



HLC Required Interim Report  
Submitted by  
Hocking College  
June 17, 2018

As a result of The Higher Learning Commission's (HLC) comprehensive visit, March 13, 2017, Hocking College is submitting this Interim Report to address recommendations of the team as outlined in the Assurance Section of the Report of a Comprehensive Evaluation Visit. The interim report provides evidence of required policies, procedures and compliance areas the college has implemented in order to comply with each area identified as requiring commission follow-up by July 2, 2018.

HLC Visiting Team Recommendations & Hocking College Response

*HLC is requiring a report containing a review of institutional policies and procedures. This review should provide evidence that written policies and procedures are in place. While the report should include a review of all policies and procedures, particular attention should be given to addressing the following:*

**1. Interim Report Requirement**

Policy/procedure for curriculum development and modifications, including the step-by-step process for approval and the role of the academic affairs committee  
Core Component 3.C

**Hocking College Response**

Number AC-100 Academic Affairs Committee Procedure has been implemented Spring 2018. Procedure attached and available at <https://www.hocking.edu/administrative-procedures>.

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**2. Interim Report Requirement**

Policy/procedure for ensuring faculty meet at least minimum HLC credentialing requirements, including documentation  
Core Component 3.C

**Hocking College Response**

Number AC-104 Faculty Credentials Procedure has been implemented Spring 2018. Procedure attached and available at <https://www.hocking.edu/administrative-procedures>.

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**3. Interim Report Requirement**

Policies, procedures, and documentation that demonstrates how tested experience is used to determine minimal faculty qualifications in technical programs  
Core Component 3.C

**Hocking College Response**

Number *AC-102 Faculty Credential Committee Procedure* has been implemented Spring 2018. Procedure attached and available at <https://www.hocking.edu/administrative-procedures>.

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**4. Interim Report Requirement**

Policy/procedure for the award and approval of professional development funds for faculty  
Core Component 3.C

**Hocking College Response**

Number *AC-101 Professional Development for Faculty Procedures* has been implemented Spring 2018. Procedure attached and available at <https://www.hocking.edu/administrative-procedures>.

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**5. Interim Report Requirement**

Inclusion of online and hybrid courses in the college's credit hour policy as identified by the team in the review of Federal Compliance  
Core Component 3.C

**Hocking College Response**

Number *AC-106 Credit Hour Procedures* has been implemented Spring 2018. Procedure attached and available at <https://www.hocking.edu/administrative-procedures>.

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**6. Interim Report Requirement**

Policy/procedure for the role faculty play in the faculty credentialing process  
Core Component 3.C

**Hocking College Response**

Number *AC-102 Faculty Credential Committee Procedure* has been implemented Spring 2018. Procedure attached and available at <https://www.hocking.edu/administrative-procedures>.

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**7. Interim Report Requirement**

Availability of student outcome data on college website  
Criterion 3.C

**Hocking College Response**

Student outcome data is available on the Hocking College website on all program pages at [hocking.edu](http://hocking.edu). New academic programs and curriculums being re-designed based on industry needs will have outcome data available after one complete graduation cycle.

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**8. Interim Report Requirement**

A written delineation of the college's shared governance structure that clearly outlines the structure and pathway for input and decision-making, including written processes and procedures explaining the roles of committees/councils and how they interact and inform one another, how committee/council membership is determined, and how committees/councils make recommendations

Criterion 5. B

**Hocking College Response**

Number *ADM252 Shared Governance Procedure* has been implemented Spring 2018. Procedure attached and available at <https://www.hocking.edu/administrative-procedures>.



