Northwest State
Community College

FACULTY HANDBOOK

2025-2026

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

Inquiries regarding the non-discrimination policies contact:
Katy McKelvey, Vice President of Human Resources and Leadership Development
419-267-1327 or kmckelvey@northweststate.edu

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CONTACT LISTING

Executive Offices

Megan Batt	Executive Assistant – President	A122	1366
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Sandra Manon	Executive Administrative Assistant – VP for Academics	E215	1301
Treasure Sullivan	Executive Administrative Assistant – VP of EMSA	E215	1349
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Dr. Todd Hernandez	President	A122	1310
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Dr. Jason Lafferty	Associate Vice President for Academics		
Katy McKelvey	Vice President for Human Resources & Leadership Development, Deputy Title IX Coordinator	A106B	1327
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Academic Divisions

Department	Name/Title	Office	Ext.
Business & Public Services	Jason Rickenberg, Dean	A213S	1258
	Olof Fleming, Division Administrative Assistant	A213	1345
Arts & Sciences	Jamilah Jones, Dean	A229E	1225
	Lena Yedica, Division Administrative Assistant	A229	1247
Nursing & Allied Health	Dr. Tiffany Ludwig, Dean	A213A	1266
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STEM & Industrial Tech.	Dr. Franklin Roberts, Dean	E1102H	1273
	Kaleigh Nofziger, Division Administrative Assistant	E1102	1394
Van Wert Campus	Dr. Jon Tomlinson, Dean 419-890-1698 (cell)	Van Wert Campus	

Learner Services

Name	Title	Office	Ext.
Campus Police	419.572.1773 (cell)	A196	1452
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Shannon Floyd	Executive Director of Learner Services & Title IX Coordinator	C100H	1319
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INTRODUCTION TO NSCC

2025-2026

NSCC HISTORY

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

In addition, Phase II of the College Master Plan in 1987 nearly doubled the size and capacity of the College. An open atrium became the link between the renovated original structure and the new wings. The Business Technology occupies the "B" wing, with those rooms available to other courses as needed. Student services, food services, and attractive conference rooms are housed in the "C" wing. Another building, the Child Development Center, opened in the fall of 1991.

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

- In 1997, a new Engineering Technology and Science Center was opened.
- In January 2002, a new 12,000 square foot Technology Training Center was opened. The Center included five technical labs that support the Plastics, Industrial Electrical and CAD Technologies.
- During the spring and summer of 2003, a total renovation of the first floor in the "A" building was begun. At that time the maintenance department had moved to its own building, making it possible for more classroom space to be added. The bookstore and food services areas were also enlarged, and more student seating was created.
- In 2004, classes were offered at a satellite location in Van Wert, Ohio.
- In the Spring of 2007, the second floor of "A" building was renovated to create a lab for the Medical Assisting program. In addition, five classroom and faculty offices were renovated.
- In 2008, classes were offered at satellite locations in Bryan, Ohio. CTS also expanded to include a location on The University of Toledo's Scott Park Campus.
- In 2011, the Allied Health & Public Services building was opened. This building featured a new, state-of-the-art nursing lab. Along with a total renovation of the second floor in the "A" building created space for new classrooms and study areas for students.
- In 2014, renovations in the "E" building created a new Advanced Manufacturing Training facility and an addition for Engineering Technologies. The addition includes new laboratory space, classrooms, and faculty offices.
- In December 2016, renovations in the "C" building were completed for a new student services space.
- In June 2022, the College purchased the Kennedy Building in Van Wert. This building will be renovated to an all-service campus to serve Paulding, Van Wert and the surrounding areas.
- In 2024, renovations began in both Van Wert at the new site and on the Archbold campus – B Building. The Van Wert campus is expected to be open for classes January 2026. The updates to B will include agriculture labs and classrooms, study spaces, business and public services, e-sports, human resources and the executive offices, with an expected opening of December 2025.

MISSION, VISION, AND VALUES

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

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

Values
People – We believe in the power of teamwork, bringing people of diverse backgrounds and communities together to excel.
Integrity **-** We believe that honesty, respect, and accountability are the basis of building trust.
Learning **-** We believe that the acquisition and application of knowledge is the key to success, and to that end we provide access to greater opportunities through education, training, and services.

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

Communication
- Create effective written communication.
- Adapt communication skills beyond written form.

Critical/Creative Thinking
- Evaluate and appropriately use resources
- Use problem-solving strategies to draw conclusions or find solutions

Quantitative Reasoning/Literacy
- Apply Mathematical problem-solving skills
- Interpret and communicate (e.g., verbally, graphically, and written forms) quantitative results.

Ethical Responsibility in a Diverse Society
- Analyze the ethical implications of individual actions
- Recognize the complexities of diverse identities and the impact on equity of historical, social, economic, or political systems.

COLLEGE PROFILE
Northwest State Community College is a public, two-year college serving the people of Northwest Ohio. Northwest State's main campus in Archbold, Ohio, is situated on 77 acres of land and has six major buildings. NSCC takes pride in its accreditation by The Higher Learning Commission.

There are over 60 associate degree and certificate programs offered at NSCC. The student/faculty ratio is 25 to 1 and there are over 6,501 students with 89 percent being part-time.

Northwest State Community College has a majority service area of six counties: Defiance, Fulton, Henry, Paulding, Williams, and Van Wert. These counties make up 84 percent of the student population.

The service area receives roughly $142 million in income due to past and present efforts of the College. Seventy percent of NSCC's students remain in the region and help contribute to the local economy.

Nine members of the Board of Trustees, who govern Northwest State Community College, are appointed by the Governor for six year terms, which are renewable.

The College is structured by organizational areas, with each area under the direction of an executive officer who reports to the President of the College, Dr. Todd Hernandez. The College organizational chart can be found on the shared drive or requested through Human Resources.

Northwest State
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CLASSROOM POLICIES AND PROCEDURE

2025-2026

FACULTY EXPECTATION CHECKLIST

Below are the requirements that faculty are expected to fulfill throughout the semester. At the end of each semester, these expectations will be reviewed prior to rehire. Be sure all final records for the class are submitted by the posted deadlines.

Beginning of Semester Checklist

- Complete required trainings (Title IX, FERPA, Ethics).
- Submit copy of syllabus (electronic and/or hard copy) to division Dean or designee by first day of class.
- Obtain Class list through your my NSCC.
- Submit attendance verification class list to registrar by posted due date.

Throughout semester

- Notify the Division Administrative Assistant and/or Dean if you need to cancel class. Voicemail and email messages should not be left; return to college operator if needed.
- Submit Academic Early Warning referrals as needed.
- Submit Mid-term grades during week 7 of a 16-week course through your myNSCC by posted deadline (only applies to 16 week courses).
- Use NSCC email to communicate with students. Email will be the primary method for communication of college-wide announcements. Please avoid using personal email addresses.
- Cover required course content to meet the course learning outcomes.
- Complete course assessments if required by division and lead faculty.
- Remind students to complete online NSCC course/instruction evaluation – the link to this evaluation will be e-mailed to your students by the college approximately three weeks before the end of the semester.
- Administer evaluation tools as required by division.

End of Semester Checklist

- Submit Grades through your myNSCC account by the posted deadline.
- Submit a copy of your grade book to the Dean or designee by the posted deadline for grades.
- Return desk copies of textbooks and other course materials required by the Department to your Division Administrative Assistant.

LEARNER SUCCESS

Learner success has become a major focus at Northwest State Community College. Faculty are expected to uphold course standards but also make reasonable attempts to offer assistance to struggling learners. Below are some suggestions that may assist these students.

- Offer timely feedback and grading of assignments.
- Reach out verbally or in writing to poor performing students and encourage them to meet with you and discuss areas for improvement.
- Respond to all student email within 48 hours during the week.
- Contact students by email or phone if they are absent more than one class period in addition to completing "Academic Early Warning" referral through the link in your myNSCC account.
- Make referrals or direct learners to appropriate resources: faculty advisor, academic advisor, Financial Aid, or Student Resource Center (tutoring, writing and math labs, personal counseling, career planning, special accommodations-ADA).

FIRST CLASS SESSION
The first class meeting should be one of meaningful activity. **Under no circumstance should the class be dismissed after a short meeting of 15-20 minutes during the first class session**. There are two reasons for this: (1) there is limited learner contact time in the semester. The first class session represents a significant fraction of the semester's scheduled time; (2) the initial class session is the one where lasting first impressions and expectations are made and it is important that these be positive.

There are a number of meaningful activities that can be conducted in the first session, even though the learners did not have a prior assignment. **IN ALL CASES ~ COURSE OUTLINES, GRADING STANDARDS, POLICIES AND TEACHER EXPECTATIONS SHOULD BE DISTRIBUTED IN WRITTEN FORM AND DISCUSSED THOROUGHLY WITH THE STUDENTS.** The faculty **MUST** distribute the course syllabus to each learner and explain its contents.

The faculty must inform the learners that he/she will either remain after each class at least ten minutes or will be present ten minutes before each class for those who need assistance or need to arrange another time for assistance. The faculty shall provide assistance as needed at a time mutually agreed upon by the learner and faculty.

CLASS LIST
Class lists will be available through myNSCC at www.northweststate.edu. To view a class list:

1. Log into myNSCC
2. Click "Faculty" in the left margin.
3. The Faculty Dashboard will appear and display all your courses.
4. Under the "Course" column click "+" beside course.
5. In the "Roster" section click on the icon.
6. A new browser window will appear and display the class list.
7. To view another course, go back to the browser tab with the Faculty Dashboard and select the next course.

This list shows all learners currently registered for your class. If a learner's name does not appear then they are not registered. Learners who are not registered for your class must be sent to the Registrar's office with your written approval to allow them to add your course.

Review your class list frequently and check your NSCC email to be kept updated on student registration changes. An email is sent to you when a learner withdraws from your course, and will no longer appear on your class list.
Check attendance each class. Make sure **all** learners are registered for your class.

ATTENDANCE VERIFICATION
This verification will be assessed differently depending on the type of course. The Registrar emails faculty of the deadline for verification and by posting the verification schedule on the Faculty/Staff link on the NSCC homepage. **Note**: **Timelines vary for flexibly scheduled classes.** Verification can be completed seven days prior to due date and must be completed no later than noon on the due date.

Web-Enhanced/Synchronous Courses: A learner must have attended at least one class period during the first 14 days of the course term.

Flex Industrial Courses: During the first 14 days of the course term, a learner must submit an introductory assignment for which an assigned value for completion or non-completion of the assignment is applied toward the course grade.

Hybrid Courses: A learner must have attended at least one class period during the first 14 days of the course term OR have submitted an introductory assignment for which an assigned value for completion or non-completion of the assignment is applied toward the course grade.

Online Courses: During the first 14 days of the course term, a learner must submit an introductory assignment for which an assigned value for completion or non-completion of the assignment is applied toward the course grade.

Note: A learner's login to Sakai or to a publisher's ancillary site does not constitute active participation in a course and this activity alone should not be used for attendance verification.

There may be extenuating circumstances whereby the student is unable to attend class in the first 14 days, such as illness or injury, but intends to participate in the course. Please notify your Dean of such circumstances and document the conditions upon which an exception may be requested for attendance verification.

Verification is submitted by logging onto your myNSCC account and completing the following steps:

To access:

1) Log into myNSCC.
2) Click "Faculty" in the left margin.
3) The Faculty Dashboard will appear and display all your courses.
4) Find the course to view the class list.
5) Under the "Verification" column click the icon for the course.
6) A new browser window will open
7) Select Term
8) Select the course and a learner list will appear. Click the YES radio button if the learner has attended at least once by the census date or click the NO radio button if the learner has never attended.
9) Click Submit.
10) To view another course, go back to the Faculty Dashboard and select next course

COURSE SYLLABUS

The syllabus for the course(s) you are teaching, text, and other class materials are available from your division dean and/or division administrative assistant. Your syllabus should follow the approved course syllabus format (see appendix A). On the first day of class, you are required to pass out copies of the syllabus and discuss its contents thoroughly with your learners. Faculty are **required** to cover the content and course learning outcomes listed on the course overview (course description, learning outcomes, etc.). Course overviews cannot be altered without the approval from the Academic Affairs Committee. *If you wish to make substantial changes, you must consult with your dean and prepare the revised syllabus in time to be distributed at the first class session.* A copy of your syllabus **must** be submitted to your division dean and/or division administrative assistant.

TEXTBOOKS

Full-time faculty members of the appropriate division, in accordance with the NSCC Policy 3358:14-5-22 *Textbook Selection Policy and Procedures*, make all textbook adoptions. Textbooks and other materials listed in the syllabus must be utilized to cover the course. If you have a suggestion for improvement,

please talk with your division dean. Additional instructional supplies are available from the division administrative assistants.

