



North Central State College

# Policies & Procedures Online Manual

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#### Finance/Accounting (01-09)

<a href="#">17-01</a>	Bank Reconciliations
<a href="#">17-02</a>	Budget Procedures
<a href="#">17-02a</a>	Budget Transfer Form
<a href="#">17-021</a>	Professional Development Fund (Faculty)(CBA)
<a href="#">17-03</a>	Integrated Planning and Resource Allocation Policy
<a href="#">17-031</a>	Integrated Planning and Resource Allocation Procedure
<a href="#">17-04</a>	Investment Policy

#### Receivables (10-19)

<a href="#">17-101</a>	Daily Receipt Procedures
<a href="#">17-102</a>	Incoming Mail/Cash Procedure
<a href="#">17-103</a>	Collection and Depositing of Fees (CDC NCState/OSU-M)
<a href="#">17-104</a>	Sales and Services Revenue Procedures
<a href="#">17-12</a>	Student Tuition and Fees Policy
<a href="#">17-13</a>	Student Responsibility to Pay Policy
<a href="#">17-131</a>	Student Financial Responsibility for Registration/Deregistration Procedure
<a href="#">17-132</a>	Student Accounts Receivable Procedure
<a href="#">17-133</a>	Doubtful Accounts Procedure (Allowance for)
<a href="#">17-15</a>	Student Accounts/Refund Policy
<a href="#">17-151</a>	Student Accounts/Refund Procedure
<a href="#">17-151a</a>	Request for Refund/Fee Waiver/Payment Extension Form
<a href="#">17-16</a>	Student Financial Responsibility and Default Management Policy
<a href="#">17-161</a>	Cohort Default Rate (CDR) Guidelines and Procedures
<a href="#">17-17</a>	Student Loan Default Reduction Policy

#### Payables (20-29)

<a href="#">17-201</a>	Payable Processing
<a href="#">17-201a</a>	Direct Pay Disbursement Voucher
<a href="#">17-22</a>	Stale Check Policy
<a href="#">17-23</a>	Stale Check Policy – Foundation
<a href="#">17-241</a>	Payroll Check Replacement Procedure
<a href="#">17-26</a>	Travel Expense Reimbursement Policy
<a href="#">17-261</a>	Travel Expense Reimbursement Procedure

<a href="#">17-261a</a>	Travel Request Authorization Form
<a href="#">17-261b</a>	Mileage Report Form
<a href="#">17-261c</a>	Travel Expense Reimbursement Form
<a href="#">17-281</a>	Payroll Processing/Human Resources
<a href="#">17-281a</a>	Timesheet Full-Time
<a href="#">17-281b</a>	Timesheet Part-Time
<a href="#">17-281c</a>	CollegeNOW Part-Time Payroll Record
<a href="#">17-281d</a>	Non-Credit Part-Time Payroll Record
<a href="#">17-281e</a>	Timesheet Full-Time Faculty Non-Teaching Activities During Off-Semester
<a href="#">17-281f</a>	Faculty Evaluation of Adjunct Faculty (Classroom Observation) Compensation Form
<a href="#">17-282</a>	Payroll Processing Payroll/Benefits

### Procurement (30-39)

<a href="#">17-30</a>	Purchasing and Contracting Policy
<a href="#">17-301</a>	Direct Purchasing & Competitive Selection Procedures
<a href="#">17-301a</a>	Facilities Return Job Order (Damaged Items>Returns)
<a href="#">17-301b</a>	Personal Service Contract (College)
<a href="#">17-301c</a>	Personal Service Contract (Foundation)
<a href="#">17-301d</a>	Requisition for Goods or Services
<a href="#">17-302</a>	Expenditure of Public Funds for Food and Beverages
<a href="#">17-303</a>	Vendor Relations Letter/Vendor Relation Procurement Procedures
<a href="#">17-31</a>	Petty Cash (NC State College)
<a href="#">17-32</a>	Petty Cash (CDC NC State/OSU-M)
<a href="#">17-33</a>	Payment Card Policy
<a href="#">17-331</a>	Payment Card Guidelines
<a href="#">17-34</a>	Payment Card Policy - Foundation
<a href="#">17-35</a>	College Identification Card Policy