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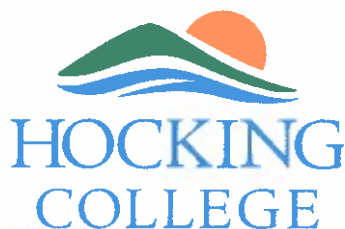
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## Procedures Manual

### Academic Affairs Committee Procedures

**Number: AC-100**

**Office of Primary Responsibility: Office of VP of Academic Affairs and Workforce Development**

**Effective Date: Spring 2018**

**Purpose:**

The Academic Affairs Committee provides guidance and recommendations on activities that support the academic mission of Hocking College. The Academic Affairs Committee will convene as needed and function as an advisory group whose work includes, but is not limited to, the articulation of the academic mission, enhancing the quality of academic programs, considering new academic programs and significant modifications in existing academic programs, program review evaluation, policy and procedures development/revisions, fostering faculty development and other faculty priorities.

**Definitions:**

1. "Curriculum" refers to a well-developed plan for learning, based on a comprehensive analysis of the literature on the subject. It is composed of four basic components: goals (the benchmarks or expectations for teaching and learning, often made explicit in the form of a scope and sequence of skills to be addressed), methods (the specific instructional methods for the teacher, often described in a teacher's edition), materials (the media and tools that are used for teaching and learning, and assessment, (the reasons for and methods of measuring student progress).
2. An "Academic Program" refers to any combination of courses and/or requirements leading to an Associate degree or certificate and specialized workforce training credentials.
3. "Faculty" refers to a full or part time employee delivering academic content to Hocking College students according to their area of expertise and discipline.
4. "Program Review" is a rigorous, systematic, objective, impartial, expert-based examination, evaluation and self-evaluation of how effectively a program is working, as part of the ongoing pursuit of higher levels of achievement and quality in the College, and in the service of program improvement.

5. "Academic Year" refers to a consecutive period consisting of the Summer, Autumn, and Spring terms.

### **Procedures:**

Campus-wide input and involvement is encouraged. The agenda will be prepared by the Office of the VP of Academic Affairs and Workforce Development.

The Academic Affairs Committee will collaborate with the Vice President of Academic Affairs and Workforce Development to regularly monitor the educational quality of the College's academic programs and to consider the strategic focus of the following:

- a) Learning goals and outcomes;
- b) Program quality, College and program accreditation, and program review;
- c) Student retention and graduation;
- d) Academic planning, including proposals for adding, modifying or discontinuing programs;
- e) Efficient and sensible organization of academic degrees and certificates; and
- f) Budgetary requirements for academic programs and services.

### **Membership:**

The Academic Affairs Committee will consist of the Vice President of Academic Affairs and Workforce Development, the Dean from each School, and a Department Chair from each School. Rotating members will be one Faculty member from each School who will serve for a two-year term.