CLASS ATTENDANCE

Learner attendance is essential to success in the course and should be tracked throughout the semester. Excessive absences are defined as three consecutive absences or sporadic absences that impair satisfactory learner progress in a course. For those learners, faculty should report excessive absences and last date of attendance to the Success Center through the Academic Early Warning system, which notifies the Learner Resource Center. The learner will then be notified to either attend or officially withdraw from the class. If the learner chooses to withdraw from class, they must do so officially through their myNSCC account or complete an Add/Drop form, which can be obtained from the Registrar's office by deadline. Faculty may issue a failing grade to learners who incur excessive absences and who have not filed an official withdrawal from a course.

The last date of attendance may be determined from attendance records, tests taken, or homework assignments submitted. Faculty will be required to report the learner's last date of attendance when a final grade of "U" , "UC", or "F" is assigned.

The College is obligated to report lack of attendance or last date of attendance to federal and state agencies that provide financial assistance to learners. Failure to attend classes will result in loss of financial aid (grants and/or loans). Learners receiving financial aid should contact the Financial Aid Office to discuss the financial implications of withdrawing from a class(es).

CLASS MEETING SCHEDULE

Exam Week - **All web-enhanced or hybrid classes are scheduled to meet one day during exam week**. A final exam, project, or class meeting is expected. Classes should not be canceled during exam week. The final exam schedule is posted prior to each semester at www.northweststate.edu/calendars-schedules.

Breaks - Classes are scheduled to meet the requirements for total minutes in the classroom. Classes running longer than 90 minutes usually have a break built into the class schedule. Break timing and length are the faculty's option. Try to consider comfort, convenience, and course content as you plan. The break must not extend the class past the regular class hours. The class must meet for the required time. See below for an idea how some class schedules are adjusted to include breaks for 16-week courses.

Session/wk.	Session Length	Break(s) scheduled
1 Contact Hour Class:		no break
1 session/wk. =	:50	
2 Contact Hour Class:		
1 session/wk. =	1:50	1 break of 10 minutes
2 sessions/wk. =	:50	no break
3 Contact Hour Class:		
1 session/wk.	2:50	1 break of 20 minutes
2 sessions/wk.	1:15	no break
3 sessions/wk.	:50	no break
4 Contact Hour Class:		
1 session/wk. =	3:50	2 breaks/15 minutes each
2 sessions/wk. =	1:50	1 break of 10 minutes
3 sessions/wk. =	1:10	no break

5 Contact Hour Class:		
1 session/wk. =	4:40	2 breaks/15 minutes each
2 sessions/wk. =	2:15	1 break of 10 minutes
3 sessions/wk. =	1:25	no break
6 Contact Hour Class:		
1 session/wk. =	5:45	2 breaks/15 minutes each
2 sessions/wk.	2:50	1 break of 20 minutes
3 sessions/wk. =	1:50	1 break of 10 minutes

Guest Lecture - A guest lecturer with relevant expertise in a particular area can be a great addition to a class. However, permission must be secured from your division dean before extending an invitation for more than a single appearance. The name and credentials of the guest lecturer should appear on the syllabus, noting the designated date of instruction follows appropriate policies. If an honorarium is involved, prior approval must be secured from the Dean.

COLLEGE SPONSORED TRIP

College sponsored trips must be approved by the Division Dean or Department Supervisor and the Vice President for Academics prior to the event. Refer to NSCC Policy 3358:14-5-10. Complete the "College-Sponsored Trips Request Form" identifying the date and reason for the trip (see appendix and also shared drive in Forms folder). Once approved, have each participant complete the "Release and Waiver of Liability Form" and any other required forms (see appendix and also shared drive in Forms folder). All forms must be submitted to the Division Dean or Department Supervisor and then forwarded to the Office of the Vice President prior to the trip.

The individual making the request is responsible for collecting the Release forms and any other documents needed for the trip (e.g. medical information, emergency contact information, terms and conditions) from the participants.

ADD/DROP/WITHDRAW A COURSE

Learners must add or drop or withdraw a course through their myNSCC or complete the Add/Drop/Withdraw form in the registrar's office by the deadline. Learners may add or drop from courses online by posted deadlines (see Refund/Withdrawal Schedule at https://northweststate.edu/calendars/). A "drop" occurs during the 100 percent tuition refund period for the specific course and does not appear on the learner's academic record. A "withdraw" designation occurs after the 100 percent tuition refund period and results in a "W" grade on the learner's academic record. Flexibly-scheduled classes withdrawal dates will be prorated and are based on a part of term and can be found in the Calendar link on the website.

Learners are allowed to add a new class prior to the first day of class for the specific term and may do so online until 11:59 pm the day before classes begin. Online courses begin on the first day of the term at 8 am. With this is mind the registrar's office, advising center, admissions, or deans may register a learner into an online course during the first two days of the term. After the first two days, the learner must obtain written authorization from the instructor and dean. If the course is full, the learner must obtain written authorization from the *instructor and dean. It is assumed the instructor has checked that prerequisites are completed and/or approving course capacity. During the first week of the term, if the flex, web-enhanced, hybrid, synchronous course has not met then the registrar's office, advising center, admissions, or deans may register a learner into the course. If a course has met then the instructor and dean must sign the *Add/Drop form giving approval for the learner to add the course. Once the class has met, you may deny a learner's request to add your class. Learners must also have the faculty and Division Dean's

approval to add a course that is filled to capacity prior to the first day of class for the specific term. The learner should have the form completed before you sign and is responsible for returning the form to the Registrar's office.

*Emails from the instructor and dean are acceptable, as long as the message is from their NSCC email address.

GRADING POLICY

Submitting Mid-Term Grades - The purpose of a midterm grade is to provide feedback in how learners are mastering course content and to identify where improvements are needed. Faculty report grades of A-F or S-U. Midterm grades are collected for sixteen week and College Credit Plus courses, but not eight week and flex courses.

During the seventh week of the 16-week term, faculty will report midterm grades. During the eighth week learners are emailed about midterm grades. Learners can access academic resources available at the college or are able to make an informed decision on whether or not to withdraw from a course.

The process for reporting of midterm grades:

- Grades will be exported from Sakai at approximately 6 a.m. on the day grades are due to the Registrar. The grades will be imported into myNSCC at approximately 8 a.m.
- Faculty will need to enter any U or F grades, plus the last date of attendance, into myNSCC. These are not imported from Sakai.
- Faculty should make sure the Sakai course grades are accurate prior to the grade import. This includes entering zeros for any unsubmitted work, since this results in inflated grades.
- If any course grades in Sakai are not accurate, faculty must enter the correct grades into myNSCC or enter a course grade override in Sakai prior to the grades being exported.
- If faculty do not want course grades from Sakai imported into myNSCC, faculty will need to enter learner grades into myNSCC manually.
- Faculty may enter grades into myNSCC at any time, before or after the 8 a.m. import. Any grades entered before 6 a.m. will NOT be replaced with the Sakai course grade.
- Faculty can edit the imported grades any time between the import and when grades close at 12 p.m.

Also, **faculty must enter zeros for any unsubmitted work!** Sakai's Gradebook does not count ungraded items towards the learner's total points in the class, so leaving items blank will result in inflated grades.

Steps to enter midterm grades manually:

1) Log into myNSCC
2) Click "Faculty" in the left margin.
3) The Faculty Dashboard will appear and display all your courses.
4) Find the course to enter midterm grades.
5) Under the "Midterm" column click the icon for the course.
6) A new browser window will open.
7) Select the grade from the drop-down list for each learner.
    a. Failing grades must have a last date of attendance entered as MM/DD/YYYY. Leave the Attend Hours blank.

b. Developmental courses have grades of "S" or "U"
c. If a "W" or "AU" already appears in the grade box, no other grade can be assigned.

8) To view another course, go back to the Faculty Dashboard and select next course.

Midterm grades are not recorded on a learner's permanent record or transcript.

Submitting Final Grades - As previously stated, faculty are to be utilizing the gradebook feature in the Learning Management System (LMS) – Sakai for documenting and tracking learner course grades. Final grades must be entered into Sakai. Due dates are posted on the Faculty & Staff web page, under "Attendance Verification, Refund/Withdrawal and Final Grade" link. As with midterm grades, final grades will be exported from Sakai and imported into the Banner system on the designated day. The process is the same (see above).

All faculty should plan their work to meet the deadline to enter final grades. Faculty should review the class list frequently and, especially, two weeks before the term be sure there are no discrepancies between the class list and learners attending the course.

Any discrepancies must be resolved two weeks before the end of the term.

Steps to enter grades are as follows:

1. Login to myNSCC.
2. Click "Faculty" in the left margin.
3. The Faculty Dashboard will appear and display all your courses.
4. Find the course to grade.
5. Under the "Final" column click on the icon for the course.
6. A new browser window will open
7. Select the grade from the drop-down list for each learner
    a. Failing grades must have a last date of attendance entered as MM/DD/YYYY. Leave the Attended Hours blank
    b. Developmental courses have grades of "S" or "U"
    c. If a "W" or "AU" already appears in the grade box, no other grade can be assigned.
8. Click Submit
9. Grades can be submitted for all or a few learners and/or changed until the due date and time when the grades are rolled to college history.
10. If you have more than one course, go back to the Faculty Dashboard and select the next course.
11. **To verify submission**, go back to the Faculty Dashboard and click the icon under "Final" for the course.

INCOMPLETE GRADES

To qualify for an Incomplete grade, a learner must meet all of the following criteria:

- Learner was unable to complete the work due to reasons beyond their control
- Learner is currently passing the course
- To date 75% of course work is completed
- Course completion can be done without classroom instruction

The grade of incomplete must be accompanied by a completed *Incomplete Grade Contract*, which indicates the specific procedures and deadlines for fulfilling course requirements. Course work must be completed by the deadline established by the faculty but no later than the end of the next semester for fall and spring terms and September 15 for summer term, whichever is earlier.

All incomplete grade contacts must be approved and signed by the division Dean. The form can be found in Appendix D of this handbook, or on the U:/ drive in the Forms folder. The form must be submitted to the Registrar's Office by the final grade deadline. The Registrar's Office will post the "I" grade. Learners who fail to complete the requirements of the contract in the specified time will receive a failing grade of "F". If a faculty member is giving an incomplete and not planning to teach the following semester, the faculty must leave materials and written instructions with the Division dean so the learner can complete the requirements.

"None" - **Do not leave a grade blank** for a learner. If there is no indication of a proper withdrawal (a "W" in the grade field), faculty must supply a grade. If a learner stops attending, does not withdraw, and does not see faculty about arrangements to complete the course, the student has earned a grade of "F". If the learner never attended, then notify the registrar's office.

GRADE CHANGES

Mistakes in grading do happen. When faculty become aware of an error and need to make a change in a grade reported to the Registrar, faculty must complete a *Change of Grade* form available in the Registrar's office or may also use NSCC email to notify the Registrar's Office, including all needed information (i.e. ID, name, course number, original grade, new grade, and reason for change). Reason other than data entry error or calculation error must be approved by the dean. No changes will be accepted over the phone.

GRADING SCALE

The quality of course work is indicated by letter grades which are used to determine a learner's cumulative point average. The College uses the four-point grading scale. Faculty need to consult the Division Dean for the specific grading scale used by the academic division. Grades should be awarded according to the following standard (+ and - grades are **not** used):

A **Superior -** Honor grade indicating excellence. Earned as a result of a combination of some or all of the following as outlined by the faculty in the course handout: superior examination scores, consistently accurate, and prompt completion of assignments; ability to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellent attendance. Probable success in a field relating to the subject or probable continued success in sequential courses.

B **Above average -** Honor grade indicating competence. Earned as a result of a combination of some or all of the following as outlined by the faculty in the course handout: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance. Probable continued success in sequential courses.

C **Average -** Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the faculty in the course handout: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance. Sufficient evidence of ability to warrant entering sequential courses.

D **Substandard but receiving credit -** Substandard grade indicating the learner has met only minimum requirements as outlined by the faculty in the course handout. Earned as a result of some or all of the following: low examination scores, generally inaccurate, incomplete or late assignments, inadequate grasp of abstract ideas, barely acceptable mastery of pertinent skills, irregular attendance, insufficient evidence of ability to make advisable the enrollment in

sequential courses. Does not satisfy requirements for entry into courses where prerequisites are specified.

F **Failure -** Non-passing grade indicating failure to meet minimum requirements as defined by the faculty in the course handout earned as a result of some or all of the following: non-passing examination scores, inaccurate, incomplete or late assignments, failure to cope with abstract ideas, inadequate mastery of pertinent skills, and repeated absence from class. Does not satisfy requirements for entry into courses where prerequisites are specified.

I **Incomplete -** Incomplete work. Learner must complete work by the end of the following semester or grade will change to F. You must turn in an Incomplete Grade Contract to the Registrar's Office by the final grade due date. The Registrar's Office will post the "I" grade.

