State Community College has established this procedure regarding written communications to maintain consistency in providing information to our students, faculty, and staff, and consistency in marketing and branding for the community as a whole. Our goal is to foster communication that is clear, consistent, and available to all concerned parties with the College.

This procedure applies to all communications (hard copy or electronic) representing the College that are intended to be sent to the community, the College as a whole or a subset of the College population, i.e. students, faculty, staff, or department. This procedure does NOT apply to intradepartmental or individual communication; other procedures may apply.

Any of the following communications must be approved by the President or a member of the President's cabinet prior to distribution:

- Written or Email Correspondence intended to represent the College to the community at large.
- Written or Email Messages or correspondence intended to be sent to entire populations of the College, for example: all students, staff, or faculty.
- A member of the cabinet may approve certain individuals be given authority to email entire populations of the College if such email is required in performance of the individuals duties (eg. Foundation Director, Chief Technology Officer).

Procedures for myNSCC and Sakai announcements and Rave alerts:

- Interested party should send an email to the help desk with the requested wording for the message. The members of the cabinet and president should be copied in the request.
- A member of the cabinet will respond to the email with approval or disapproval for the message.
- Once a member of the cabinet has approved the message, the help desk will post the message.

Other Communication Procedures:

- Email correspondence sent to any of these populations that may contain addresses not provided by the College i.e. Yahoo, Juno, AOL, should be created with the addresses of those recipients listed in BCC: (Blind Carbon Copy) to protect the email address privacy of individuals.

- Written or Email correspondence between departments representing the department as a unit must be approved by the Dean or manager of that department, prior to distribution.

Physical Bulletin Boards:

- Each Bulletin Board is to be identified as to the organization, department, or individual that grants approval for posting.
- Bulletin boards provide an excellent format for groups with the College to provide information to students, staff, faculty, or the community as a whole. The maintenance of bulletin boards is the responsibility of the organization of department sponsoring the board.
- Messages intended to be posted to College bulletin boards must be routed through the Dean or manager of the area sponsoring the bulletin board for approval prior to being posted.
- Messages placed on College bulletin boards without the express approval of the Dean or manager responsible for the board may be removed without notice.
- Messages posted on College bulletin boards become College property.
- Northwest State Community College prohibits discrimination based on age, race, gender, sexual orientation or religious or political beliefs. Use of bulletin board resources to discriminate for any or all of the aforementioned reasons is prohibited.
- Bulletin Board messages must by clearly marked with the posting date and the date when the message is to be removed.

3358:14-13-02 Standards for safeguarding customer information.
Effective Date: 6/23/2023

In order to protect personal critical information and data, Northwest State Community College will comply with the Financial Services Modernization Act of 1999 (also known as Gramm Leach Bliley (GLB) 15 U.S.C. 6801)

(A) This policy summarizes Northwest State Community College's comprehensive written information security program mandated by the Federal Trade Commission's Safeguards Rule and the Gramm – Leach – Bliley Act ("GLBA"). The policy and following procedure define how Northwest State Community College will.

(1) Ensure the security and confidentiality of nonpublic financial records.
(2) Protect against any anticipated threats or hazards to the security of such records.
(3) Protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers.

(B) This information security program incorporates existing Northwest State Community College policies and procedures and is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including without limitation FERPA.

(C) This policy applies to all student, employee, and financial data collected by the College, especially data that contains Personal Identifying Information (PII) and is individually identifiable.

(D) While these practices mostly affect IT, some of them will impact diverse areas of the College, including but not limited to Business Office, Custom Training Solutions (CTS), Grants Office, Learner Services, the Office of the Registrar, and many third-party contractors, facilities and building service providers. The goal of this document is to define the College's Information Security Program, to provide an outline to assure ongoing compliance with federal regulations related to the Program and to position the College for likely future privacy and security regulations.

(E) In order to comply with GLB, NSCC has designated an Information Security Policy Coordinator. This individual must work closely with the Business Office, the State of Ohio AG, the network/systems administrators, data systems, as well as all relevant academic and administrative Departments throughout the College. The coordinator is the Chief Financial Officer (CFO) or designee. The Coordinator must help the relevant offices of the College identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information; evaluate the effectiveness of the current safeguards for controlling these risks; design and implement a safeguards program, and regularly monitor and test the program.

Related Policies or Procedures:
Information Security Procedure 6.01(a) NIST Requirements Handbook

Compliance References:
The Financial Services Modernization Act of 1999 (also known as Gramm Leach Bliley (GLB)
15 U.S.C. §6801

Effective: 7/31/2023
CERTIFIED ELECTRONICALLY

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7/20/2023
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CHAPTER 17: PUBLIC RELATIONS

TABLE OF CONTENTS

		Page
3358:14-17-01	Public Use of College Outdoor Areas	2
3358:14-17-02	Social Media	5
3358:14-17-03	Media Relations	8
3358:14-17-04	Solicitation & Fundraising (Indoor)	11
3358:14-17-05	Expressive Activities & Harassment	13
3358:14-17-06	Free Speech	15
3358:14-17-07	Suicide Prevention	19
3358:14-17-08	Persona Non Grata	22
3358:14-17-09	Racial, Religious & Ethnic Harassment & Intimidation	29

3358: 14-17-01 Public use of college outdoor areas.
Effective: Reaffirmed by Board of Trustees 12/6/13, Revised 10/29/21

(A) The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the college by:

(1) Fostering free speech, assembly and other expressive activities on college property by all persons, whether or not they are affiliated with the college.

(2) Maintaining an appropriate educational and work environment for all persons present on college property, including but not limited to students, faculty, employees, customers and visitors.

(3) Maintaining the personal security of all persons present on college property and protecting the property of the college and of persons present on college property.

(B) In developing this policy, the college recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The college also recognizes the need to preserve and protect its property, students, guests and employees of the college, and to ensure the effective operation of educational, business and related activities of the college. Expressive activities on the college's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this policy. No policy can address every possible activity or situation that may occur on college property, and the college reserves the right to address such situations as circumstances warrant.