### **Specific Duties of the Committee**

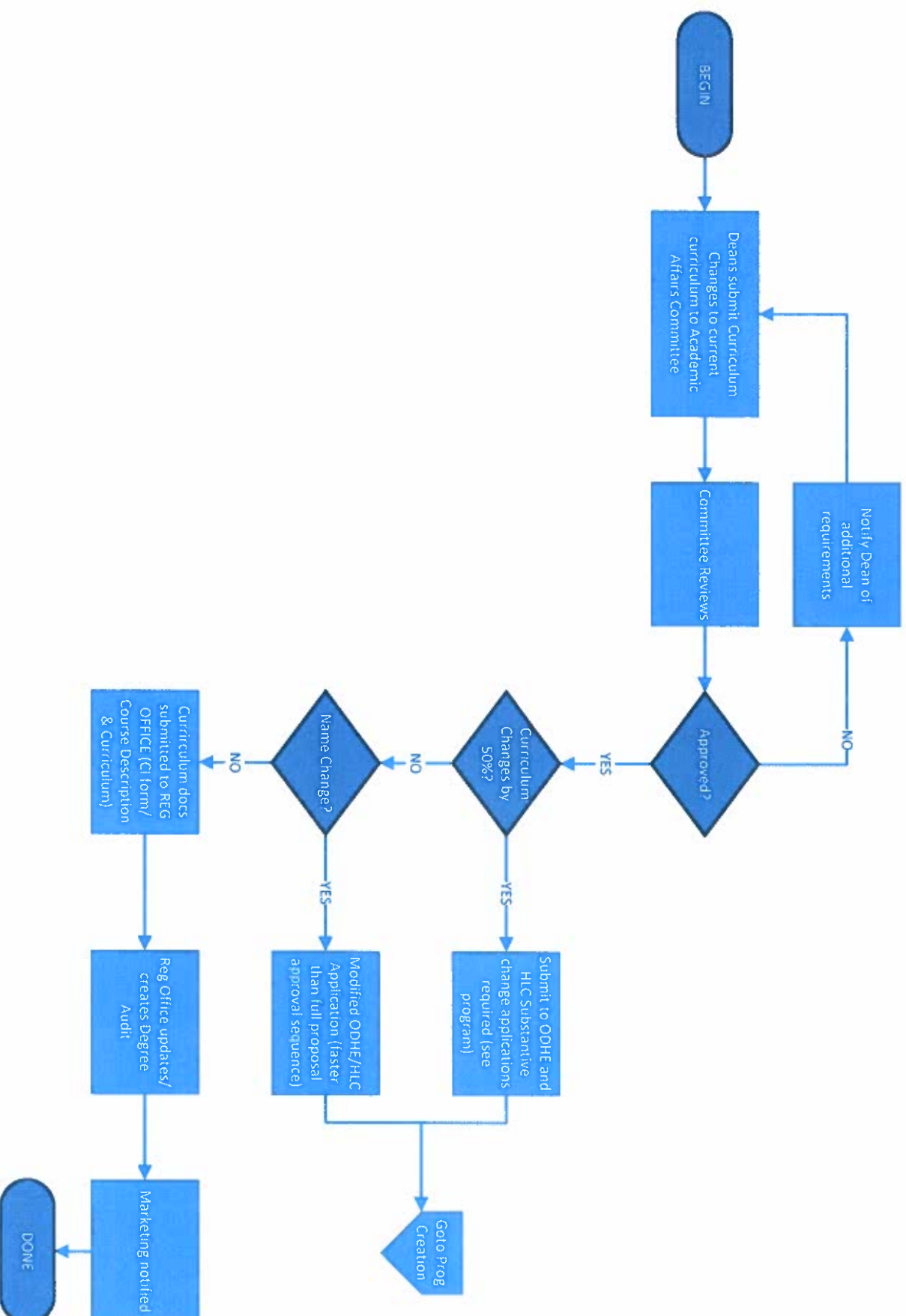
In carrying out its responsibilities, the Committee shall:

1. Establish a work plan to ensure its responsibilities are being met.
2. Regularly review pertinent data and other information.
3. Monitor the College's strategies for enrollment management.
4. Review College data and peer institution data regarding current educational status, historical trends, performance, quality, and value.