S **Satisfactory -** Satisfactory work in a developmental course

SC **Satisfactory Credit** – Passing grade ("C" or higher) for elective courses taken on pass/fail basis. Credits included in hours earned.

U **Unsatisfactory -** Unsatisfactory work in a developmental course

UC **Unsatisfactory Credit -** Failing grade for elective courses taken on pass/fail basis.

W **Withdrawal –** A "W" grade will be issued to learners who officially withdraw from a class prior to the end of the eighth week of the semester for a full 16-week course or the end of the fourth week for an eight week course. A "W" grade is not available for courses meeting less than three weeks. If a "W" grade is not listed on the final grade sheet, a grade must be issued.

ACADEMIC HONESTY

Learners and faculty are expected to engage in their academic work with integrity and respect for others. Learners are expected to submit academic work that reflects their own original thought and is their own work. Any misrepresentation in academic work, including plagiarism, is a form of academic dishonesty. Academic Honesty applies equally to all course types and delivery methods, including online courses. See NSCC Policy 3358:14-5-09 *Grading and academic requirements.*

Examples of academic dishonesty include but are not limited to:

- Plagiarism – representing the words or ideas of another person as your own without identifying the source.
  - Using the exact words from a source, including cutting and pasting from a Web site, without both quotation marks to indicate the extent of the material borrowed and a citation of the original source.
  - Paraphrasing or summarizing ideas from a source without proper citation. Submitting work written or created by another, whether such work is written by a friend, an author, or is downloaded from the internet.
  - Quoting from an unacknowledged source during an oral presentation.
  - Patching together a work using phrases and ideas borrowed from a number of different sources without proper citation.
  - Accepting assistance or collaborating with other students beyond what is explicitly permitted by the faculty.

- Cheating - The use of unauthorized or prohibited materials. Learners, who intentionally use or attempt to use unauthorized information in any academic exercise, including computers or exams, are cheating. This may include computers, mobile devices, textbooks, exams, or learner notes.
- Cooperating with another person in academic dishonesty, such as, taking an exam for another learner, having another learner take an exam for you, or exchanging information with another student during or after an exam.
- Copying from or looking at another person's exam or allowing another learner to copy your exam.
- Obtaining unauthorized copies of an exam prior to exam time.
- Intentionally falsifying information in an academic exercise or clinical/ laboratory record.
- Unauthorized resubmission of coursework for more than one course.

Disciplinary Penalties for Academic Dishonesty

A. The faculty member who detects academic dishonesty and the division dean will handle the discipline. In the event the faculty member is the dean, the Vice President for Academics handles the discipline. Each action will be documented in writing and the faculty member will be notified.
B. For a first-time offense, a grade of "F" will be issued for the project, paper, test, or whatever assignment in which academic dishonesty has occurred. A faculty member may have other penalties specified in the course syllabus. The faculty member will impose the grade.
C. For a second offense, not necessarily in the same course, a grade of "F" will be issued for the course in which academic dishonesty has occurred. The Vice President for Academics will inform the faculty member of the second offense, and the faculty member will impose the grade. The Vice President for Academics will inform the student.
D. For a third offense, not necessarily in the same course, a grade of "F" will be issued for the course in which academic dishonesty has occurred. Additionally, any learner who has been involved in three (3) offenses, not necessarily in the same course or semester, will be dismissed from the College immediately for one (1) semester (excluding summer). Upon readmission to the College, any future offense will cause the learner to be dismissed immediately with no right to readmission. The Vice President for Academics will be responsible for imposing dismissal.
E. The learner may appeal any disciplinary action by following the steps of the grievance procedure. See NSCC Policy 3358:14-5-15 *Academic Grievance*.

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 learner charged. The report will include: the particular violation alleged, when the incident occurred, when it was discovered, the names of all learners involved in the incident, and the action taken.
B. The Division Dean will forward the report to the Vice President for Academics to be placed in an academic dishonesty history file.
C. Any such report will be removed and destroyed upon the learner meeting graduation requirements.

Generative AI Usage at Northwest State Community College

There are three (3) categories of generative AI use restrictions within any class at NSCC. Each assignment may designate what category of restriction and any specific rules that apply to that assignment. Violating the guidelines for the level of the assignment will be considered an act of academic dishonesty and treated accordingly.

Level 1: Generative AI use prohibited

- All work submitted by students will be generated by the students themselves, working individually or in assigned groups. Any material generated by an AI is prohibited from being used at any point in the project (i.e. creating outlines, rewriting or tone altering, and any other uses).

- Students may not have any other person or entity write any portion of the assignment for them, including using a third party to use generative AI and then purchasing or using that text.

Level 2: Generative AI use is allowed with attribution

- Use of generative AI tools is permitted for students who choose to use them.

- Students must cite any material produced by generative AI according to the formal citation system in use in the course (e.g. MLA, APA, IEEE).

- Failure to appropriately cite material created by generative AI is plagiarism and a form of academic dishonesty.

- All prompts used to generate material for the assignment must be included along with the unedited output of the generative AI in an appendix to the assignment.

- The student is responsible for the veracity and accuracy of all statements produced by the generative AI. All errors created by AI will be attributed to the student.

- Using generative AI materials as the complete assignment without attribution and quotation is an act of academic dishonesty.

Level 3: Generative AI use is encouraged

- Instructors will identify tasks where it is appropriate to use generative AI and to what extent.

- Generative AI can be used for pre-writing activities so long as the final drafts show substantial editing.

All material created by generative AI is easily identified in the assignment using a method the instructor designates (e.g. different font attributes, footnotes, in-text citation).

Northwest State
Community College

LEARNER SERVICES

2025-2026

ADMISSIONS

Executive Director of Enrollment Management - Brittany Thompson
The Office of Admissions consists of three recruiters, two CCP advisors, a data entry/testing coordinator, an administrative assistant, and the director with offices located in C100. Office hours are: Monday - Tuesday 8 a.m. – 6 p.m., Wednesday-Thursday 8 a.m. – 4:30 p.m., and Friday 8 a.m. – 4:00 p.m. The office is open extended hours one week prior to classes starting and the week of classes starting each term with office coverage until 6pm Monday-Thursday. The office has the primary responsibility of recruiting new learners; therefore, being the first contact many learners have with Northwest State Community College. The admissions staff builds relationships with the learner from point of inquiry through point of application. Admissions assists with helping learners through their enrollment steps and on to the advising center for registration. The office handles registration of CCP and guest learners. The main phone number is 419.267.1320.

Prior to registration, all degree or certificate seeking learners should be evaluated or show evidence of successful completion of college-level coursework in math and English. For learners who do not have evidence of prior acceptable coursework, the placement test Accuplacer or ACT test is required. An appointment is required for taking the placement test. Learners need to contact the Admissions Office or make a reservation online at the NSCC website. All new learners must complete the New Learner Orientation prior to registration. This orientation gives an overview of the institution and services available to learners. All learners who wish to enroll in online classes must complete the Online Learning Readiness Assessment. This assessment helps learners prepare to take online classes and understand the expectations prior to registration.

ADVISING CENTER
Executive Director of Leaner Services & Title IX Coordinator – Shannon Floyd
Director of Advising & Title IX Deputy – Renee Bostelman

The Advising Center office is located in C140. Office hours are Monday - Tuesday 8 a.m. – 6 p.m., Wednesday-Thursday 8 a.m. – 4:30 p.m., and Friday 8 a.m. – 4:00 p.m. The office is open for extended hours one week prior to classes starting and the week of classes starting each term with office coverage until 6 pm Monday-Thursday. For additional information please contact the Advising Center at advising@northweststate.edu or by calling (419) 267-1390.

Northwest State Community College's advising structure uses key performance indicators to assist learners in educational persistence and credential completion. The advising structure has two components: academic advising and faculty advising.

Academic Advising

- Academic advisors assist learners through the completion of their 15th credit hour.
- Assist new and transfer learners with the onboarding process at the beginning of their educational journey.
- Use test scores for accurate math and English placement.
- ACT, SAT, or ACCUPLACER scores that are no more than 3 years old are acceptable.
- Outdated test scores require ACCUPLACER testing.
- Develop an individualized plan of study, based on learner needs.
- Provide holistic learner support that seeks to address academic and non-academic
- barriers that prevent learner success.
- Assist learners in registering for classes.

- Communicate with learners at key decision-making times throughout the semester. Upon the completion of their 15th credit, learners transition from academic to faculty advising.

Faculty Advising

- Faculty advisors assist learners from the point of transition to credential completion or successful transfer.
- Provide learners with career-specific advising that serves to provide the learner with a better understanding of their education and career paths.
- Continue and complete an individualized plan of study, based on learner need.
- Provide holistic learner support that seek to address academic and non-academic barriers that prevent learner success.
- Assist learners in registering for classes.
- Ensuring learners complete graduation requirements, including submitting a Graduation Petition to the Registrar's Office.

ACCESSIBILITY SERVICES

Accessibility Services offices are located in C140. Office hours are Monday - Tuesday 8 a.m. – 6 p.m., Wednesday-Thursday 8 a.m. – 4:30 p.m., and Friday 8 a.m. – 4:00 p.m. The office is open for extended hours one week before classes start and the week of classes starting each term with office coverage until 6pm Monday-Thursday. For additional information please contact the Accessibility Services at advising@northweststate.edu or by calling (419) 267-1334.

In accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Action of 1973, Accessibility Services strives to provide equal educational opportunities and reasonable accommodation for qualified individuals with disabilities.

It is the college's policy not to discriminate against individuals with disabilities, and to provide them with accommodations that serve to remove barriers and allow them to fully participate in the campus community. Northwest State's commitment to diversity, equity, and inclusion extends to learners with disabilities and with campus-wide collaboration, strives to create a welcoming and accessible environment.

Process for establishing accommodations

- The learner informs the Accessibilities Coordinator of the need for accommodations and initiates the process of applying for accommodations.
- At such time, the Accessibility Coordinator will provide the learner with the directions on how to request accommodations. (Students do not have to use the request form. They can simply provide a copy of their Individual Education Plan (IEP), a 504, or a letter from their medical professional provider documenting their diagnosis and recommended accommodations. They can either email that directly to me or give the hard copy to the Advising Center Office.)
- Upon receipt of required documentation, the Accessibility Coordinator will review the documentation and determine if a reasonable accommodation can be made. The learner will be notified of the accommodations or the reasons for denial.

- If accommodations are made, the Accessibility Coordinator will document accommodations in the learner's MyNSCC portal and will communicate accommodations to the learner explaining the importance of self-advocacy.
- Once the accommodation is in place, the learner will notify the Accessibility Coordinator if modifications to the accommodation are needed.
- If a determination has been made to deny an accommodation request, the Accessibility Coordinator will notify the learner of the denial and the basis of such denial.

ACADEMIC EARLY WARNING SYSTEM

The goal of the Academic Early Warning system is to identify learners who may be at risk of academic difficulty or dropout as early as possible so that appropriate interventions can be implemented to support their success. Additionally, this system facilitates the process for faculty to refer learners to receive targeted support, and interventions before the situation worsens. Ultimately, the aim is to improve learner retention, academic achievement, and overall well-being.

The Academic Early Warning System includes referrals to Student Success Center staff for a variety of support measures such as tutoring, educational planning, disability accommodations, and career planning and includes lack of attendance reporting. Reporting for lack of attendance is most effective if it is reported within the first 3-weeks for the course.

BUSINESS OFFICE – Cindy Roehrig
The Business office is located in C130 and the office hours are: **Monday – Tuesday 8:00 a.m. – 6:00 p.m. Wednesday-Thursday 8:00 a.m. – 4:30 p.m**. and **Friday 8:00 a.m. – 4:00 p.m.** Summer hours may vary. The Business Office handles a variety of services for learners and employees. The main functions concerning employees are Payroll, Accounts Payable, and Finances including budgeting and petty cash reimbursements. The main phone number is 419.267.1311**.**

For learners, the Business Office processes payments, sets up tuition & fee installment plans and company deferment plans and provides company billings and student semester statements. Student account refunds are sent out by the Business office. The Business office also processes the dropping of learners for non-payment prior to the start of each semester and handles collection efforts on past due accounts.

CAREER SERVICES – Mike Jacobs
Career Services offices are located in A105J. Office hours are Monday - Tuesday 8 a.m. – 6 p.m., Wednesday-Thursday 8 a.m. – 4:30 p.m., and Friday 8 a.m. – 4:00 p.m. The office is open for extended hours one week prior to classes starting and the week of classes starting each term with office coverage until 6 pm Monday-Thursday. For additional information please contact the Career Services Offices at careerservices@northweststate.edu or by calling (419) 267-1330.

The Career Services Office helps students explore their personal, academic, and professional interests throughout their academic career at Northwest State and beyond. Centered on supporting students and alumni, the Career Services Office delivers information on effective resume writing, interview skills, and job information.