(C) This policy does not apply to use of college facilities and grounds for official events sponsored by the college.

(D) Expressive activities carried out under this policy shall not be considered to be speech made by, on behalf of or endorsed by the college.

(E) This policy supersedes any provisions in any other earlier-adopted college policies that address similar or overlapping issues, such as use of outdoor spaces.

(F) Outdoor areas of campus generally available for use

(1) Any person or group may use, without prior notification, any publicly accessible outdoor area of the Northwest state community college campus except parking lots and driveways. Federal, state and local laws will be enforced as applicable. The use of

walkways or other common areas may not block the free passage of others or impede the regular operation of the college. Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access those areas. During work and class hours or if the area is currently in use for an official college event, amplification may be restricted if it unreasonably interferes with college operations or noise ordinances are violated.

(2) The college's off-campus sites are leased facilities and not owned by the college. Those facilities generally do not include any outdoor space leased or controlled by the college, therefore, no publicly-accessible outdoor are areas available for use under this policy. Where any outdoors space is controlled by the college, this policy applies.

(3) Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the college's police department by calling 419-267-1452 at least two business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present.

(4) Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient college resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the college with as much advance notice as circumstances reasonably permit.

(5) Student use-in addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the college police department at 419-267-1452. Any request by a student or student organization to reserve such area or space shall be made at least one business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy. A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

(G) Prohibited activities

(1) Any event or activity that disrupts the ability of the college to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include, but are not limited to, excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.

(2) No activity may damage college property. Prohibited actions include, but are not limited to, driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture.

(3) Distribution/solicitation by placing any material on vehicles in the parking lots is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.

(H) Enforcement

(1) The Northwest state community college police department and local law enforcement shall enforce the provisions of this policy.

(2) Any person who violates section ~~I~~ E of this policy may be subject to an order to leave college property. Employees in violation of this policy may be subject to discipline, up to and including termination.

(I) Dispute resolution

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this policy may file a complaint with the vice president for enrollment management & student affairs at 419-267-1233.

(J) Procedures

The president may adopt procedures to administer this policy.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-17-02 Social media.

Effective: Reaffirmed by Board of Trustees 12/6/13, Revised 10/29/21

(A) The board of trustees acknowledges that current and future students, faculty, staff, alumni, and citizens of our community are utilizing social media to stay connected. Having a presence in many of these areas will allow the college to broadcast information and interact with the public. Guidelines for social media are defined in procedure 17–02(A).

(B) NSCC recognizes its responsibility to assure employees, volunteers, and contractors adhere to local, state, and federal requirements to protect student and staff privacy. The college also retains its prerogative to protect its image, enhance its brand, guard proprietary information, require appropriate use of college computer resources, and restrict employee activities that hinder or interfere with the college, mission, vision, strategic priorities, general learning goals, or financial well-being.

(C) Social media includes, but is not limited, to blogs, wikis, social networks (examples: facebook, linkedIn, twitter, myspace, etc) video and photo portals (examples: youtube, flickr), collaborative professional space and e-mail.

(D) Employees and volunteers must adhere to general use guidelines when using social media for specific job-related tasks of Northwest state community college. These guidelines can be found on the college website or through the office for institutional advancement.

Effective: 12/3/2021
CERTIFIED ELECTRONICALLY

Certification
11/22/2021
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358
Prior Effective Dates: 03/16/2015

Procedure No.17-02(A): SOCIAL MEDIA GUIDELINES
Effective Date:

(1) Guidelines of conduct for those interacting with official NSCC social media portals:

(a) Please refrain from postings that include offensive language, personal attacks, libel, harassment, threats, inappropriate material, false statements or copyright infringement. Where applicable, Northwest State Community College reserves the right to remove posts with inappropriate content.

(2) Social media guidelines for faculty and staff:

(a) Do:

(i) Conduct online interactions with thought and respect for others

(ii) Use correct grammar and punctuation

(iii) Remember that information you share online can be shared with others easily, even if you intended to share it with a select group of people only. Find details on privacy settings for Facebook here: http://www.facebook.com/help/?page 839.

(iv) Remember that information you post on social networking sites can remain online even after it is deleted

(v) Be accurate, and if you make a mistake, acknowledge it and correct it promptly

(vi) Explain your role at the College if you are writing about the College

(b) Don't:

(i) Share any information that could violate FERPA

(ii) Disclose information about students, legal matters, confidential information about the College, or private information about College employees

(iii) Engage in behavior online that you wouldn't engage in in public

(iv) Post information that includes offensive language, personal attacks, libel, harassment, threats, inappropriate material, false statements or copyright infringement

(v) Represent your personal views as the official position of the College

(vi) Monitor student accounts outside of interaction with an instructional page

(c) For instructional pages:

(i) We recommend keeping the instructional page separate from your personal page. If you choose to add instructional content to your personal page, we encourage you to review privacy settings and keep personal information separate from the information that your students see. You can do this by creating friend lists with specific privacy settings. Find more information here: http://www.facebook.com/help/?page=768.

(ii) Instructional pages are encouraged to "like" the official NSCC Facebook page so that students have another avenue to the resources found on instructional pages.

(d) If you would like to represent an official College department or group (non-instructional), please contact the office of public relations and marketing and review the guidelines for official College administrators. If you have information to share, but are not interested in becoming an administrator, please submit that information to the office of public relations and marketing.

(3) Guidelines for Official College Administrators (Departments, Student Organizations, etc.)

(a) Social media guidelines for faculty and staff should be followed for official College administrators as well

(b) You will be responsible for removing user generated content that violates any of these guidelines

(c) Print out a copy to retain for your records

(d) Post in a voice that is dependable, relatable and not overbearing

(e) Post content daily and check pages at least twice daily

(f) Respond to questions, concerns and complaints in a timely fashion and in a respectful manner

(g) The public relations and marketing department on campus will serve as a back-up administrator for all official College pages

(h) Plan to review these guidelines in person and complete a tutorial with the public relations and marketing office before becoming an official College social media administrator

3358: 14-17-03 Media relations.