### Assets/Property (40-49)

<a href="#">17-40</a>	Property Use Policy
<a href="#">17-401</a>	Property Use Procedure
<a href="#">17-401a</a>	Key and Building Key Card Requisition Form
<a href="#">17-401b</a>	Lost Key Form
<a href="#">17-401c</a>	Facilities Equipment Loan Form
<a href="#">17-401d</a>	Facilities Equipment Transfer Form
<a href="#">17-401e</a>	Facilities Equipment Disposal Form
<a href="#">17-401f</a>	Office-Classroom Move Form
<a href="#">17-402</a>	Donated Capital Assets Acceptance Procedure
<a href="#">17-402a</a>	Donated Equipment Form
<a href="#">17-41</a>	Fleet Vehicle Use Policy
<a href="#">17-411</a>	Fleet Vehicle Handbook
<a href="#">17-411a</a>	Facilities Fleet Car Request Form
<a href="#">17-411b</a>	Driving History Questionnaire
<a href="#">17-42</a>	Capital Assets System

### Records (50-59)

<a href="#">17-50</a>	Family Educational Rights and Privacy Act (FERPA)
<a href="#">17-50a</a>	Authorization for the Release of Student Information (FERPA Release)
<a href="#">17-51</a>	Records Retention Policy
<a href="#">17-51a</a>	Certificate of Records Destruction
<a href="#">17-511</a>	NCSC General Records Retention Schedule
<a href="#">17-52</a>	Identity Theft Protection Policy

### 3357:13-18 FACILITIES

#### Physical Plant/Property (01-09)

<a href="#">18-01</a>	Student Accessibility Handbook (ADA Compliance)
<a href="#">18-02</a>	NC State/OSU-M Use of College Buildings and Facilities Policy
<a href="#">18-03</a>	NC State/OSU-M Drives and Canvassing Policy
<a href="#">18-04</a>	NC State/OSU-M Posting Policy
<a href="#">18-041</a>	NC State/ OSU-M Posting Procedure
<a href="#">18-041a</a>	NC State/ OSU-M Outdoor Event Board Request Form
<a href="#">18-05</a>	NC State/ OSU-M Bake Sale Policy
<a href="#">18-051</a>	NC State/ OSU-M Bake Sale Procedure
<a href="#">18-051a</a>	NC State/ OSU-M Request for Bake Sale Form
<a href="#">18-06</a>	NC State/ OSU-M Outside Vendors at Events Policy
<a href="#">18-07</a>	NC State/ OSU-M Voluntary Closing of Shared Service Units
<a href="#">18-08</a>	NC State/ OSU-M Campus Recreation Center (CRC) Pass Policy
<a href="#">18-081</a>	NC State/ OSU-M Campus Recreation Center (CRC) Pass Guidelines
<a href="#">18-081a</a>	Campus Recreation Center (CRC) Application Form – Alumni Pass
<a href="#">18-081b</a>	Campus Recreation Center (CRC) Application Form – Family Pass
<a href="#">18-081c</a>	Campus Recreation Center (CRC) Application Form – Retiree Pass
<a href="#">18-09</a>	NC State/OSU-M Public Use of College Outdoor Areas Policy

#### Health, Safety & Security (10-39)

<a href="#">18-10</a>	NC State/OSU-M Campus Safety and Security
<a href="#">18-10a</a>	NC State/OSU-M Campus Security Incident Report Form
<a href="#">18-10b</a>	NC State/OSU-M Campus Conduct-Behavior Report Form
<a href="#">18-101</a>	Illness and Bodily Injury Emergency Contacts
<a href="#">18-102</a>	First Aid Kit Information
<a href="#">18-103</a>	Blood Borne Pathogens
<a href="#">18-104</a>	Procedures for Aids, ARC & HIV Positive
<a href="#">18-105</a>	Non-Emergency Numbers
<a href="#">18-11</a>	Fire Evacuation Plan
<a href="#">18-12</a>	Tornado Safety and Shelter
<a href="#">18-13</a>	College/Campus Closing Policy and Procedures
<a href="#">18-131</a>	Class Cancellation Policy and Procedures
<a href="#">18-14</a>	Hazardous Materials Policy/Procedures
<a href="#">18-15</a>	Security Camera Policy