### **Meetings**

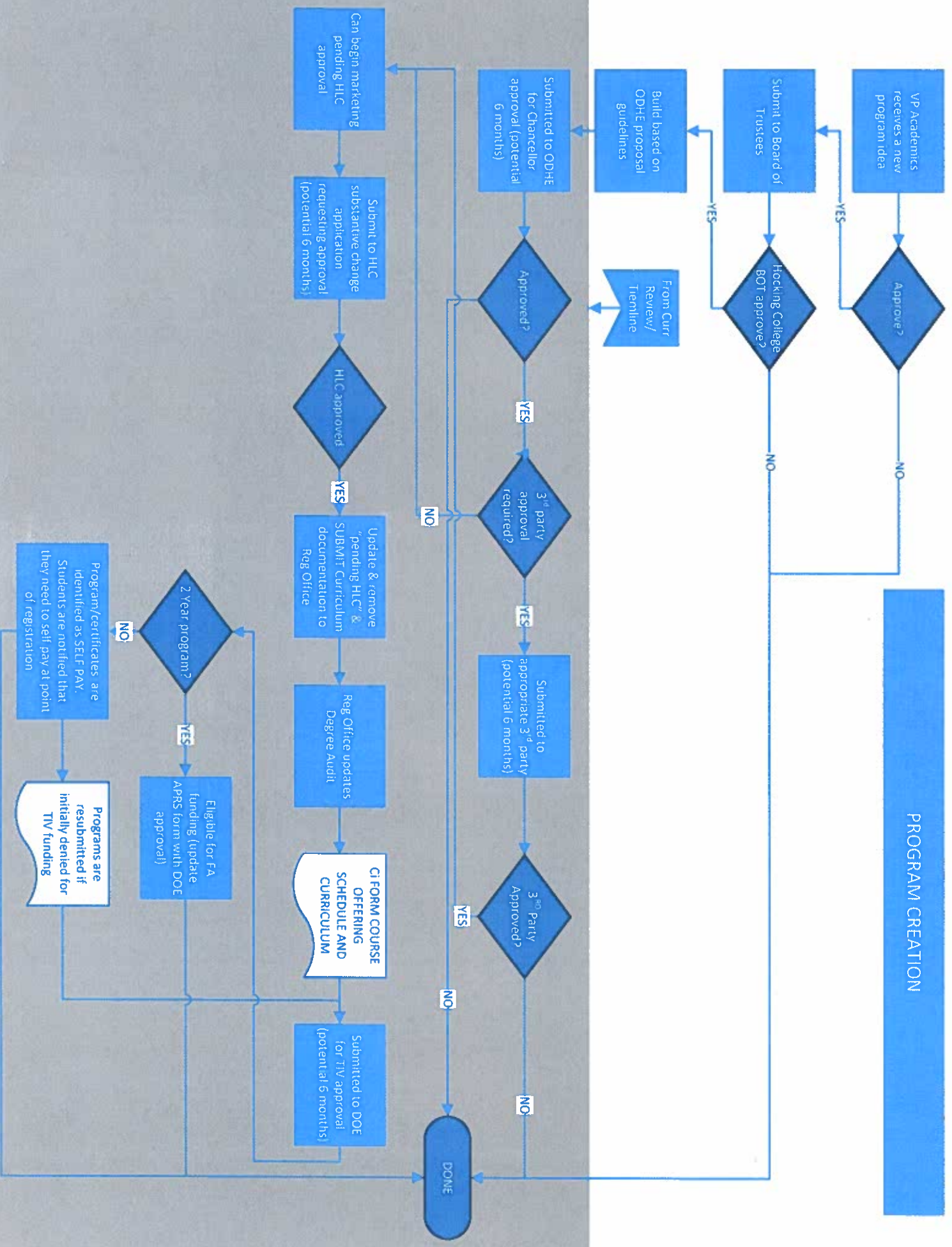
The Committee shall meet no less frequently than two times each academic year, and each meeting's agenda should allow ample time for purposeful discussion and analysis. The Committee shall maintain minutes or other records of meetings of the Committee.

## Curriculum Review & Timeline

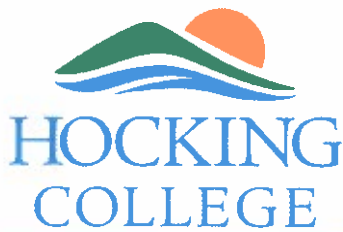




# PROGRAM CREATION







## Procedures Manual

### Professional Development for Faculty Procedures

**Number: AC-101**

**Office of Primary Responsibility: Office of VP of Academics Affairs and Workforce Development**

**Effective Date: Spring 2018**

**Purpose:**

Hocking College recognizes the benefits of professional development and encourages such development among its employees. Professional development opportunities may be useful in enhancing the effectiveness of the College. All full time and part time faculty are eligible to participate in professional development as identified within the faculty's performance review and evaluation. Professional development, in certain cases, may be required as part of condition of employment.