(A) Northwest state community college recognizes the value of the media to raise the profile of the institution. The media can aid in promoting programs and events, outreach to the community and increasing enrollment. In order to ensure accuracy, consistency, and the appropriate spokesperson, all media inquiries should be directed to the office of public relations and marketing.

(B) Review procedure 17 – 03(B) for guidelines.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No.17-03(B): MEDIA RELATIONS GUIDELINES
Effective Date:

(1) College related requests:

(a) To ensure accuracy, consistency, and the appropriate spokesperson, all media inquiries should be directed to the office of public relations and marketing.

(b) In the event a media outlet contacts a member of faculty/staff directly, the faculty/staff member will inform the office of public relations and marketing by email (modell@northweststate.edu) or phone (office: 419.267.1283, cell: 419.519.0483) for further follow up and coordination.

(c) Media outlets who contact the public relations and marketing office will be referred to faculty/staff based on the request to the appropriate source to provide needed information in a timely fashion.

(d) Faculty/staff members that are contacted by the public relations office with a request for information will respond in a timely manner and in relation to respective media deadlines.

(e) When faculty/staff are asked to be a source, the public relations office will provide needed assistance with speaking points, practice interview questions and support materials upon request.

(f) Be cognizant that when speaking with the media, “nothing is officially off the record.”

(2) Non-College related requests:

(a) Faculty/staff with an established relationship with members of the media who are called upon to comment on matters that are not directly related to College or the promotion of the college should not use their NSCC title when being quoted.

(b) Faculty/staff cannot represent personal views as the official position of NSCC.

(c) Faculty/Staff may not share any information that could violate FERPA.

(d) Faculty/Staff may not disclose information about students, legal matters, confidential information about the College, or private information about College employees.

(e) Be cognizant that when speaking with the media, “nothing is officially off the record.”

(3) Times of Crisis:

(a) Media should contact in advance the office of public relations and marketing who will provide safe access to areas, buildings and people necessary to complete their story.

(b) Faculty/staff should contact the office of public relations and marketing when media crews and reporters are on campus.

(c) To provide safety and privacy of students, photography and videography is expressly prohibited in classrooms, food service areas, and student study areas without prior approval from the office of public relations and marketing.

(d) The office of public relations and marketing will assist reporters, photographers and videographers in accessing the areas needed for interviews and background footage.

3358:14-17-04: Solicitation and fundraising (indoor)
Effective Date: 7/1/15

(A) The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the college by:

(1) Fostering free speech, assembly and other expressive activities on college property by all persons, whether or not they are affiliated with the college.

(2) Maintaining appropriate educational and work environment for all persons present on college property, including but not limited to students, faculty, employees, customers and visitors.

(3) Maintaining personal security of all persons present on college property and protecting the property of the college and of persons present on college property.

(B) In developing this policy, the college recognizes the constitutional freedoms guaranteed by the United States and Ohio constitutions, including freedom of speech, press and assembly. The college also recognizes the need to ensure the effective operation of educational, business and related activities of the college. Expressive activities on the college's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of the expressive activities when enforcing this policy. No policy can address every possible activity or situation that may occur on college property, the college reserves the right to address such situations as circumstances warrant.

(C) This policy does not apply to the use of college buildings for official events sponsored by the college.

(D) Expressive activities carried under this policy shall not be considered to be speech made by, on behalf of or endorsed by the college.

(E) This policy supersedes any provisions in any other earlier adopted college policies that address similar or overlapping issues, such as use of outdoor space.

(F) This policy does not apply to official, college-supported solicitations or fundraising that are intended to address the college's broader mission to serve the community, such as the NSCC foundation, united way appeal, relay for life or red cross blood drives. This policy governs all facilities on the main campus and satellite sites.

(G) All solicitation and distribution of literature is for informational and educational purposes only. All information expressed by the individual or organization permitted under this

policy is particular to the individual/organization, and is not in any way expressing a belief of NSCC in whole or part.

(H) NSCC also recognizes its responsibility to provide a secure learning environment, which allows members of the community to express their views in ways, which do not disrupt the operation of the college.

(I) Visitors shall not in any way impede, intimidate or disrupt the business or intent of any event or meeting being held for official college business and/or the business of an approved organization or businesses that is renting college facilities.

(J) No solicitation activities will be allowed within direct proximity of an approved outside organization or business event or meeting without direct approval of both the college and the business or organization.

(K) This policy will effectively cover students, student organizations, faculty, staff and visitors who request permission to engage in solicitation or fundraising activity.

(L) No policy can address every possible activity or situation that may occur on college property, the college reserves the right to address such situations as circumstances warrant.

(M) Guidelines for solicitation are defined in procedure 17 -01(F) and fundraising in procedure 17 – 01(F1).

Effective: 05/28/2020
CERTIFIED ELECTRONICALLY

Certification
05/14/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-17-05 Expressive activities and harassment.
Effective 8/27/2021

(A) This policy applies to northwest state community college students, student groups, faculty, staff and employees.

(B) Section 3345.0212 of the Revised Code requires each public college in Ohio to adopt a policy on harassment that is consistent with and adheres strictly to the definition of harassment in section 3345.0211 of the Revised Code.

(C) Northwest state community college believes that the right of expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. However, NSCC's commitment to freedom of expression does not extend to harassment. Under section 3345.0211 of the Revised Code, harassment is defined as conduct and/or expression that is:

(1) Not protected by the first amendment to the United States constitution or article I of the Ohio constitution (unprotected expression);

(2) Unwelcome; and

(3) So severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity.

(D) Expression (either in person, in writing or by telecommunication) must meet all three elements to be actionable under this policy. This policy applies to alleged harassment that takes place on Northwest state community college's property (owned, leased, or controlled premises), at Northwest state community college's sponsored events, and in connection with a northwest state community college's recognized program or activity.