COUNSELING SERVICES – Treasure Sullivan
NSCC has a Campus Counseling Center that provides counseling services for depression, stress, abuse, or other life issues. Services are at no-cost to learners. Learners should call or text NSCCHELP to 419-591-6487 for services. This line is monitored 24/7. For more information on campus counseling services,

please contact the Office of Student Affairs at (419) 267-1349. For individuals in crisis, please call 988 – the national suicide and crisis lifeline.

FINANCIAL AID – Ashlynn Cox

The Financial Aid Office is located in C110 and the office hours are: Monday – Tuesday 8:00 a.m. – 6:00 p.m., Wednesday – Thursday 8:00 a.m. – 4:30 p.m., and Friday 8:00 a.m. – 4:00 p.m. The office is open extended hours one week prior to classes starting and the week of classes starting each term with office coverage until 6pm Monday-Thursday. The Financial Aid Office email is finaid@northweststate.edu and the main phone number is 419.267.1333. The Financial Aid office deals with funding of learners with government grants, learner loans, scholarships, etc. They handle verifications of income to ensure eligibility as well as review academic standings for continued eligibility. Appeals are also handled in the office in the event that a learner is placed on Financial Aid suspension for a variety of reasons. Financial aid is adjusted based on learner's enrollment, credit hour completion, length of eligibility for degree completion, and GPA standing. Learners must successfully complete 67% of classes for which they register to remain in good standing; therefore, withdrawing from a class can affect a learner's financial aid. A Financial Resource Counselor is available on campus to provide information and referrals to available community resources to further assist learners with financial needs. Direct learners to the financial aid office or contact 419-267-1333.

LIBRARY – Kristi Rotroff

The NSCC Library is the academic information center of campus. Several core resources and services are available:

1. Print book collection
2. DVD collection
3. Closed Reserve materials (for specific courses)
4. Library website for launching research: https://northweststate.edu/library/
5. "Library Resources" link within every Sakai course
6. Personalized, in-person research assistance upon request
7. OhioLINK access – a state consortium of over 100 academic and public libraries
8. "Remote pickup" locker in the college atrium (for after-hours pickup)
9. Quiet study rooms
10. Printing Release Station

The library hours can vary depending on the time of year. The best place to check current hours is using the dynamic Google calendar on the website or, if you're on campus, stop by to see if our "Yes, We're Open!" sign is on the door.

A Research and Writing Support site is available in Sakai that gives learners 27/7 access to information and tips for writing successful papers. This is a "joinable site" and if learners or faculty need assistance gaining access, please contact library personnel.

A "Library Resources" link is embedded into each Sakai course, located along the left side of the page. Within this link, learners can find library staff contact information, print resources, and online resources that will help them complete assignments.

Reserve Materials

"Closed Reserve" is a designated area for faculty to place any materials for learner access for limited periods of time. Materials on "closed reserve" can be any type of study material: photocopies of articles, books, videos, DVDs.

There are two "closed reserve" circulation periods: 4 hours, or 48 hours which allows the material to go out overnight. Faculty must indicate the circulation period that will work for their reserve materials. Please email us at library@northweststate.edu to arrange for closed reserve item(s).

Requesting of items for the collection
The Library welcomes suggestions from faculty, staff, and students. Simply send an email to library@northweststate.edu with the information relevant to the item(s). Please note that the Library Director makes purchasing decisions using specific criteria and within budget guidelines Faculty will be notified via email whether or not their request is approved.

Library Staff
Kristi Rotroff, Director, krotroff@northweststate.edu
Dustin Harris, Library Assistant, dharris@northweststate.edu
General Library Email, library@northwestsate.edu

REGISTRAR – Connie Klingshirn
The Registrar's Office is located in C120 and the office hours are: Monday – Tuesday 8:00 a.m. – 6:00 p.m. and Wednesday - Thursday 8:00 a.m. – 4:30 p.m., and Friday 8:00 a.m. – 4:00 p.m. The office is open extended hours one week prior to classes starting and the week of classes starting each term with office coverage until 6 p.m. Monday-Thursday. The Registrar's Office email is registrar@NorthwestState.edu and the main phone number is 419.267.1395.

The Registrar's office handles a variety of services for learners, including maintenance of learner's academic records, processing of academic transcript requests, address changes, name changes, change of majors, transfer credit evaluations, review out-of-state fee waiver requests, selective service compliance, provide information on DegreeWorks, (degree audit system) graduation petitions and clearance forms, enrollment verifications, and degree verifications. Learners may also obtain information regarding their myNSCC accounts along with certifying Veteran's Educational Benefits.

The office also informs and upholds academic policies, communicates important dates of term to the campus community, manages attendance verification of students, processes final grades, and determines refund and withdrawal dates for courses. The Registrar's office serves as the compliance office of FERPA (Family Educational Rights and Privacy Act) at NSCC.

STUDENT ACTIVITIES – Mike Jacobs
Learners at NSCC have a variety of special events and clubs available to them. All learners are welcome to get involved! NSCC realizes that some learners may be able to come to only one activity per year, while others might be able to be much more involved. Any level of participation is encouraged. For more information, contact Student Activities Coordinator at 419.267.1330.

STUDENT FACILITIES – Mike Jacobs
There is a Fitness Room located in E2005 for learners and employees to use. There is no cost for the Fitness Room and the hours are: Monday-Thursday 7:30 a.m.-10 p.m., Friday 7:30 a.m.-3:30 p.m.

There is also a game area in the second level of the atrium.

STUDENT ORGANIZATIONS – Mike Jacobs

3D Printing Club – This club helps learners develop an understanding of 3D printing and its applications. Advisor: Colin Doolittle, cdoolittle@northweststate.edu

Ag Grows Here - is an agricultural studies student organization exclusive to NSCC. This group is open to any NSCC learner interested in learning more about agriculture, whether it's their major or not! Members gain exposure and the ability to network in one of the leading industries in Northwest Ohio. Guest speakers, field trips, and meet and greets with NSCC ag alumni punctuate the academic year. Additionally, the group raises awareness about the agricultural studies program at NSCC and agriculture in general on and off campus. Advisor - Kayla Miller kmiller2@northweststate.edu

Alpha Delta Nu Nursing Honor Society – The goal of the Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of learners in the study of associate degree nursing. The group promotes scholarship and academics in the profession of nursing and encouraging the pursuit of advanced degrees in the profession. As provisional members or candidates of the Alpha Delta Chapter of the Alpha Delta Nu Honor society, learners maintain a cumulative GPA of 3.0 or higher and have earned a grade of "B" or better in each of their nursing classes. Learners also must demonstrate conduct on campus and in the clinical areas that reflects the highest levels of integrity and professionalism. Advisor: Melanie Hicks, mhicks@northweststate.edu

Active Minds- Active Minds is a national organization that started 18 years ago. Today it has almost 550 chapters in the U.S. Each year, nearly 16,000 college students join Active Minds as passionate advocates and educators for mental health. Advocates encourage their peers and networks to learn about, talk about, and seek help for mental health issues just as they would for a physical issue, without shame or silence. This peer-to-peer approach is unique to Active Minds and one that works. Active Minds is opening up the conversation about mental health and creating lasting change in the way mental health is talked about, cared for, and valued on college campuses! Meetings are every Wednesday from noon until 1 pm in room C150G. Advisor: Heather Galbraith hgalbraith@northweststate.edu

Alumni Association - Membership in the Northwest State Alumni Association is automatically granted to any graduate of the college and to any former learners who meet the credit hour criteria. The Alumni Association's mission is to engage alumni interest while promoting loyalty and strengthening relationships with learners, community and alumni. For more information, contact Director of Development at 419.267.1460.

Cru – Cru is a caring community passionate about connecting people to Jesus Christ. Advisor: Greg Tefft gtefft@northweststate.edu

Dean's Leadership Cluster – The Dean's Leadership Cluster (DLC) is a group of high-performing learners who have earned Presidential and Honors Scholarships. Members are dedicated toward achieving excellent grades, majoring in business, human services, and soil/crop management. They attend courses full time and have part-time jobs in their respective fields of study. They also serve their institution and community by volunteering for diverse initiatives. These learners represent the future leadership in northwest Ohio. Part of the experiential learning is in meeting business leaders locally and across the country. Advisor: Lisa Becher, lbecher@northweststate.edu

evMotorsports – The future of transportation is changing. This group will be working each year to prepare an electric powered go-kart for a collegiate evGrandPrix ix racing event. The event represents an innovative approach to developing the next generation of automobile powered by electricity. Advisors: Dave Mohring, dmohring@northweststate.edu and Colin Doolittle, cdolittle@northweststate.edu

Kappa Beta Delta Honors Society – KBD is an honor society for learners who are enrolled in a business major and attaining a 3.5 GPA after completing 18 or more credit hours. An induction ceremony is held

for eligible learners during the fall and spring semesters. Advisor: Lisa Becher, lbecher@northweststate.edu

Northwest State Cryptic Cyborgs – Affiliated with FIRST Robotics, this group will problem solve, design and build a robot to solve an obstacle course at competitions. The team is comprised of high school students enrolled at Northwest State through the College Credit Plus (CCP) program. Advisor: Jim Drewes, jdrewes@northweststate.edu

NWO Gamers/Esports – NWO Gamers is a student group that loves to have fun and socialize through gaming. We host regular events where we play board games, video games, and even build stuff with Lego. The group also has a competitive club esports team. Coach: Dylan Guthrie, esports@northweststate.edu visit: northweststate.edu/esports

Phi Theta Kappa Honors Society
The Phi Theta Kappa Honors Society is an honor and service organization for learners attaining a 3.5 GPA after completing 18 or more credit hours. An induction ceremony is held for eligible learners during the fall and spring semesters.
Advisor: Lisa Dapelo, ldapelo@northweststate.edu and Kara Flesher, kflesher@northweststate.edu

SBO – Student Body Organization
SBO is responsible for promoting academic, recreational, and social activities for learners. Some of the events that SBO is responsible for are Welcome Back Week, Chili Cook-Off, and Spring Fling.
Advisor: Michael Jacobs, mjacobs@northweststate.edu

SUCCESS CENTER
The Success Center is located in A101N. Office hours are Monday - Tuesday 8 a.m. – 6 p.m., Wednesday-Thursday 8 a.m. – 4:30 p.m., and Friday 8 a.m. – 4:00 p.m. The office is open for extended hours one week prior to classes starting and the week of classes starting each term with office coverage until 6 pm Monday-Thursday. For additional information please contact the Success Center at success@northweststate.edu or by calling (419) 267-1447.

Tutoring Services
Learner success is a priority at NSCC. The Success Center is designed to enhance learner success by providing the staff, facilities, and resources necessary to support and empower learners to achieve their potential. All services and resources are free of charge and easily accessible. For more information, contact the Success Center at success@northweststate.edu.

Services available include individual and group tutoring, eTutoring – an online tutorial service, and walk-in Academic Labs (Business/Accounting, Computer & Technology, Math, Writing, and Life Sciences).

Tutoring for learners is available at no charge. Faculty should announce the availability of tutoring assistance at the first-class session and/or list it in the course syllabus. Faculty should encourage learners to seek help early.

It is important to find good peer tutors, as well as faculty tutors who work at the Success Center. Faculty should recommend academically excelling learners as tutors to the Success Center Coordinator.

Learners can request tutoring by contacting the Success Center Tutoring & Testing Service Office by email at success@northweststate.edu or by calling 419-267-1447. If further assistance is needed, learners are welcome to visit the Success Center during open hours.

Test Proctoring Services

Testing procedures have been implemented that should address confidentiality and security issues brought about by the volume of make-up testing requests. All make-up testing will be proctored by staff during designated testing hours.

Process for requesting test proctoring services.

- Faculty out the Success Center Testing Authorization Form.
- Once the online Testing Authorization Form is complete, and there are hard copies of the test to be submitted. Faculty must fill out the physical Testing Materials form and add the hard copies to the manila envelope. (Located in the mail room.)
- Place the necessary items in the envelope. (Please do not permanently seal the envelope, if you feel security is a risk then select the locked Drop Box as your drop off option located in the Success Center.)
- Success Center has basic calculators and stress balls, so they are no longer needed in the envelope for testing.

To equitably serve all learners with limited resources, we require learners to request a testing appointment and to do so no later than 2 business days before they need to take the test.· All tests brought down to the Success Center need to either be dropped off in the Mailroom/Copy Center and put in the Success Center Mailbox or submitted using our new Lockbox located in the Success Center. This new procedure will help keep the tests safe and confidential. (Testing Forms and Envelopes can be found in the Mailroom/Copy Center in the forms area of the mailboxes.)