**Definitions:**

1. "Professional Development" is a planned program of activities and events that provides for and contributes to the personal and professional improvement of Hocking College employees, which enhances the skills, knowledge, effectiveness and efficiency of one's performance. Professional development is an institutional effort that provides opportunities for all personnel in all job categories. The major responsibility and professional growth resides with each individual employee. The institution's primary role is to provide the conditions under which employees are able to pursue professional development, but most importantly, enrich the learning environment for students.
2. The "Fiscal Year" for Hocking College begins July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

**Procedures:**

Professional faculty development funds are considered and applied for the purpose of permitting and enabling recipients of such funds to keep current in their professional fields, improve upon their abilities to serve Hocking College, and enrich the learning environment for students.

## Identifying Professional Development Needs

At the time of the performance evaluation, individual professional development needs will be assessed and discussed. Identified topics based on individual performance evaluation needs will be listed by the supervisor.

Examples of Professional Development for faculty may include internal and external training opportunities, such as:

1. conferences, seminars, workshops, classes, teleconferences, or webinars to support the faculty member's content/discipline and/or teaching expertise.
2. participation in professional associations, networks, and accreditation agencies
3. professional licensures and continuing education credits
4. instructional technology activities
5. professional development activities offered to all college employees (including Informational Technology Services workshops and Human Resources training)
6. any other activities that support the mission of the College and student success

## Application and Reimbursement

Faculty interested in professional development must fill out the Application for Faculty Professional Development form and return it to the Office of the Dean. The Office of the Dean will submit applications to the Office of the Vice President of Academics and Workforce Development. The President, or designee, will make the final decision.

## Conditions

Participation in a Professional Development Program for faculty is not automatic. Participation is at the College's discretion and shall depend upon the merit of the request, the needs of the department and College, and the needs of the department and College at the time. The President and VP of Academic Affairs and Workforce Development may consider any relevant factor when reviewing a development activity request, including, for example, the availability of coverage for other assigned duties, disruption that such participation may create in the academic program or department, the availability of funding, and operational needs of the department. The College may choose to fully or partially fund a request based on the needs of the institution and availability of funds.

## Awards

Funding will be awarded based on the needs of Hocking College. Each year the College budget will include a specific amount for Professional Development

Upon completion of Professional Development, faculty will provide the opportunity for members of the campus community to benefit from the knowledge and or skills they learned. For example, present at a Communications Meeting or provide a lunch and learn activity or similar action.



## Procedures Manual

**Number: AC-102**

**Office of Primary Responsibility: VP, Academic Affairs & Workforce Development**

**Effective Date: Spring 2018**

### **Faculty Credential Committee Procedure**

**Purpose:**

In support of its goal to ensure high-quality teaching and learning in its curricula, Hocking College (HC) utilizes a Faculty Credential Committee to ensure that members of its instructional staff are well-qualified to teach students enrolled in credit-bearing courses.

**Procedures:**

This procedure is meant to ensure all instructional staff at Hocking College are appropriately credentialed in accordance with regional and national accrediting bodies. It also clarifies the individuals responsible for faculty and credentialing. The college verifies faculty qualifications through the evaluation of appropriate credentials and professional history, such as degrees from accredited institutions, professional industry related tested experience and/or professional certifications and licensures.

The Chief Academic Officer may approve exceptions to the minimum qualifications for faculty members ensuring high quality professional experiences are represented in the delivery of course content.

**Note:** The Higher Learning Commission does not recognize previous teaching of a course alone as tested experience, which it defines as “breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.”

- 1) An exception may be granted for an individual in progress of a degree, which is relevant to the faculty to teach within the discipline(s), as documented with an educational plan indicating how the faculty member will meet the minimum qualifications within a specified time frame, not to exceed 5 years.

**Membership:**

The Faculty Credential Committee will consist of the Vice President of Academic Affairs and Workforce Development, the Dean from each school, one faculty from each school.