(E) Students should report alleged violations of this policy to the vice president for enrollment management and student affairs. Faculty and staff should report alleged violations of this policy to the vice president for human resources and leadership development.

(F) This policy shall not be construed to impair any right or activity, including speech, protest, or assembly protected by the U.S. Constitution.

(G) Nothing within this policy shall be interpreted as preventing northwest state community college from restricting expressive activities that the First Amendment of the U.S. Constitution or Article I, sections 3 and 11 of the Ohio Constitution does not protect. Further, nothing in this policy shall be interpreted as restricting or

impairing the college's obligations under federal law including, but not limited to, Title IV of the Higher Education Act of 1965, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act, Age Discrimination in Employment Act and the Age Discrimination Act of 1975 as addressed through its non-discrimination and Title IX policies.

(H) The president may adopt procedures to administer this policy.

Effective: 09/24/2021
CERTIFIED ELECTRONICALLY

Certification
09/13/2021
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-17-06 Free speech.
Effective Date: 10/21/2022

This policy applies to Northwest state community college students, student groups, faculty, staff, and employees. Section 3345.0215 of the Revised Code requires each public college in Ohio to enact a free speech policy in accordance with specific definitions of terms (paragraph A), (paragraph B), establish a complaint process (paragraph C), and report annually to the Ohio department of higher education (ODHE) (paragraph D). Section 3345.0215 amends section 3345.0212 of the Revised Code enacted through the FORUM Act to incorporate the free speech policy required by Senate Bill 135.

(A) Definitions

(1) “Constitutional time, place, and manner restrictions” means restrictions on that time, place and manner of free speech that do not violate the First Amendment to the United States Constitution or Article I, sections 3 and 11 of the Ohio Constitution that are reasonable, content- and viewpoint-neutral, narrowly tailored to satisfy a significant institutional interest, and leave open ample alternative channels for the communication of the information or messages to its intended audience.

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

(3) Free speech means speech, expression, or assemblies protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution, verbal, or written, including, but not limited to, all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. Free speech does not include the promotion, sale, or distribution of any product or service.

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

(5) “Student” has the same meaning as in section 3345.0211 of the Revised Code, except that “student” also includes “student group.”

(6) “Student group” has the same meaning as in section 3345.0211 of the Revised Code.

(B) Northwest state community college believes that the right of free expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. Northwest state community college affirms the following principles:

(1) Students have a fundamental constitutional right to free speech.

(2) Northwest state community college is committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to paragraph (E) of this rule.

(3) Northwest state community college is committed to maintaining a campus as a marketplace of ideas for all students and all faculty, staff, and employees in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the institution's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

(4) It is for individual students and faculty, staff, and employees to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.

(5) It is not the proper role of Northwest state community college to attempt to shield individuals from free speech, including ideas and opinions they find offensive unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

(6) Although Northwest state community college greatly values civility and mutual respect, concerns about civility and mutual respect shall never be used by an institution as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.

(7) Although all students and faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on the campuses of Northwest state community college, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, Northwest state community college has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.

(8) Northwest state community college shall be committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, staff, and employees, who shall always remain free to inquire, to study and evaluate, and to gain new understanding.

(9) The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.

(C) Complaints

Northwest state community college is creating a process under which a student, student group, or faculty, staff, or employee may submit a complaint about an alleged violation by an employee of Northwest state community college for violations of the free speech policy, including any violation which results in a penalty imposed on a student's grade for an assignment or coursework that is unrelated to ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and is instead based on the contents of student's free speech.

Under the process, shall comply with the Ohio department of higher education's defined complaint process standards. Under the complaint process, Northwest state community college shall investigate the alleged violation and conduct a fair and impartial hearing regarding the alleged violation. If the hearing determines the Northwest state community college's policy was violated, the board of trustees shall determine a resolution to address the violation and prevent any further violation of the state institution of higher education's policy.

Filing a complaint of an alleged violation of this policy can be submitted to the vice president for academics office or anonymously through an online reporting form: https://FreeSpeechReportingForm

(D) Section 3345.0215 of the Revised Code Reporting Requirement

Northwest state community college annually shall report to the chancellor, in a form and manner prescribed by the chancellor, both of the following regarding complaints submitted in the academic year under the process prescribed under paragraph (C) of this policy:

(1) The total number of submitted complaints;

(2) For each submitted complaint, a description of all of the following:

(a) Northwest state community college's investigation regarding the complaint;

(b) The outcome of the hearing conducted by Northwest state community college regarding the complaint;

(c) If the hearing determines Northwest state community college's policy was violated, the resolution determined by the board of trustees to address that violation.

Effective: 01/25/2023
CERTIFIED ELECTRONICALLY

Certification
01/13/2023
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-17-07 Suicide prevention.
Effective Date: 6/23/2023

This policy applies to Northwest state community college staff, faculty, and learners and is in accordance with section 3345.37 of the Revised Code. Northwest state community college is committed to raising awareness about mental health and suicide prevention across our campus community, including learners, faculty, and staff. In an effort to achieve this objective and foster the overall health, well-being, and safety of our campus community, our institution will regularly provide suicide prevention information, programming, and awareness, as well as educate campus members about suicide prevention / mental health resources and supports available on and off campus.

Effective: 7/31/2023
CERTIFIED ELECTRONICALLY

Certification
07/20/2023
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 17-07 (A): SUICIDE PREVENTION
Effective Date: 6/23/2023

(1) Northwest State Community College will provide information, programming, and resources to its campus community relating to suicide prevention and mental health, including the below:

(a) Crisis intervention access, including information for national, state, and local prevention hotlines;

i. National Suicide Prevention Hotline: Dial 988 – Available for call, text, or chat
ii. State of Ohio
1. Phone #: 1-800-273-TALK (8255)
2. Crisis Text line – Text '4hope' to 741 741
iii. Local – Four County ADAMHS (Serving Defiance, Fulton, Henry, and Williams Counties)
iv. Crisis Hotline: 1-800-468-4357

(b) Mental health program access, including information on the availability of local mental health clinics; counseling services available to learners both on-campus and virtually, through a community partnership with the Center for Child and Family Advocacy (CCFA); and counseling services available to eligible faculty and staff members via the Employee Assistance Program (EAP);

(c) Multimedia application access, including contact information for the crisis hotline, warning signs of suicide, resources offered, and free-of-cost applications;

(d) Student Communication Plan(s), including outreach plans focused on educational and outreach activities on suicide prevention; and

(e) Postvention Plan, involving a strategic approach to communicate effectively and appropriately with learners, employees, and parents following the loss of an NSCC campus community member to suicide.