TRIO-SSS

Director of TRIO– Terri Lavin

TRIO-SSS offices are located in A101D. Office hours are Monday - Tuesday 8 a.m. – 6 p.m., Wednesday-Thursday 8 a.m. – 4:30 p.m., and Friday 8 a.m. – 4:00 p.m. The office is open for extended hours one week prior to classes starting and the week of classes starting each term with office coverage until 6pm Monday-Thursday. For additional information, please contact triosss@northweststate.edu or by calling (419) 267-1339.

The TRIO-SSS (Student Support Services) program is a federally funded grant program through the Department of Education. The program provides support to enrolled learners working towards a certificate or degree. Support is provided through individual coaching, referrals to campus and community resources, workshops, educational experiences through trips, financial literacy, and assistance with transferring to a four-year university.

Eligibility includes being one of the following:

- First generation learner (neither parent/guardian has a bachelor's degree)
- Limited income (according to federal guidelines)
- Eligible to receive accessibility services

Staff and faculty can refer learners to the TRIO program at https://northweststate.edu/trio-2/

Northwest State
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DIVISION INFORMATION

CLASSROOM & LAB ASSIGNMENTS
Classrooms are assigned by the Vice President for Academic's office. If there is a problem with a classroom assigned, faculty must email Heidi Keller, Executive Administrative Assistant at hkeller@northweststate.edu. Faculty need to remember classroom space is limited and **changes are not to be made without notification!** College personnel must be able to locate faculty and learners in an emergency. Room assignments are posted on the plasma screens throughout campus during the first week of classes. Room assignments begin with A, B, C, E, or H (indicates which building) and are followed with numbers (indicates room number), for example, A203.

Faculty are responsible for leaving the classroom and/or laboratories clean and the equipment in working order. Be sure the lights are off, equipment areas are locked, and the classroom is arranged as found.

EMAIL
Faculty - Email is the primary mode of communication used for announcements so it is important to check it often. All faculty have Northwest State e-mail accounts set up for them in Google Mail (Gmail). The account name usually will be first initial, lastname@northweststate.edu i.e. jsmith@northweststate.edu. If you experience difficulties with your NSCC accounts, including email, please contact the Technology Helpdesk for assistance at 419.267.1461.

It is important that faculty use this e-mail account when communicating with learners electronically. Campus announcements are also communicated via email so it is important to check it often. This will also significantly diminish faculty liability in the case of a learner being a victim of unlawful communication, such as sexual harassment. Since the College has full control over its email services, NSCC Information Technologies can block the offending learner and provide data to authorities if needed. **Note: If faculty would like to send an email notification out to the entire campus approval from either the President's Office or one of the Vice Presidents prior to the email being sent. A copy of the email must be submitted for approval to be granted. Faculty may forward their NSCC email to another email account; however, faculty should not respond to an NSCC email through your other account. Please remember to respond to any emails through your NSCC account.

Learners - NSCC communicates with learners via a northweststate.edu e-mail account from the College. Faculty are also able to email their class through Sakai. Learners will automatically be assigned an email address. Their email address will be available on the learner's home page in myNSCC. Learners will still have the option of forwarding e-mail from their College account to a different e-mail address, if they so choose.

CLASSROOM SUPPLIES & EQUIPMENT
Dry erase markers will be distributed to each faculty member at the beginning of each semester. Each faculty member will be responsible for bringing their markers to class. Throughout the semester, replacement markers can be obtained from your division Administrative Assistant. Classroom Audio/Visual (AV) Equipment is maintained by the IT Help Desk located in room A223. Equipment is available on a first-come, first-serve basis. Some equipment is available for off campus use as long as it is not needed on campus during that time. Check with the IT Help Desk for availability, scheduling, and delivering of equipment. Faculty should not move or modify any equipment without first notifying the Help Desk. Individual training on equipment operation is available by appointment.
Requests for equipment from the IT Help Desk must be made at extension 1461 or by entering a request at halo.northweststate.edu. Long-term requests for the entire semester should be made as soon as possible. If there are dates during the semester that the equipment is not needed, please let the Help Desk know when making the request.

Please report classroom equipment problems as soon as possible by calling extension 1461 or entering a request at halo.northweststate.edu. When calling regarding a problem, please make sure you have the room number and a detailed description of the problem.

DISCIPLINE PROBLEMS
Discipline problems seldom occur in the classroom. However, if a problem should arise, faculty should attempt to handle the problem. If the problem requires further attention, notify the appropriate Division Dean. There are also security telephones in each hallway that dial directly to campus police if assistance is needed immediately. Classrooms are equipped with phones to contact Campus Police by dialing "3", ext. 1452, 419-572-1773 on any classroom phone.

STUDENT GRIEVANCE POLICY
Resolution of a problem, whether academic or administrative, can be achieved through proper channels or authority and may be resolved at any level of the due process and grievance procedure. Any learner filing a grievance must follow the step-by-step procedure found in the Institutional Policies and Procedures section of this handbook. Forms for the grievance policy can be obtained from the Division Dean or Division Administrative Assistant.

MAILBOX
***** CHECK YOUR MAILBOX EVERY TIME YOU ARE ON CAMPUS ***** Faculty mailboxes are in the Copy Center, inside the Atrium. Adjunct faculty are assigned mailboxes each semester.

OFFICE HOURS
Please inform learners at the first-class session when and where you will be available outside of class time for questions and individual assistance. Usually faculty make time available before or after class and make other appointments as needed for more individual help. Posting office hours on your office door is a convenience to all. Office hours should also be posted in myNSCC:

1. Sign into myNSCC and select Self-Service at top right.
2. Select the Faculty Services to expand
3. Under the Faculty Services click Office Hours
4. Choose the Term desired and click "Submit"
5. Choose the appropriate Course Reference Numbers (CRNs) for the course you are teaching
6. Enter the information detailing the Office Hours for the Term and then select "Submit"
    a. Be sure to click "Display" for each line so it shows up on the NSCC student pages
    b. Location is your office number
7. If you are teaching more than one course for the term, select another course (one-at-a-time) from the "Copy to" box and click "Submit"

The college will not give out faculty home address and phone number(s) to learners. Learners may contact faculty through faculty mailbox or college email. However, part-time faculty frequently do give learners their home, business phone numbers, or e-mail address; however, it is recommended to use college email. Learners are usually quite responsible about calling, but it is the faculty's decision.

OFFICE & CLASSROOM KEYS
Northwest State uses a keyless access control system for added safety and security. You will be issued an ID badge that will serve as a key card to access classrooms, labs, and offices.
If unable to unlock an assigned classroom or office to which you need immediate access, please contact your Division Dean, Administrative Assistant, or Campus Police for access. If you experience repeated instances of inaccessibility to your assigned areas with your ID badge, notify your Division Dean or the IT Helpdesk for assistance.

Regulations for Access via ID Badges:

1. Faculty offices, classrooms, and lab access may be obtained if so designated by the Division Dean.
2. ID badges are obtained through the campus police.
3. When an employee leaves employment of the College, ID badges are to be returned to the Campus Police or Human Resources Office.
4. If an ID badge is lost, it must be reported to the Campus Police and the cost of the new badge may be charged.
5. Adjunct Faculty are required to turn in their ID badge to their Division Dean at the end of the semester, unless teaching the next semester.

Northwest State
Community College

INSTITUTIONAL POLICIES & PROCEDURES

2025-2026

Note: The full procedures can be viewed on the College shared drive or obtained from the Office of the Vice President of Human Resources and Leadership Development.

3358: 14-3-19 **Non-Discrimination/Anti-Harassment**
Effective date: 4/1/2012 Revised 11/26/2018, 12/14/2018, 4/26/2019, 8/28/2020, 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, genetic information (GINA), military or veteran status, national origin, race, religion, sex, 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;

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

(ii) 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;

(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 sex including pregnant or parenting status, or other 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, Tuscarawas, Carroll, Jefferson, Harrison

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

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,

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

Adams, Pike, Scioto, Vinton,
Jackson, Lawrence, Gallia, Meigs

3358: 14-3-35 **SEXUAL MISCONDUCT**
Revised: 11/26/18

Revised 8/28/2020

1. INTRODUCTION

Northwest State Community College ("NSCC" or "the College") is committed to cultivating a diverse and inclusive community that recognizes the value of each individual and allows persons to learn and work in an environment free from harassment and discrimination. As part of this effort, the College will respond to sex-based harassment and discrimination and through clear policies and grievance procedures, educational programming, employee training, and sanctioning those who violate this policy, commits itself to maintaining a safe and healthy educational and employment environment. This comprehensive policy is created and implemented by the College to address allegations of sexual harassment, sexual assault, domestic violence, dating violence, and stalking in addition to other prohibited misconduct as identified and defined herein. This policy and the procedure herein apply to all students, employees, and third parties, including contractor and vendors of the College.

Northwest State Community College is public, two-year postsecondary institution and an Equal Opportunity and Affirmative Action Employer that serves the community by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities. NSCC has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. Northwest State Community College does not discriminate against employees, students, or applicants on the basis of sex, race, color, religious creed, national origin, physical or mental disability, protected veteran status, age, or any other characteristic protected by law with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits, and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. NSCC's good faith efforts and policies are designed to ensure that this commitment is maintained. **For complaints related to discrimination on the basis of any protected class besides sex, please contact Human Resources and refer to Policy 14-3-19, Non-Discrimination-Anti-Harassment Policy (herein the "Title VII Policy).** When an allegation of sex-based harassment and harassment or discrimination on the basis of another protected class is reported, the College will use this policy as well as Procedure 14-3-35 (herein the "Title IX Procedure" or "Sexual Misconduct Procedure") to resolve the complaint. The College retains the right to conduct one investigation into all allegations and to consolidate complaints, although different procedures may be used to resolve complaints that allege more than one form of prohibited conduct. This is further discussed in sections throughout this document.

Northwest State Community College prohibits all forms of sex based harassment, as well as the offenses of sexual assault, domestic violence, dating violence, and stalking (collectively referred

to in this policy as "Sexual Misconduct" and also constitutes "Prohibited Conduct" under this policy.) These offenses may also be prohibited by Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 et seq. ("Title IX"), by the Clery Act and Section 304 of the Violence Against Women Reauthorization Act of 2013 ("VAWA"), Title VII of the Civil Rights Act of 1964, and other applicable statutes. This Policy prohibits a broad continuum of behaviors, some of which are not prohibited under Title IX or other laws. Their inclusion in this Policy reflects the College's standards and expectations for a respectful working and learning environment where everyone is free to work and learn safely.
The College will investigate and attempt to resolve all complaints of Sexual Misconduct[1] in a prompt, fair and impartial manner. The College will treat all individuals involved with dignity and respect. All processes are driven by objective fact-finding and approached from a neutral standpoint, including the presumption that a Respondent is not responsible for a violation of this policy prior to a finding that supports that.

With this is mind, members of the College community are expected to conduct themselves in a manner that respects the inherit dignity of all people and refrains from any form of harassment or discriminatory practices, including all forms of Sexual Misconduct as defined in this policy. This policy has been developed to reaffirm these principles, to provide explicit information regarding when and how the College will respond to allegations of sex-based Prohibited Conduct, and to provide accountability for conduct that violates this policy.

Inquiries regarding the application of this policy and the respective grievance procedures used to resolve complaints may be referred to the College's Title IX Coordinator/Team, to the U.S. Department of Education's Office for Civil Rights, or both. Further, complaints regarding employment discrimination may also be referred to the Federal and state agencies noted further in this document.

The full policy and corresponding procedures can be viewed on the Shared Drive (U:/Drive) under the "Policies" folder, by contacting the Human Resources Department, or by visiting the College's Title IX Website (https://northweststate.edu/title-ix). The document links are also included below:

- Sexual Misconduct Policy Governing Students and Employees
- Sexual Misconduct Resolution Procedures Governing Students and Employees

Original: Registrar Copies: Instructor(s) above, Student, Academic

3358: 14-5-08 **STUDENT CODE OF CONDUCT**.
Effective 6/5/09; Reaffirmed by Board of Trustees 10/4/13 Revision 11/26/18 & 10/27/2023

(A) The code of student conduct exists to advance the core missions of the college, promote a safe and secure educational environment, foster the academic and social development of students, and protect the persons, property, processes, and academic integrity of the college community. Although the code is intended to be as comprehensive as possible, it makes no attempt to list all activities, behavior, or conduct which may adversely affect the college community. The expectation is that all students show respect for each other, for college property, and for the college community.

(B) In order to maintain an orderly process for learning, the instructor/supervisor/administrator has the authority to exclude any student who is considered to be detrimental to an ongoing learning experience. This may include dismissing a student from a particular course, workshop, or learning event. As a result of disruptive or detrimental behavior, a student may be subject to additional discipline under this policy including, but is not limited to disciplinary probation, suspension, dismissal, expulsion, or other appropriate action.