**Specific Duties of the Committee**

1. Establish a work plan to ensure its responsibilities are being met.
2. Review faculty credentials prior to the beginning of each academic term.
3. Established a review cycle calendar

## **Documentation**

All documentation used to qualify faculty to teach within their discipline(s) will be maintained in the faculty member's permanent personnel file in the Office of Human Resources. The following standards will be applied for the documentation of faculty credentials:

### **1) Transcripts**

- a. Transcripts must be official, received directly from the degree awarding institution. Unofficial transcripts issued to the individual will not be accepted.

### **2) Current Curriculum Vitae**

- a. Each faculty member should have a current CV on file detailing educational and work experience.

### **3) Work Experience**

- a. A letter on company letterhead outlining work experience from a current or former employer is necessary to document work experience. The letter should include dates of employment and signature of an authorized company representative.
- b. Employee W2 forms, letters from co-workers, or publications referencing the employee can be used if the company has closed.
- c. Employees whose work experience comes from self-employment are able to document their work experience through letters of reference from clients who can speak to the scope of work performed, as well as official documentation of their business (tax form, invoice, etc).

### **4) Other Documentation**

- a. Professional licensure, certifications, awards, publications, and other documented competencies used to show qualifications must be kept in the employee's permanent personnel file.
- b. All documentation must be kept current; therefore, any renewals need to be sent by the faculty member to the Office of Human Resources.

A form entitled "Faculty Credentials Form" has been developed in order to review faculty credentials, and approve any exception on the basis of tested experience or education plan. This form, along with all necessary supporting documentation, must be received and approved by the Faculty Credentialing Committee and the Chief Academic Officer.

## Hocking College Faculty Credential Committee Review Form

**Faculty Name:**

**Credentialing Status (Attach all documentation):**

	Degree requirement of faculty position in _____
	Meets criteria through tested experience requirement.
	Degree or Continuing Education in Progress

### Hocking College Faculty Minimum Credentialing Requirements

	Course Type (Discipline)	Tested Experience/ Uniquely Qualified	Equivalent to Degree Level Sought	Equivalent to one degree above level sought	Master's in Discipline/ Master's in another Discipline plus 18 hours graduate semester hours in discipline of subfield	Credentialing Deadline Campus Faculty (HC) CCP High School (CCP)
Hocking College Faculty (Fulltime, parttime, adjunct, including CCP)	General Education Non-occupational / TAG / OTM Terminal Degree = Masters +				x	9/1/2017 (HC) 9/1/2022 (CCP)
	Other Courses Non TAG, Non OTM			x		9/1/2017 (HC) 9/1/2022 (CCP)
	Technical/Occupational	x	x			9/1/2017 (HC) 9/1/2022 (CCP)
	Technical (No degree)	x				9/1/2017 (HC) 9/1/2022 (CCP)



Tested Experience							
Candidates must achieve a minimum of 15 points combined from both Category A and Category B							
Category A		Category B					
Years in Industry	Years Teaching Subject	Current Industry Certification	Demonstrated Competency				
1 pt/yr (max 10)	1 pt/2 yrs (max 10)	5pts	10pts				
					Total:		

<b>Tested Experience</b>							
<i>Candidates must achieve a minimum of 15 points combined from both Category A and Category B</i>							
<b>Category A</b>			<b>Category B</b>				
<b>Years in Industry</b>	<b>Years Teaching Subject</b>		<b>Current Industry Certification</b>	<b>Demonstrated Competency</b>			
<i>1 pt/yr (max 10)</i>	<i>1 pt/2 yrs (max 10)</i>		<i>5pts</i>	<i>10pts</i>			
						<b>Total:</b>	

<b>Tested Experience</b>							
<i>Candidates must achieve a minimum of 15 points combined from both Category A and Category B</i>							
<b>Category A</b>			<b>Category B</b>				
<b>Years in Industry</b>	<b>Years Teaching Subject</b>		<b>Current Industry Certification</b>	<b>Demonstrated Competency</b>			
<i>1 pt/yr (max 10)</i>	<i>1 pt/2 yrs (max 10)</i>		<i>5pts</i>	<i>10pts</i>			
						<b>Total:</b>	