(2) Our institution will provide all incoming learners with the following:
(a) Information pertaining to mental health topics, including depression and suicide prevention resources available to them

(b) Information relating to mental health services and other support services available, including student-led organizations for individuals who may be at risk of suicide or have been impacted by suicide

(c) Learners are reminded of these available services throughout the year by way of:

i. Postings around campus (print and electronic); and
ii. Campus events.

(3) Our institution will provide all incoming, eligible employees with the following:

(a) Information relating to the institution's Employee Assistance Program (EAP) – a benefit that provides eligible employees with access to licensed counseling services, at no cost to the employee, for a variety of mental health-related concerns, in an effort to promote mental and emotional wellness

i. Employees are reminded of these services on an ongoing basis throughout the year, at campus events and through employee email communications and newsletters

(4) Furthermore, NSCC continues to develop and deploy communication plans, as appropriate, in accordance with the same.

(5) The following information will be available on a dedicated page on the institution's website:

(a) Crisis Intervention Contact Information – Hotlines

(b) Warning Signs of Depression and Suicide Risk

(c) Resources

i. General
ii. Learners
iii. Employees

(d) Active Minds

(e) Programming / Events / Training

i. Examples may include:
1. Stomp Out the Stigma
2. Validate ~ Appreciate ~ Refer (VAR)

3358: 14-17-08 Persona non grata.
Effective: 2/16/2024

(A) The board of trustees of Northwest state community college requires that the conduct of persons on campus and those attending off-campus college-sponsored events be of a responsible and appropriate nature so as to permit the college to properly pursue its educational objectives and programs and to permit college guests to enjoy a safe environment.

(B) The president of the college shall implement a procedure that regulates the behavior of persons consistent with board policy and applicable federal, state, and local laws when such behavior is deemed detrimental or dangerous to the college community. The president shall also develop proper procedures for enforcement of this policy.

(C) The president may delegate to appropriate college officials the responsibility to implement this procedure.

(D) The president shall enforce this policy through the use of appropriate college officials and the campus police department.

(E) Definitions

(1) Persona non grata - a person who has exhibited behavior that has been deemed detrimental or dangerous to the college community and thus is no longer permitted to frequent or be present on the college campus or at college-sponsored activities (on or off-campus).

(2) Member of the college community – any person who is a student, visitor, volunteer, faculty member, college official, or any other person employed by the college. A person’s status in a particular situation shall be determined by the president or his or her designee.

Procedure No. 17-08 (A): PERSONA NON GRATA
Effective Date: 4/4/2024

(1) Definitions

(a) Persona non grata - a person who has exhibited behavior that has been deemed detrimental or dangerous to the College community and thus is no longer permitted to frequent or be present on the College campus or at College-sponsored activities (on- or off-campus).

(b) Member of the College community – Any person who is a student, visitor, volunteer, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the President or his or her designee.

(c) "Behavior detrimental or dangerous to the College community" includes, but is not necessarily limited to, any actions by an individual that results in an offense against persons or property, disruption of College processes or programs, violation of a previous order given by a College official, or falsification or misrepresentation of self or other information to a College office or official. Such behavior may be committed in-person, on College premises, telephonically, or electronically (via email, social media accounts, and/or the internet).

i. Examples of behavior detrimental to the College community may include, but are not limited to:
    1. Acts of dishonesty, including but not limited to the following:
        a. furnishing false information to any College official, faculty member or office;
        b. forgery, alteration or misuse of any College document, record or instrument.

ii. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the mental or physical health or safety of any person.
    1. This includes verbal behavior committed telephonically and written behavior committed by letter, mail, or electronically (including email, social media accounts, and/or websites, etc.).

iii. Failure to comply with directions of College officials or law enforcement officers acting in the performance of their duties.

iv. Unauthorized possession, duplication of, or use of keys to any College premises or unauthorized entry to or use of College premises.

(d) The term "hearing officer" means any person authorized by the President to conduct a persona non grata hearing.

(e)The term "College" means Northwest State Community College.

(f) The term "faculty" means any person or group of persons hired by the College to conduct classroom activities.

(g) The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.

(h) The term "College community" includes any person who is a student, faculty member, College official, any other person employed by the College, or any visitor to the College campus. When in question, the President or designee shall determine a person's status in a particular situation.

(i) The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including but not limited to the main campus, off-site locations, adjacent streets and sidewalks).

(j) The term "policy" is defined as the written regulations of the College as found in the student handbook, the College catalog, and the College policy manual.

(2) Procedural Authority

(a) The following individuals are authorized to issue notice of a persona non grata status for behavior detrimental to the College, College community, or College campus:

i. The President of Northwest State Community College or their designee
ii. The Vice President of Enrollment Management & Student Affairs
iii. The Title IX Coordinator and Deputy Title IX Coordinator(s);
iv. Vice President of Human Resources and Leadership Development

(b) The Chief of Police and all campus police officers are permitted to issue notice of persona non grata status for behavior detrimental to the campus community demonstrated on their respective campus or facilities;

(c) This rule shall not be construed to limit the authority of College officials from taking any other action as may be warranted by the circumstance.

(d) The Vice President of Enrollment Management & Student Affairs shall determine which hearing officer is authorized to hear each case. Only those College officials who have been appointed as College hearing officers have the authority to make a determination as to persona non grata status under this rule.