(C) The code applies to the on-campus conduct of all students and registered student organizations. The code also applies to the off-campus conduct of students and student organizations in direct connection with:
(1) A class assignment;
(2) Academic course requirements or any credit-bearing experiences, such as clinical experiences, externships, internships, field trips, study abroad, or student teaching;
(3) Any activity supporting pursuit of a degree;
(4) Activities sanctioned, sponsored, conducted, or authorized by the college or by registered student organizations;
(5) Any activity that causes substantial destruction of property belonging to the college or members of the college community or causes serious harm or imminent risk of serious harm to the health or safety of members of the college community; or
(6) Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

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

(E) Prohibited conduct - any student found to have engaged, or attempted to engage, in any of the following conduct while within the college's jurisdiction will be subject to disciplinary action by the college.
(1) Academic misconduct - any activity that tends to compromise the academic integrity of the college or subvert the educational process. (See academic honesty procedure 5-09(B-2) for additional specific policy.)

(2) Harassment – any physical, non-verbal or verbal conduct that has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment (See Non-discrimination / Anti-harassment policy 14-3-19 for additional specific policy).
(3) Endangering health safety - actual or threatened action that endangers the safety, physical, or mental health or life of any person, whether intentionally or as a result of reckless disregard. Also includes engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property to that person, or creates a reasonable fear of such a threat or action.
(4) Sexual misconduct – any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex. (See sexual misconduct policy 14-3-35 for specific additional policy and procedure related to sexual misconduct).
(5) Destruction of property - actual or threatened damage to or destruction of college/campus property or property of others, whether done intentionally or with reckless disregard.
(6) Dangerous weapons or devices - use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms, explosives, dangerous chemicals, fireworks or other weapons, unless authorized by an appropriate college official or permitted by a college policy, even if otherwise permitted by law.
(7) Dishonest conduct - dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of college documents, such as forgery, alteration, or improper transfer; and submission to a college official of information known by the submitter to be false.
(8) Theft/unauthorized use of property - theft or attempted theft, or the unauthorized use or possession of college property or services, or the property of others.
(9) Failure to comply with college or civil authority - failure to comply with legitimate directives of authorized college officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.
(10) Drugs and alcohol - use, production, distribution, sale, or possession of drugs or alcohol in a manner prohibited under local, state, and federal law or college policy.
(11) Unauthorized presence - unauthorized entrance to or presence in or on college premises, including campus locations.
(12) Disorderly or disruptive conduct - disorderly or disruptive conduct that unreasonably interferes with college activities or other activities conducted, sponsored, or permitted by the college or any member of the college community.
(13) Lewd or obscene conduct – behavior such as sexual acts performed in public or on college premises, taking pictures of another person in a gym, locker room, or restroom without that person's consent, disrobing or streaking, possession or distribution of any obscene materials.
(14) Hazing - performing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation into or continued membership or participation in any group, organization, or activity that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include but are not limited to, use of alcohol, reaction of excessive fatigue, and paddling, punching or kicking in any form.
(15) Discipline proceedings abuse - abuse of any college discipline proceedings, including but not limited to:

(a) Falsification, distortion, or misrepresentation of information during an administrative hearing;

(b) Disruption or interference with the orderly conduct of an administrative proceeding;
(c) Attempting to discourage an individual's proper participation in, or use of, a college discipline proceeding;
(d) Attempting to influence the impartiality of a member of an administrative panel prior to, and/or during the course of an administrative proceeding; and
(e) Encouraging another person to commit an abuse of a college disciplinary proceeding.

(F) Technology resources - misuse or abuse of the college's technology equipment such as computers, printers, laptops, projectors, tvs, and including the college's internet and wi-fi access, by any means, including, but not limited to:
(1) Use of computing resources to interfere in any way with the normal operation of the college/campus;
(2) Failure to comply with all federal, Ohio, and other applicable law; all generally applicable college rules and policies; and all applicable contracts and licenses (i.e., laws of libel, privacy, copyright, trademark, obscenity, child pornography; the electronic communications privacy act and the computer fraud and abuse act, which prohibit "hacking", "cracking", and similar activities; and all applicable software licenses)
3) Unauthorized use, including, but not limited to:
(a) Use of identification numbers, accounts, and passwords shared with, or used by persons other than those to whom they have been assigned by the college;
(b) Use of computing resources for personal commercial purposes or for personal financial or other gain;
(c) Use of computer resources to speak on behalf of the college (implied or stated) when not authorized to do so;
(d) Use of computer resources to access and utilize college trademarks and logos without authorization to do so;
(e) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
(f) Unauthorized transfer of a file;
(4) Use of computing resources to interfere with, interrupt, or disrupt the work of another student, faculty, or staff member;
(5) Use of computing resources to transmit menacing or harassing messages or materials.

(G) Violation of college rules - violation of other published college regulations, policies, or rules, or violations of local, state, or federal law.

(H) Riotous behavior - participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Prohibiting behavior in the context of a riot includes but is not limited to:

(1) Knowingly engaging in conduct designed to incite another to engage in riotous behavior;
(2) Actual or threatened damage to or destruction of college property or property of others, whether done intentionally or with reckless disregard;
(3) Failing to comply with a directive to disperse by college officials, law enforcement or emergency personnel; and

(1) Intimidating, impeding, hindering, or obstructing a college official, law enforcement or emergency personnel in the performance of their duties.
(2) 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.

STUDENT CODE OF CONDUCT PROCEDURES

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.

The full procedure can be viewed on the College shared drive or obtained from the Office of the Vice President of Academics or Director of Human Resources and Leadership Development.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Please contact your Dean or the Registrar for assistance. FERPA was enacted to protect the privacy of students' educational records, to establish the rights of students to inspect and review their educational records, and to provide students with an opportunity to have inaccurate or misleading information in their educational records corrected. The College has designated the following as "Directory Information" and may be released by the College at its discretion: name, major, dates of attendance, degrees conferred, birth date, full-time or part-time status, address*, and email* (*only sent to four-year higher education institutions).

Avoid violations of FERPA, DO NOT:

- Publically disclose the name of a student and that student's social security number, NSCC ID number. Illustrations of how these rules may be violated include:
  - Use SSN or NSCC ID of a student in a public posting of grades.

- Leaving graded tests in a stack for students to pick up by sorting through the papers of all students.
- Circulate a printed class list with student name and ID numbers, or grades as an attendance roster.

- Print a student's academic transcript and release to a third-party. Only the Registrar's Office is authorized to release a transcript with a student's written authorization.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- Provide anyone with student schedules or assist anyone other than a college employee in finding a student on campus.
- Leave your computer unattended and an unauthorized person retrieves information from the computer.
- Release GPA, grades, or other non-directory information in a letter of recommendation without obtaining a signed release from the student specifying what may be disclosed, the purpose of the disclosure, and the third-party to whom the disclosure can be made. Statements made by a person based on that individual's personal observation does not require a written release from the student.
- Confidentiality is an important thing in your job. **When in doubt, do not give it out.**

PROTECTION OF HUMAN SUBJECTS RESEARCH

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. 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 IRB review. **Research study for a class at NSCC –** It is assumed that the research proposal will fall with the exempt category. The proposal must be approved by the instructor, dean, and Vice President for Academics. The Research proposal submitted must include the following:

- Research purpose
- Research questions / intentions
- Research procedures
- Identification of participant risk
- Describe how the data will be reported
- Copy of Consent agreement (if required)

For the full policy, please see the VP for Academics.

STUDENT INTERNSHIPS, FIELD EXPERIENCES, AND PRACTICUMS

Procedures

1. Students wishing to participate in an internship, field experiences or practicum must be registered for the appropriate 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 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.

****Note: Any out of state placements may require state authorization. Please contact the Vice President for Academics to determine if state authorization is needed.**

3358:14-5-15 **ACADEMIC GRIEVANCE POLICY**
Effective Date: Reaffirmed by Board of Trustees 10/4/13 10/11/2018 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:

Procedure No.5-15(A): **ACADEMIC GRIEVANCE PROCEDURE**
Effective Date: January 30, 2009; Revised 1/3/2019

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: 14-5-24 Religious Accommodations for Students.
Effective Date: 04/01/2023

This policy applies to Northwest State Community College students and is in accordance with Revised Code (R.C.) 3345.026. 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.

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. 3345.024 are outlined below.

R.C. 3345.0215 – Definitions

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

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

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

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

(1) Faculty shall permit a student to be absent for up to three (3) days each academic semester to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization.

(2) Faculty shall not impose an academic penalty as a result of a student being absent as permitted in this policy.

(3) Faculty shall provide alternative accommodations with regard to examinations and other academic requirements and other academic requirements missed due to an absence described in section (B)(1), if both of the following apply:

a. The student's sincerely held religious belief or practice severely affects the student's ability to take an examination or meet an academic requirement.
b. Not later than fourteen (14) days after the first (1) day of instruction in a —— particular course, the student provides the instructor with written notice of the specific dates for which the student requests alternative accommodations.

(4) An instructor shall accept without question the sincerity of a student's religious or spiritual belief system. An instructor shall keep requests for alternative accommodations confidential. An instructor shall schedule a time and date for alternative examination, which may be before or after the time and date the examination or other academic requirement was originally scheduled, but shall do so without prejudicial effect.

(C) Northwest State Community College shall post both of the following in a prominent location on the institution's web site:

(1) A copy of the Religious Accommodation for Students Policy adopted under this section, which includes the contact information of an individual who can provide further information about the policy; and

(2) A non-exhaustive list of major religious holidays or festivals for the next two (2) academic years as provided by the Chancellor of Higher Education and is expressly published as "non-exhaustive; and

(3) The non-exhaustive list of major religious holidays or festivals shall not be used to deny a student's holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list; and

(4) Nothing in this section, and no inclusion or exclusion of a religious holiday or festival on the list posted by Northwest State Community College and as provided by the Chancellor of Higher Education, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all

examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system provided under this section.

(D) Instructors shall include in each course syllabus a statement regarding Northwest State Community College's Religious Accommodation for Students Policy adopted under this section. The syllabus statement shall include the following:

(1) A description of the general procedure for requesting accommodations;

(2) Contact information for an individual whom a student may contact for more information about the policy adopted under this section.

(E) Reference the Student Code of Conduct Grievance procedure.

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 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.

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.

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.

For the procedure, please contact the Vice President of Enrollment Management and Student Affairs or see the Policies and Procedures Manual.

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 Location.

3358:14-17-09: Racial, Religious, and Ethnic Harassment and Intimidation aka Campus Act

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.

Statement of Prohibition on Racial, Religious, and Ethnic Harassment and Intimidation

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.

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.

Definitions

"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.

"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: (i) the property of another, or (ii) one's own property, when certain conditions are met, or (iii) 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)

"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.

Further, in accordance with the requirements of the Revised Ohio Code, NSCC:

- 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.

- 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.
- 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.

The Procedure for resolving complaints under this policy can be found here: https://northweststate.edu/wp-content/uploads/2025/03/Campus-Act-Policy.pdf; or you may contact the Title VI Coordinator.

Northwest State
Community College

CAMPUS EMERGENCY AND PUBLIC SAFETY PROTOCOLS

2025-2026

EMERGENCY POLICY AND PROCEDURES
The emergency procedures can be found on Sakai (https://sakai.northweststate.edu/portal/) in the Employee Lounge under Emergency Plans or on myNSCC under the Employee tab. This includes protocols on Active Assailant, Attempted Suicide & Suicide Response, Bomb Threat, Hostage Situation, Medical Emergency, Fire Evacuation and Tornado Safety & Warnings.

The Campus Police are located inside the Atrium and can be reached at: **Campus Police: 419.267.1452 (office) or 419.572.1773 (cell) or by pressing the campus police speed dial button on all campus phones.**

INCLEMENT WEATHER PROCEDURES
The college's decision to delay, cancel classes, or close is based on the condition of the campus parking lot and the closing of area businesses and industries. Faculty are responsible to make the decision as to whether conditions are such that faculty should not travel. The college does not provide transportation to learners and thus does not follow the same factors to determine cancellation of classes as the K – 12 school systems. If the college is in session during inclement weather and faculty are uncomfortable driving, faculty are responsible to make arrangements with the appropriate Dean. The college will initiate the QuickAlert system which will call, text, and email all employees and learners automatically when there is a delay or closing. In addition, the college will announce delays or closings over radio/television stations.

It is important to read and listen to the delays or closing announcements carefully. Also, the college may close only for the morning, the afternoon, or the evening classes. Morning closings will be announced by 6:00 a.m. (classes starting between 7:30 and 11:45 a.m.), afternoon closing will be announced by 10:00 a.m. (for classes starting between 12:00 noon and 5:30 p.m.) and evening will be closed by 4:00 p.m. (for those classes starting after 5:45 p.m.). The quickest place for faculty and learners to find any weather-related updates will be the college website (www.northweststate.edu). The second quickest way is to watch or listen to the radio and television stations listed below. A message will be placed on the college switchboard but faculty and learners may experience a longer than normal wait until your call is answered due to high call volume.