<a href="#">18-16</a>	Bomb Threats
<a href="#">18-17</a>	Power Failure Phones
<a href="#">18-18</a>	Workplace Violence
<a href="#">18-19</a>	Non-Smoking/Tobacco Policy
<a href="#">18-20</a>	NC State/OSU-M Rollerblades, In-Line Skates and Skateboards Policy
<a href="#">18-21</a>	NC State/ OSU-M Driving on Sidewalks Policy
<a href="#">18-22</a>	Classroom Food and Drink Policy
<a href="#">18-23</a>	NC State/ OSU-M Campus Wood Cutting Policy
<a href="#">18-24</a>	NC State/ OSU-M Parking on the Mansfield Campus Policy
<a href="#">18-25</a>	Face Covering Required During Pandemic (COVID-19) Policy
<a href="#">18-26</a>	Firearms Policy (Open Carry/Concealed Carry)

### Sustainability, Energy, and Efficiency (30-39)

<a href="#">18-30</a>	Sustainability, Energy, and Labor Efficiencies throughout Campus
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## 3357:13-19 COMMUNICATIONS & INFORMATION TECHNOLOGY

### Communications (01-19)

<a href="#">19-04</a>	Policy on Use, Change, Alteration of College Name, Logo, and Presidential Seal
<a href="#">19-041</a>	Graphic Standards Manual
<a href="#">19-05</a>	College Catalog & Student Handbook
<a href="#">19-051</a>	College Catalog Revision Process
<a href="#">19-051a</a>	College Catalog Change Form
<a href="#">19-06</a>	NC State/ OSU-M Electronic Display (Retriever) Use Policy
<a href="#">19-07</a>	College Website Accessibility Policy
<a href="#">19-07a</a>	Website Change Request Form
<a href="#">19-10</a>	Text Messaging for Non-Emergency Communication Policy
<a href="#">19-101</a>	Non-Emergency Text Messaging Procedures

### Information Technology (Infrastructure: Equipment, Access, Services) (20-29)

<a href="#">19-20</a>	Computer & Network Use Policy
<a href="#">19-20a</a>	IT Resource Center Equipment Loan Form
<a href="#">19-20b</a>	Move/Transfer Employee IT Service Request Form
<a href="#">19-22</a>	Institutional Email Policy
<a href="#">19-23</a>	Virtual Private Network (VPN) Access Policy
<a href="#">19-231</a>	Virtual Private Network (VPN) Access Procedure
<a href="#">19-231a</a>	Virtual Private Network (VPN) Access Request Form
<a href="#">19-24</a>	Wireless Access Policy
<a href="#">19-241</a>	Wireless Access Procedures

### Information Technology (Data & Information Management/Analysis) (30-39)

<a href="#">19-30</a>	Data Integrity/Request Policy for Institutional Research
<a href="#">19-301</a>	Data Request Procedures for Institutional Research
<a href="#">19-301a</a>	Institutional Research Data Request Form
<a href="#">19-32a</a>	Protection of Sensitive/Restricted Data Statement of Understanding Form
<a href="#">19-32b</a>	Work-Study ITS Restricted Data Access Request Form

**Information Technology (System Security & Recovery) (40-79)**

<a href="#">19-42</a>	Password Policy
<a href="#">19-421</a>	Information Technology System Password Standards
<a href="#">19-45</a>	Data Backup Policy
<a href="#">19-451</a>	Data Backup Procedures

**3357:13-20 DEVELOPMENT (College Foundation)**

<a href="#">20-01</a>	Request for Proposal/Grants Process
<a href="#">20-02</a>	Grants Transmittal Forms
<a href="#">20-10</a>	(Building) Naming Policy

**PART III: APPENDICES**

[Appendix A](#) – Ohio Revised Code Chapter 3333 Ohio Board of Regents

[Appendix B](#) – Ohio Revised Code Chapter 3357 Technical Colleges

Appendix C\* – Ohio Administrative Code 3357:13 North Central State College District

[Appendix D](#) – Organizational Charts

[Appendix E](#) – Faculty and Staff Constitution (dated February 19, 2014)

[Appendix F](#) – Agreement between North Central State College and the Chapter of the North Central State Faculty Association-American Association of University Professors (AAUP) (effective January 16, 2024), [Signature version](#) (printable)

Appendix G\* – Policies and Procedures for the North Central State College Foundation

Appendix H\* – Listing of (OSU-Mansfield/NC State) Shared Services Policies

[Appendix I\\*](#) - Master Forms Index    [Sorted by form number](#)    [Sorted by form title](#)

[Appendix J](#) – Emergency Procedures Handbook (effective February 24, 2017) (see Employee section of MyNC)



\* Work in Progress ([Hyperlink](#) is not active pending current development/updates/revisions)