(e) Decisions made by a hearing officer shall be final unless appealed as provided for in section (IV) (E) of this procedure.

(3) Prescribed Conduct

(a) Jurisdiction of the College

i. College jurisdiction and discipline shall be limited to conduct which occurs on College premises, at College-sponsored activities, or which adversely affects the College community and/or the pursuit of its objectives whether on or off College premises.

(b) Conduct -- Rules and Regulations

i. It is the intent of this procedure to create a learning environment that is based on honesty, civility, and the freedom to pursue knowledge. Such an environment must be free of harassment and hostility in order to encourage each individual to attain his or her fullest potential.
ii. Any person found to have committed behavior detrimental to the College community as defined in Section(A)(3) of this policy is subject to being placed on persona non grata status.

(4) Procedures

(a) Complaints and Administrative Hearings

i. Any member of the College community may make a complaint against any individual for perceived behavior detrimental to the College community. All complaints shall be prepared in writing and directed to the Vice President of Enrollment Management and Student Affairs. A complaint should be submitted as soon as possible, preferably within ten business days after the event takes place, or after such violation becomes known to a College official.
ii. The Vice President of Enrollment Management and Student Affairs will appoint a hearing officer to conduct a hearing to make a determination.
iii. All complaints shall be presented to the accused in written form. Included in the written notification shall be the following:
    1. If available, the name, address, telephone number and email address of the individual accused of persona non grata status
    2. The name and title of the complaining party
    3. A notice of the complaint summary statement of the alleged unacceptable behavior and the date thereof, if known
    4. The College department or office who will arrange for the administrative meeting to determine whether or not to place the individual on persona non grata status
    5. The location and phone number of that department or office.
    6. Date, time, and location of the administrative hearing
    7. A warning that failure to appear at the hearing will result in a determination as to persona non grata status being made without the accused present
    8. A warning that the individual is on temporary persona non grata status on

all College premises until the date and time, and pending the outcome, of the hearing

iv. A time shall be set for an administrative hearing, not less than five nor more than fifteen business days after the individual has been notified. Time limits for scheduling of administrative hearings may be extended the discretion of the Vice President of Enrollment Management and Student Affairs or a designee.

v. Hearing officers shall conduct administrative hearings according to the following guidelines:

1. Administrative hearings normally shall be conducted in private.
2. Admission of any person, not a party or a witness, to the administrative hearing shall be at the discretion of the hearing officer. The campus police chief, or their designees, will be present at all hearings.
3. In administrative hearings involving more than one accused individual, the hearing officer, at his or her discretion, may permit the administrative hearings concerning each individual to be conducted separately.
4. The complainant and the accused have the right to be assisted by an advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or participate directly in any administrative hearing before a hearing officer.
5. The complainant, the accused and the hearing officer shall have the right to present witnesses, subject to the right of cross-examination by the hearing officer and opposing party.
6. The hearing officer may accept pertinent records, exhibits and written statements as evidence for consideration, at the discretion of the hearing officer.
7. All procedural questions are subject to the final decision of the hearing officer.
8. At the conclusion of the administrative hearing, the hearing officer shall determine whether the individual has exhibited behavior detrimental to the College community.
9. The hearing officer's determination shall be made on the basis of whether it is more likely than not that the accused individual exhibited behavior detrimental to the College community.

vi. There shall be a single verbatim record, in the form of an audio recording, of all administrative hearings before the hearing officer. The record shall be the property of the College. A copy of the recording will be provided to the individual(s) involved in a case at his/her expense.

vii. No individual may be found to have committed behavior detrimental to the College community solely because the individual failed to appear before a hearing officer. However, an individual's failure to appear for their own hearing, after being given notice in accordance with this procedure, will not prohibit the hearing from going forward. In all cases, the evidence in support of the charges shall be presented and considered.

(b) Sanction of Persona Non Grata Status

i. Persona Non Grata Status is the denial of permission to frequent or be present on

specified campus premises, including total banishment from campus, indefinitely or for a specified time period.

ii. In each case in which a hearing officer determines that an individual has committed behavior detrimental to the College community, the hearing officer shall recommend the sanction of persona non grata to the Vice President of Enrollment Management and Student Affairs or designee. The Vice President of Enrollment Management and Student Affairs or designee, will then impose the sanction. Following the administrative hearing, the Vice President of Enrollment Management and Student Affairs or designee, shall advise the accused in writing of the determination and of the sanction imposed, if any.

iii. The College police are authorized to enforce the sanction of Persona Non Grata.

(c) Interim Suspension

i. In certain circumstances, the Vice President of Enrollment Management and Student Affairs or designee may impose a College suspension prior to the administrative hearing before a hearing officer.

1. Interim suspension may be imposed: (1) to ensure the safety or well-being of members of the College community or preservation of College premises; (2) to ensure the individual's own physical or emotional safety or well-being; or (3) if the individual poses a threat involving disruption of or interference with the normal operations of the College.
2. During the interim suspension, individuals shall be denied access to College premises and/or all other College activities or privileges for which the individual might otherwise be eligible, as the Vice President of Enrollment Management and Student Affairs or designee may determine to be appropriate.

(d) Notification of Persona Non Grata Status

i. Notification shall occur, when possible, at the time of determination of such status. If not given at the time of determination of persona non grata status, notification should occur at the first opportunity by the best means available. The campus police are authorized to provide this notification.

ii. The notification will be delivered by Certified Mail, Return-Receipt Requested. If no address is known, the notification may be delivered in- person, via email, or by telephone, by Campus Police.

iii. The person being placed on persona non grata status should acknowledge receipt of the notification, when possible, by signing and returning the mail delivery receipt, if the notice is issued via mail service. If the notice is hand-delivered by Campus Police, the recipient shall sign a copy of the Notification document or an accompanying acknowledgement to confirm receipt. If not acknowledged by the recipient's signature, the signature of the Campus Police Officer serving such notification must appear on a copy of the Notification or an accompanying acknowledgement of the same.

iv. The restrictions imposed on an individual given persona non grata status shall

take effect upon delivery of the above notification.

v. During the time that the persona non grata status in effect, permission may be granted by the Vice President of Enrollment Management and Student Affairs, in consultation with the campus police chief or their designees, for entrance of the person on such status to specific areas on the College premises for a specified purpose and time.