Call Letter	Station
WMTR	Archbold 96.1 FM
WBNO & WQCT	Bryan 100.9 FM and 1520 AM
WAJI, WLDE, WFFT, 55 Fox TV	Fort Wayne 95.1 FM
WBCL	Fort Wayne 90.3, 89.5, 88.1 FM
WNDH, WDFM, WZOM, WONW	Clear Channel Communications 103.1, 98.1 FM, 105.7 FM & 1280 AM
WTOL TV	Toledo, Channel 11
WNWO TV	Toledo, Channel 24
WUPW	Fox Toledo
WOWO	Fort Wayne 1190 AM
WTVG	Toledo, Channel 13
WCSR	Hillsdale 1340 AM & 92.1 FM
WERT	Van Wert 99.7 FM
WKKO, WRQN, WTOD, WWWM, WXKR, WRWK, WLQR, WTWR	Cumulus Broadcasting Toledo
WLZZ	Montpelier, 104.5

In the event the College is closed, all employees will be excused from reporting except those employees whose presence is necessary to correct the situation so the College may open. (Example: Custodial staff will be required to report so that snow or ice may be removed.)

1. If the College announces it is closed due to conditions such as water, electrical, heating failure, etc., Maintenance, Custodial Personnel, Deans, the Vice President for Academics, the Executive Vice President, and President will be expected to report. These essential personnel will be granted compensatory time off. The President or his designated representative may excuse any or all of these essential personnel from reporting if it is deemed necessary.

   In case the above conditions affect the pay date, this pay date may be moved back the corresponding number of days that these conditions are in effect.

2. The President or his designated representative will make the decision on whether or not to cancel classes and close the College.

PARKING
There is no designated faculty parking lot and no parking pass is required.

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

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

SMOKING
Smoking is not allowed in campus buildings or vehicles owned by Northwest State Community College. This includes all tobacco products including e-cigarettes. Please look for signs denoting designated smoking areas.

DRUG-FREE WORKPLACE
Northwest State Community College is a drug-free campus and comply with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act of 1989.

Northwest State
Community College

HUMAN RESOURCES

2025-2026

Department	Name/Title	Office	Ext.
Katy McKelvey	Vice President for Human Resources & Leadership Development, Deputy Title IX Coordinator	A106B	1327
Brittany Chamberlain	Executive Director – Human Resources & Leadership Development	A106A	1425
Aimee Thorpe	Generalist – Human Resources	A108	1433
Andrea Mofield	Specialist – Talent Management	A110	1431
Martha Dennison	Assistant – Human Resources	A106	1440

EMPLOYMENT REQUIREMENTS
The following documents must be completed and sent to Human Resources in order to be employed by the College:

- Employment Application – Online
- Resume
- Background Check Authorization Form including cleared results
- Official college transcripts mailed directly to:
  Part-time faculty (Administrative Office, E205)/Full-time faculty (Human Resources A106):
  Northwest State Community College
  22600 State Route 34
  Archbold, OH 43502
  419.267.1321

In addition to the above, the following forms must be completed in order for payroll to be processed:

- Payroll forms (federal, state, and city tax forms, State Teachers Retirement (STRS) or an alternative retirement plan (ARP) form, direct deposit authorization with account documentation (ex. voided check))
- I-9 Employment Eligibility Verification
  - Please note that the Employment Eligibility Verification (Form I-9) requires that faculty produce one item from List A or one item from both List B and C - these items must be verified by a member of the HR team, or other College representative. The I-9 form must be complete and on file in HR within three days from the start of employment.
- Other forms (e.g. SSA, FERPA, Voluntary Self-Identification form, and Ohio Auditor of State's Fraud Hotline)

Change of Address Information - In the event that an employee has an address change during the period of employment, it is the employee's responsibility to complete a Personal Information Change form, update appropriate tax forms, and notify the proper retirement system. The Personal Information Change form can be found in the Human Resources office. Updated W-4, Ohio State Tax, and City tax forms (if applicable) will need to be returned to the payroll/business office. For questions regarding change of personal information, please contact the Office of Human Resources and/or the Business Office.

CONDITIONS OF EMPLOYMENT & LOAD SHEETS
Some faculty will receive the semester load sheet that includes the Conditions of Employment via NSCC email. The Deans issue the faculty load sheet, indicating courses to be taught and faculty pay. Faculty will need to electronically sign the load sheet and return it via email to the Executive Administrative Assistant to the Vice President for Academics. An electronic signature will be created at time of hire in

the faculty packet, or you can obtain one from the Executive Administrative Assistant to the Vice President for Academics. The load sheet must be processed before your first pay will begin.

FLAC is a program which enables faculty members to view and approve faculty load and compensation (FLAC) through myNSCC. Faculty will be given instructions on how to view and approve your load sheet in myNSCC, if applicable.

Part-time faculty are not authorized to exceed 29 hours of work per week.

BENEFITS
Full-time faculty should refer to the Professional Agreement for information regarding benefits. Part-time faculty are not eligible for NSCC sponsored medical, dental, vision, or life insurance plans based on Affordable Care Act and NSCC policies.

Part Time Employee Instructional Fee Waiver Policy -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, but cannot be more than the credits they are teaching, but max 6 hours excluding independent studies. The employee will pay all other fees. The tuition waiver benefit does not apply to contract training or non-credit courses. Dependents are not eligible. The order of payment for part-time faculty 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.

Bookstore Discount - During the semester(s) in which the faculty is teaching, the employee is eligible for a 15% discount on items purchased in the College bookstore. This discount excludes food and beverages.

FACULTY ABSENCE REPORTING
If faculty are ill or otherwise unable to meet a scheduled class, please contact the Division Dean and/or the administrative assistant of the division along with learners through the Sakai course site email as soon as possible. If faculty know ahead of time they will miss a class, the faculty must consult with the division dean to arrange for substitute faculty. It may be possible to find proctors to give exams during a faculty absence.

Part-time:	If you are a part-time faculty and your class must be canceled, your compensation may be adjusted at the Deans discretion.
Full-Time:	If you are a full-time faculty, you will need to complete the Leave Report.

PHOTO IDs
All students, faculty, and staff are required to have a Northwest State Community College Photo ID. The ID cards serve as your access "key" to classrooms, labs, and college mailroom. The ID also serves as a library card and is required for bookstore purchases. Photo IDs are issued at the Campus Police Office in the Atrium. If no one is available at Campus Police please call (419) 572-1773 and Campus Police will return to process your photo ID. **There is a $10.00 fee for replacement of lost IDs.**

PAYROLL INFORMATION
Payroll is processed twice a month - on the 15th and the last day of the month unless these dates fall on a weekend or holiday, then it is the prior Friday. An employee is paid, depending on when payroll information is submitted to the Payroll office. The number of pay dates for part-time faculty is determined by the payroll calendar.

The W-4 is required at the beginning of employment. Payroll sends out an email to all employees each year with their current status. If any information needs to be changed, faculty should contact the Payroll department. Faculty may make change at any time during the year if reporting status changes or if a change in your withholding allowance is desired. Employees who claim exempt from personal income tax withholding must renew their W-4 by February 15 of each year if they wish to remain exempt. The W-4 form should be returned with faculty's signed contract.

Deductions - You can expect to see deductions on your NSCC paycheck for:

Federal/State Income Tax Withholding
Local Tax (such as city if applicable) or if an employee works at one of the satellite sites they could have city tax withheld for the city they work in.
State Teachers Retirement System (STRS) or an alternative retirement plan (ARP)
School District Tax (if applicable)
Medicare

NOTE: Social Security deductions will not be made. All employees are covered by Workman's Compensation.

Direct Deposit Pay Stubs - Direct deposit pay stubs are available through Banner Self-Service.

1. Go to http://www.northweststate.edu. On the top right side corner click on "myNSCC"
2. Login to myNSCC using your AD login and password and click "Login."
3. Click on "Self-Service" located at the top right of the screen
4. Click on "Employee", then "Pay Information" and then "Pay Stub".
5. The current year will appear and you can click on "Display" to list the pay periods for the year. Click on the Pay Stub Date you want to view. You can view or print from this screen.

Pay Rate Schedule – **Part-time Faculty** - Direct Deposit is mandatory; payroll checks will NOT be mailed. In order to be paid, faculty must have all Employment Requirements on file. The pay rate schedule for part-time faculty is below:

	PT Class	Meet any of the listed criteria	Credit Hours Taught	Lecture Hour	Lab Hour
B	Beginning	0-25 credit hours taught, < 2 yrs. work experience, or Bachelor's degree	**0-25**	$644.80	$483.60
C	Continuing	26-50 credit hours taught, 2 - 5 yrs. work experience, or Master's degree	**26-50**	$676.00	$507.00
C2	Continuing II	51-100 credit hours taught, 5+ yrs. work experience, or Ph.D.	**51-100**	$707.20	$530.40
C3	Continuing III	900 hour apprenticeship program or Journeyman's card or 10 yrs experience	**101-175**	$738.40	$553.80
C4	Continuing IV		**176+**	$769.60	$577.20

PART-TIME NURSING LAB/CLINICAL 2024

	Class	Meet any of the listed criteria	Cumulative Hours	Nursing Lab/hr.	Nursing Clinical/hr
N1	Beginning	0-400 clinical/lab hours, < 2 yrs. work experience, or Bachelor's degree	**0-400**	$35.36	$43.68
N2	Continuing	401-1000 clinical/lab hours, 2 - 5 yrs. work experience, or Master's degree	**401-1000**	$38.48	$46.80
N3	Continuing II	1001-2000 clinical/lab hours, 5+ yrs. work experience, or Ph.D.	**1001-2000**	$41.60	$49.92
N4	Continuing III	2001+ clinical/lab hours	**2001+**	$44.72	$53.04
Miscellaneous Part-time Faculty Hourly Pay Rates 2024					
MAL	M.A. Lab Instruction	Lab Instruction (Medical Assisting, ECD)	**$28.08**		
LAB	Misc. Lab Work	Laboratory setup, maintenance, special projects on and off campus	**$28.08**		
LEA	Law Enforcement Academy	Part-time faculty for law enforcement academy not including the commander	**$28.08**		
Tutoring Pay Scale/hr 2024					
T1	Beginning Student	Student tutor with 0-50 hours of tutoring completed.	**$12.48**		
T2	Continuing Student	Student tutor with 51 or more hours of tutoring completed	**$13.52**		
T3	Professional	Qualified faculty or equivalent including eTutors	**$17.68**		
KS	Kurzweil	Kurzweil System	**$15.34**		

****Board Approved 6/21/2024**

The degree and relevant work experience must be related to the courses that the faculty is teaching

Electronic W-2 Form - Northwest State Community College is required by the IRS to furnish all employees each calendar year with a Form W-2 to be used in completing the employees' annual tax returns. The Form W-2 details the employee's compensation and tax withholding amounts for the year. Northwest State Community College employees may choose to receive their W-2 online through the Employee Self Service system or in paper format via the USPS.

Consent
The IRS has approved the use of electronic W-2 statements; however, employees must provide their consent to receive their W-2 in electronic format in lieu of paper format. For this reason, if you wish to attain all future W-2 statements in electronic format, follow the instructions given below.

Instructions to Consent to Receive Your Form W-2 in Electronic Format in Lieu of Paper Format:

1. Go to http://www.northweststate.edu. On the bottom left corner clock on myNSCC
2. Login to myNSCC using your AD login and password and click "Login"
3. Click on "Self-Service" located in the myNSCC Self-Service Menu box
4. Click on "Employee" then "Tax Forms" and then "Electronic W-2 Consent"
5. After reading the disclosure, click the box under My Choice
6. Click Submit

Instructions to Access Your Form W-2:
Once you consent to receiving your W-2 electronically, you may access it by completing the following steps:

1. Go to http://www.northweststate.edu. On the bottom left side corner click on "myNSCC"
2. Login to myNSCC using your Banner ID and PIN and click Login
3. Click on "Self-Service" located in the myNSCC Self-Service Menu box
4. Click on "Employee" then "Tax Forms" and then "W-2 Wage and Tax Statement"
5. Select the tax year for the corresponding W-2
6. Click Display

For questions regarding electronic W-2 forms, please contact the Payroll Accountant in the Business Office at 419-267-1356.

EVALUATIONS

Faculty are reviewed on an annual basis by the Dean of each division. The reviews are conducted using a standardized matrix that was developed with the Human Resources office. Full-time probationary employees will have one written review per semester (excluding summer). The review will indicate the strengths and weaknesses of the employee along with specific suggestions for improvement. For more information, please refer the Association Contract.

Part-time and CCP faculty are evaluated once during their first semester and once every two years thereafter, per the Deans discretion and based on course assignment.