(e) Appeals

i. A decision delivered by the hearing officer and/or sanction imposed by the Vice President of Enrollment Management and Student Affairs or designee may be appealed by accused individuals or complainants to the President within five business days of the decision. Such appeals shall be in writing and shall be delivered to the President with a copy to the Vice President of Enrollment Management and Student Affairs or designee.

ii. An appeal shall be limited to review of the verbatim record of the initial administrative hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original administrative hearing afforded the parties a fair opportunity to be heard and present their evidence in light of the allegations and evidence presented, and in conformity with the persona non grata policy.
2. To determine whether the decision reached regarding the accused was based on the evidence, that is, whether the facts in the case were sufficient to establish that the individual exhibited behavior detrimental to the College community.
3. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original administrative hearing, because the person appealing did not know such evidence and/or facts existed and the evidence and/or facts were not reasonably discoverable at the time of the original administrative hearing.

iii. The persona non grata status shall remain in effect pending the President's decision on the review. The President shall render his/her decision within ten business days of receipt of the appeal. The President's decision shall be final.

iv. Any question of interpretation regarding this procedure shall be referred to the Vice President of Enrollment Management and Student Affairs or designee for final determination.

(5) Any person determined to be a persona non grata who violates the sanction imposed, including interim suspension, shall be deemed a trespasser and prosecuted accordingly.

3358:14-17-09: Racial, religious, and ethnic harassment and intimidation
Effective: 10/18/2024

Sections 3320.05 of the Ohio Revised Code requires each state and private for-profit college in Ohio to adopt a policy on racial, religious, and ethnic harassment and intimidation that is consistent with the requirements that rest in the code. As such, NSCC puts forth this policy and associated procedures to comply with said requirements.

(A) Statement of Prohibition on Racial, Religious, and Ethnic Harassment and Intimidation:

(1) Northwest State Community College ("NSCC" or "the College") is committed to maintaining a workplace and academic environment free of all forms of discrimination and harassment. Therefore, the college affirms in this policy the prohibition of discrimination or harassment on the basis of race, religion, and ethnic origin as well as other protected classes as identified in 3358: 14-3-19: Equal Opportunity and Non-Discrimination/Anti-Harassment. In addition to such acts being in violation of this policy, those acts may also constitute discrimination under Title VI of the Civil Rights Act of 1964 and/or under Title VII of the Civil Rights Act of 1964, as well as Ohio law.

(2) The college prohibits discriminatory or harassing behavior by or against trustees, employees, vendors, customers, students, or other persons participating or attempting to participate in a college program or activity.

(B) Definitions

(1) Harassment means unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity.

(2) Intimidation means:

(a) Knowingly cause another to believe that the offender will cause serious physical harm to the person or property of the other person, the other person's unborn, or a member of the other person's immediate family. In addition to any other basis for the other person's belief that the offender will cause serious physical harm to the person or property of the other person, the other person's unborn, or a member of the other person's immediate family, the other person's belief may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.

(b) Knowingly, by any means; or recklessly, by means of fire, explosion, flood, poison gas, poison, radioactive material, caustic or corrosive material, or

other inherently dangerous agency or substance, cause, or create a substantial risk of physical harm to any property of another without the other person's consent.

(c) Without privilege to do so, knowingly move, deface, damage, destroy, or otherwise improperly tamper with any of the following: the property of another, or one's own property, when certain conditions are met, or the land, land markings, safety devices, boundary markers, monument, survey station, or other real or electronic (including computer, computer system, computer network, computer software, or the like)

(3) "Ethnic Intimidation" means any act of "intimidation" as defined in this policy perpetrated because of the race, color, religion, or national origin of another person or group of persons.

(4) Further, in accordance with the requirements of the Ohio Revised Code, NSCC:

(a) has created a campus task force on combating antisemitism, Islamophobia, anti-Christian discrimination, and hatred, harassment, bullying, or violence toward others on the basis of their actual religious identity or what is assumed to be their religious identity at the institution.

(b) shall provide training for all College administration, faculty, and staff, which shall include information on how to respond to hate incidents or incidents of harassment that occur during a class or event held at the institution at the time the incident occurs.

(c) shall require the NSCC Police Department to collaborate with local law enforcement, the state highway patrol, and student communities to provide security functions for institutionally sanctioned student organizations that face threats of terror attack or hate crimes.

(C) Process to Resolve Allegations of Racial, Religious, and Ethnic Harassment and Intimidation

(1) NSCC will accept and investigate allegations of racial, religious, or ethnic harassment or intimidation against any student, staff, or faculty member in accordance with the procedures set forth in 3358: 14-3-19 Equal Opportunity and Non-Discrimination/Anti-Harassment.

(2) In accordance with the requirements of 3320.05 of the Ohio Revised Code, NSCC is required to list the potential disciplinary actions that may be taken after an investigation is conducted. Such actions include:

(a) Employees - any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

(b) Students - any student found to be in violation of this policy will be subject to

review and resolution in accordance with the Student Code of Conduct policy 3358:14-5-08 and may be subject to disciplinary action in accordance therewith.

(c) Non-NSCC party-incidents that are reported to NSCC that do not involve a non-NSCC student or employee will be referred to law enforcement.

(3) The college is required to submit an annual report to the chancellor of higher education of all harassment and intimidation reports submitted to the federal government consistent with the federal Clery Act.

(D) Reporting

(1) Anyone who believes that they have witnessed or been the victim of behavior at NSCC or within an NSCC program or activity that constitutes discrimination, harassment, or threats on the basis of race, religion, or ethnic origin has a responsibility to report the behavior/action as soon as it is known so that the College may administer this policy.

(2) Reports of harassment, discrimination, or threats on the basis of race, religion, or ethnicity should be made to:

Vice President – Human Resources & Leadership Development 419.267.1327
humanresources@northweststate.edu

OR

Campus Police 419.267.1452
police@northweststate.edu

Anonymous reports may be submitted by filing out this form.
Type "anonymous" in the name field. The full address to the form is as follows:
https://cm.maxient.com/reportingform.php?NorthwestStateCC&layout_id=0

CHAPTER 19: FACILITIES

TABLE OF CONTENTS

		Page
3358:14-19-01	Smoking & Use of Tobacco Policy	2
3358:14-19-02	Alcohol on Campus	3
3358:14-19-03	Weapons	5
3358:14-19-04	Campus Safety & Physical Security	7

3358: 14-19-01 Smoking and use of tobacco policy.
Effective: Revised 8/1/14

(A) The board of trustees recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the non-user and is, therefore, of concern to the board.

(B) For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, and any other device or process wherein the user ingests in a manner similar to cigar, cigarette, pipe, snuff (with or without tobacco and with or without nicotine), including but not limited to electronic cigarettes.

(C) In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the board cannot, even by indirection, condone the use of tobacco, the board prohibits the use of tobacco on the college campus and in fleet vehicles at all times. Exceptions to this policy include personal vehicles and a designated smoking area authorized by the campus.

Effective: 03/16/2015
CERTIFIED ELECTRONICALLY

Certification
03/05/2015
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

3358: 14-19-02 Alcohol on campus policy
Effective: 10/3/16

Northwest state community college shall grant permission for alcohol on campus for special events with the prior written approval of the president.

Effective: 05/28/2020
CERTIFIED ELECTRONICALLY

Certification
05/14/2020
Date
Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358

Procedure No. 19-02 ALCOHOL ON CAMPUS
Effective: 10/3/06

Alcoholic beverage service is governed by the Ohio Revised Code and regulated by the Ohio Department of Liquor Control. Individuals/organizations (hereinafter "Client") desiring to hold events at Northwest State Community College at which alcoholic beverages are to be served or sold must follow all rules and regulations and obtain written authorization from the president of Northwest State Community College on an application form provided by the College.

Alcoholic beverages may only be served or sold at authorized events by a TIPS (Training for Intervention procedures by Servers of Alcohol) certified server selected and compensated by the client. Alcoholic beverages may only be served within rooms authorized for such purposes. The sale and/or serving of alcoholic beverages shall be limited to the specific date and timeframe established in the event's application.

The client will be responsible for the purchase and delivery of the alcohol to the event.

If alcohol is being sold and served and a liquor permit is required during the event it is the responsibility of the client to acquire the permit from the Department of Liquor Control. The rate, as of January 1, 2007, for a permit is as follows:

Beer only (Fl Permit) = $40/event.
Beer and spirits (F2 Permit) =$150/event

The permit holder must be "non-profit".

The permit must be filed with the college 14 days before the date of the event.

3358: 14-19-03 Weapons.
Effective 8/25/2023

(A) Unless otherwise authorized by law or by this policy, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto any property owned by Northwest State Community College.

(B) The Board of Trustees prohibits staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a college safety zone and any setting that is under the control and supervision of the Board for the purpose of college activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a college-sponsored event, or in a college-owned vehicle, except as permitted by law.

(C) The term weapon includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under state law.

(D) Exceptions to this policy include:

(1) Weapons under the control of state or federal agents authorized to carry weapons who are acting within the scope of their duties as law enforcement agents.

a. Agent is defined as an officer of the department of state police, an officer of a law enforcement agency of a county, township, city, or village or a conservation officer.

b. Agents must be in their official department uniform and display proper identification when carrying weapons openly on campus.

c. Police Academy instructors must be identified as instructors or display proper identification when carrying weapons openly on campus.

(2) Concealed carry requirements for off duty agents:

a. The agent must be qualified to carry a weapon and have documentation to show that their qualification to carry is in good standing with the State of Ohio

b. Must be in good standing with their respective agency

c. Carry a weapon in which they are currently qualified with their respective agency

d. Keep weapons concealed while on campus

e. Carry agency identification card or badge

(E) The Board recognizes there may be instances where items that may be considered weapons are necessary for the purpose of theatrical props, college safety training, or as a part of a class or individual presentation. Any individual intending to utilize an object for these purposes must first be granted permission from their supervisor/professor and Campus police.

(F) Staff members shall immediately report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the NSCC Police Department. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

(G) The President shall conspicuously post notices at each entrance of a college and/or college building and in areas inside the building where visitors qualified to carry a weapon according to this policy. Notices shall also be posted at each entrance leading into a college activity (particularly those activities held outside of the college building) and parcel of land.

3358: 14-19-04 Campus safety & physical security.
Effective Date: 6/21/24

Policy statement: Northwest State Community College is committed to providing a safe and secure environment for all students, faculty, staff, and visitors. This policy outlines the College's comprehensive approach to campus safety and security.

(A) The President shall establish all policies and procedures governing the operations of the Northwest State Community College Police Department (PD).

(1) The PD policy and procedures shall be maintained within the PD.

(2) The PD shall conduct regular reviews and updates of its policies and procedures to ensure compliance with all applicable local, state, and federal laws, regulations, and best practices.

(3) In situations where there is overlap between Northwest State Community College policies and PD policies, the following principle shall apply:

(a) College Policy Takes Precedence: College-wide policies will be followed in all instances, except in situations under provision (4) of this policy.

(b) This approach ensures consistency and clarity while allowing the PD to implement stricter measures when necessary for the unique security needs of the campus community.

(4) For situations involving PD employment-related decisions, including but not limited to personnel, discipline, or termination decisions, PD policy will take precedence if there is overlap between changes Northwest State Community College and PD policies.

(B) The President shall establish procedures governing physical access to campus.

(C) The President shall establish procedures governing security camera systems.

(D) The President shall establish procedures to establish guidelines for weapons on campus.