Northwest State Community College

INSTITUTIONAL SUPPORT SERVICES

2025-2026

BOOKSTORE
The Division Dean provides copies of the textbook(s) and materials to faculty for their assigned course(s). Faculty may purchase other texts, supplies, and NSCC clothing currently in stock using your 15% employee discount. Items not stocked by the bookstore may be purchased by checking with the bookstore manager. Bookstore hours vary throughout the year. Please call 419-267-1213 for hours.

BUILDING HOURS
NSCC building hours vary depending on time of year.

Monday – Thursday	7:00 a.m. – 10:00 p.m.
Friday	7:00 a.m. – 4:00 p.m.
Saturday	CLOSED.
Sunday	CLOSED

For semester break and summer campus hours please call 419.267.5511. See the Academic Calendar on the college website for campus closed dates for holidays.

FOOD SERVICES
Food service is available in the NSCC Café located upstairs in the C building. Food service hours vary throughout the year. Typical hours are Monday – Thursday from 7:45 a.m. to 2:00 p.m. and closed on Fridays. Vending machines are available on the first floor of building A and on the first floor in building E. The bookstore also offers refrigerated items, including cold sandwiches, sides, and assorted beverages.

SWITCHBOARD
The college has an automated telephone system which includes many features along with voicemail. If questions arise please contact the college switchboard by dialing "0" from any campus phone, or by calling 419.267.5511 and press "0" at the prompt (you may have to press "0" twice).

The college switchboard is open to receive calls Monday & Tuesday 8:00am – 6:00 p.m., Wednesday & Thursday 8:00a.m. – 4:30 p.m. and Friday 8:00 a.m. – 4:00 p.m.

TEACHING & LEARNING COMMITTEE (TLC)
The Teaching and Learning Committee (TLC) has been established to facilitate faculty development in the faculty role, including face-to-face and online instruction. The purpose is to better implement best-case instructional practices within courses to improve student success. TLC has online as well as face-to-face assistance available through the Instructional Design and Distance Learning Coordinator. For additional information call 419.267.1428.

Northwest State
Community College

Appendix

2025-2026

Course Syllabus Format

Minimum Information Requirements

Part I – Standard for All Sections of a Given Class

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 2018).
- **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 & 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. All revisions need to be submitted through Academic Affairs.

Required Information College Credit Plus and Early Admit 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.

Technical Skills and Etiquette

All students should have basic computer skills in order to successfully complete this class. You are expected to be able to send and receive email with attachments, download files, create documents and save them in various formats, post assignments to Sakai, use online forums, and navigate Sakai and other online resources.

Etiquette guidelines:

- Be respectful and professional with your comments to your peers and instructors
- Do not use all caps when responding online. It may appear as if you are yelling.
- Avoid shorthand (ie. SMH, FWIW)
- Spell check your submissions before posting
- Think about how the message will come across before you press send. Many times we do not realize how a message may be interpreted.
- Be resourceful, and try to find the answers to your questions in the course syllabus and materials before emailing your instructor. This will allow the instructor to dedicate more time and energy to helping with problems that don't have an easy answer.

Title IX Responsibilities:

NSCC faculty are committed to supporting our students and providing an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this. If you report this to a faculty member, she or he must notify NSCC's Title IX coordinator. The Title IX coordinator will assist the student in connecting with all possible resources both on and off campus.

Shannon Floyd, Title IX Coordinator
sfloyd@northweststate.edu or 419-267-1319

Katy McKelvey, Deputy Title IX Coordinator (employees)
kmckelvey@northweststate.edu or 419-267-1327

Renee Bostelman, Deputy Title IX Coordinator (learners)
rbostelman@northweststate.edu or 419-267-1334

Religious Accommodations:

NSCC faculty are committed to fostering an environment of respect, understanding, and reasonability, including as it relates to learners' engagement in religious expression. As such, faculty shall provide reasonable religious accommodations to individual learners for sincerely held religious, spiritual, and/or faith-based beliefs and practices. In accordance with NSCC's *Religious Accommodations* Policy:

1) A learner shall be permitted to be absent for up to three (3) days each academic semester to observe holidays for reasons of faith or a religious or spiritual belief system, or to participate in organized activities within the scope of a learner's religious denomination, church, or other spiritual organization.
2) A learner must notify the instructor of the need for religious accommodations within fourteen (14) days of the first (1) day of instruction in this course. The notice should provide specific dates for which the learner requests alternative accommodations.
3) A learner will be provided with alternative accommodations with regard to examinations and other academic requirements missed due to an absence described in Item No. 1.
4) No academic penalty shall be imposed on the learner as a result of an absence that is properly requested and protected under this policy, as set forth above.

Further information pertaining to NSCC's *Religious Accommodations for Students Policy* can be found in the policies and procedures manual, under Policy No. 3358: 14-5-24 and Procedure No. 5-24 (A). Additional information may also be obtained by contacting the Vice President for Academics.

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).

Generative AI Usage at Northwest State Community College

There are three (3) categories of generative AI use restrictions within any class at NSCC. Each assignment may designate what category of restriction and any specific rules that apply to that assignment. Violating the guidelines for the level of the assignment will be considered an act of academic dishonesty and treated accordingly.

Level 1: Generative AI use prohibited

- All work submitted by students will be generated by the students themselves, working individually or in assigned groups. Any material generated by an AI is prohibited from being used at any point in the project (i.e. creating outlines, rewriting or tone altering, and any other uses).
- Students may not have any other person or entity write any portion of the assignment for them, including using a third party to use generative AI and then purchasing or using that text.

Level 2: Generative AI use is allowed with attribution

- Use of generative AI tools is permitted for students who choose to use them.
- Students must cite any material produced by generative AI according to the formal citation system in use in the course (e.g. MLA, APA, IEEE).
- Failure to appropriately cite material created by generative AI is plagiarism and a form of academic dishonesty.
- All prompts used to generate material for the assignment must be included along with the unedited output of the generative AI in an appendix to the assignment.
- The student is responsible for the veracity and accuracy of all statements produced by the generative AI. All errors created by AI will be attributed to the student.
- Using generative AI materials as the complete assignment without attribution and quotation is an act of academic dishonesty.

Level 3: Generative AI use is encouraged

- Instructors will identify tasks where it is appropriate to use generative AI and to what extent.
- Generative AI can be used for pre-writing activities so long as the final drafts show substantial editing.
- All material created by generative AI is easily identified in the assignment using a method the instructor designates (e.g. different font attributes, footnotes, in-text citation).

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 a statement about changes in this syllabus. Be clear that 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, about **Accommodations** or one similar: "Students should contact the Accessibility Services Coordinator in office C140 or via phone at 419-267-1334 to coordinate reasonable accommodations arising from documented disabilities. Service dogs require coordination through the Accessibility Services Coordinator. If you request an accommodation through the Accessibility Service Coordinator, contact me privately to discuss your specific needs."

Withdrawal Information:

Refund and withdrawal dates for this course can be found under the Calendars link on the NSCC homepage (www.northweststate.edu/calendars). Select the semester and scroll down to the course umber. Withdrawing from a course can affect your financial aid eligibility. The student accepts full responsibility and consequences for withdrawing from classes.

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.

Northwest State Community College

Appendix C

REQUEST FORM FOR COLLEGE SPONSORED TRIPS

Requested by: _____ **Date of Request:** _____

Course Name & Number (if applicable): _____

Destination: _____

Date and time of trip: _____

Reason for trip/course objective to be met: _____

Number of Students involved: _____

Is there an alternative assignment available for students unable to participate? ☐ Yes ☐ No

Students Names - attach additional names if needed (Release and Waiver Liability Form must be submitted prior to trip)

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Any Medical Requirements? If yes, describe: _____

Any Terms and Conditions required (if yes, attach documentation) ☐ Yes ☐ No

Transportation: ☐ Instructor will drive college vehicle ☐ Students drive independently

☐ Other (specify) _____

****

☐ Approved ☐ Disapproved ☐ Approved ☐ Disapproved

_____ _____

Dean's Signature Date VP of Academics Signature Date

Instructor Notified ☐

Liab. Waivers Rec'd. ☐

Appendix C

RELEASE and WAIVER OF LIABILITY FORM

To be completed by all participant(s).

Please read the following carefully. If you have any questions, have them answered **before** signing this doc Please turn in your signed forms to the designated College Employee.

I, _____ desire to participate in the following College Sponsored activity:

_____

It is agreed that in consideration of participation in this activity and the receipt of educational and other benefits from this activity I voluntarily assume all risks of accident or personal damage to my property and I release Northwest State Community College, its agents, and employees from every claim, liability, or demand of any kind sustained, whether caused by negligence of the aforementioned institution, their agents, employees, or otherwise. This release shall be binding upon any heirs, administrators, executors, and assigns of the undersigned.

I understand and admit that my participation in the Northwest State Community College activity is solely at my own risk. I assume full responsibility for any injuries or damages resulting from my participation in this program including responsibility for using reasonable judgment in all phases of participation of the program and travel to and from the location.

I recognize and understand that the activities may be hazardous, and I assume full responsibility for any resulting injuries and damages. I affirm that I am in good health. I further declare that I am physically fit and capable to participate in such activities. I acknowledge that it is the recommendation of Northwest State Community College that I obtain general medical/health insurance if I am not already covered. I understand that it is my responsibility to notify the appropriate person at the college of emergency medical information. I also understand that this waiver of liability and release form binds my heirs, executors, administrators, and assigns as well as myself.

I, the undersigned, by affixing my signature to this release of liability form, certify that I have read and fully understand the conditions provided. In the event that I volunteer to drive my personal vehicle to this activity, I comply with the minimum amount of automobile insurance as is required by the State of Ohio.

_____ _____

Date Signature

Office Use Only:		
Received by Dean	_____	Date
Retain 3 years in VP office	_____	Date

_____

Parent signature if under 18

Northwest State Community College

INCOMPLETE GRADE CONTRACT

(To be completed and submitted to the Registrar's Office by the final grade deadline**.)

Criteria:

- Student was unable to complete the work due to reasons beyond their control
- Student is currently passing the course
- To date 75% of course work is completed
- Course completion can be done without classroom instruction

Name _____ ID _____ Date _____

Sem./ Year _____ Course & Section # _____ CRN _____ Course Title _____

Person Requesting Incomplete Grade ☐ Student ☐ Faculty

Faculty Supervising completion (print): _____

Current Course Average (%) _____ Last Date of Attendance

Assignments to Complete	Deadline**

Tests/Exams to be Taken	Deadline**

Final Grade Calculation Instructions:

_____

_____

If you are a Financial Aid recipient, it is required that you speak to a Financial Aid officer prior to completing the Incomplete Grade Contract Form. This may affect your SAP (Satisfactory Academic Progress) status for your financial aid eligibility.

_____ _____

Faculty Granting Incomplete Signature/Date Student Signature/Date

_____ _____

Faculty Supervising Completion Signature/Date Academic Dean Signature/Date

Note: Final grade is due in the Registrar's Office by: **end of next semester for fall and spring terms and Sept. 15 for summer term.

Original:Registrar
Copies: Instructor(s) above, Student, Academic Dean, Financial Aid

Revised 4/2018

List of Religious Holidays/Holy Days (**Non-Exhaustive**)

Judaism
Purim
Passover
Shavuot
Tisha B'Av
Rosh Hashanah
Yom Kippur
Sukkot
Shemini Atzerat
Simchat Torah
Hanukkah

Christianity
Feast of Mary Mother of God
Christmas – Eastern Orthodox
Epiphany
Ash Wednesday
Feast of the Annunciation
Palm Sunday
Holy Thursday
Good Friday
Easter
Feast of the Ascension
Pentecost
Trinity Sunday
Corpus Christi Sunday
Solemnity of the Sacred Heart of Jesus
Nativity of St. John the Baptist
Feast of Saints Peter and Paul
Feast of St. Ignatius Loyola
Feast of the Assumption of Mary
All Saints Day
All Souls Day
Feast of Christ the King
Advent Season
Feast of St. Francis Xavier
Feast of the Immaculate Conception
Feast of Our Lady of Guadalupe
Christmas

Islam
Ramadan
Eid al-Fitr
Eid-ul Adha
Ashura
Mawlid-al-Nabi

Hindu
Maha Shivaratri
Shri Ramakrishna Jayanti
Rama Navami
Krishna Janmashtami
Diwali

Buddhist

Bodhi Day
Vesak

Sikh
Birthday of Guru Gobind Singh Sahib
Vaisakhi
Martyrdom of Guru Arjan Dev Sahib
Martyrdom of Guru Tegh Bahadur Sahib
Birthday of Guru Nanak Dev Sahib

Bahá'í
Naw-Rúz
Ridván
Declaration of the Bab
Ascension of Bahá'u'lláh
Martyrdom of the Bab
Birth of the Bab
Birth of Baháúllah
Ascension of 'Abdu'l-Bahá