**List Courses Faculty Members is Qualified to Teach based in Committee Review:**

[illegible]

**Faculty Educational Plan (if applicable)**

[illegible]

APPROVAL:	
Committee Review:	Date:
Department Chair:	Date:
School Dean:	Date:
VP of Academic Affairs and Workforce Development	Date:



## Procedures Manual

### Catalogue In Force Procedures

**Number: AC-103**

**Policy Number (if applicable):**

**Office of Primary Responsibility: Office of the VP of Academic Affairs and Workforce Development**

**Effective Date: Spring 2018**

**Purpose:**

Upon initial enrollment to Hocking College, the student will be placed in the current catalog-in-force of a student's intended major. Requirements to earn a degree or certificate are based initially on the catalog-in-force. However, the College reserves the right to change course offerings and academic requirements without notice. These changes should not be to the disadvantage of the students during their enrollment.

**Definitions:**

1. A "Catalog" is a college publication describing academic programs, student services, general regulations, requirements and procedures. The publication describes all classes offered by the institution for a particular school year.
2. A "Major" is the academic discipline to which a student formally commits. A student who successfully completes all courses required for the major qualifies for a degree.
3. An "Academic Record" also known, as a transcript is the documentation of a student's permanent academic record, which usually means all courses taken, all grades received, all honors received, and degrees conferred to a student.

**Procedures:**

(A) Students who elect to change major, program, goal, or catalog-in-force must complete the request for change of major, program, goal, and submit the form to the Academic Records/Registrar's Office. The following guidelines determine which Catalog a student must follow in meeting program requirements:

1. Students who change majors must meet the requirements of the Catalog, which is in force at the time they change majors and will not be permitted to revert to previous Catalog requirements.

2. Students may request to complete their coursework under the most recent Catalog and must comply with all of the new requirements for their program.
3. Students who transfer to another college or university and return to Hocking College will be readmitted under the Catalog, which is in force at the time of readmission.
4. Students who stop-out or are academically dismissed and are readmitted after two consecutive semesters (excludes summer) will be placed under the Catalog, which is in force at the time of readmission.

(B) Exceptions to the above may be necessary when changes in certification or licensure standards mandate changes in academic requirements or in college programs.

(C) Questions concerning this procedure should be directed to the Registrar's Office.

**Number: AC-104**

**Office of Primary Responsibility: VP, Academic Affairs & Workforce Development**

**Effective Date: Spring 2018**

## **Faculty Credentials Procedure**

### **Purpose:**

In support of its goal to ensure high-quality teaching and learning in its curricula, Hocking College (HC) ensures that members of its instructional staff are well-qualified to teach students enrolled in credit-bearing courses. This procedure establishes the minimum standard for ensuring all members of the instructional staff are qualified to teach courses to which they are assigned.

This policy complies with the Assumed Practices of the Higher Learning Commission.

### **Procedures:**

Degrees earned are acceptable only if documented by an official transcript, or the international equivalent, with the degree posted (or via letter from an appropriate university official attesting that all requirements for the degree have been completed and that the degree will be awarded on a particular date according to the university schedule for doing so). Additionally, the degree must be awarded by a regionally-accredited U.S. institution or by a recognized foreign institution, as determined by the Office of the Vice President of Academic Affairs and Workforce Development.

It is the responsibility of any prospective member of the instructional staff to supply any and all documentation attesting to the awarding of an appropriate degree or other documents required to ensure that the individuals meet minimum standards. Such documentation must be on file with Hocking College, verified, and approved by the Faculty Credential Committee prior to the first day that the individual is scheduled to teach.

A member of the instructional staff may be deemed academically qualified if they have earned:

- A master's degree or higher in the teaching field; or
- A master's degree or higher in a closely related field, as defined by the academic department/unit; or
- A master's degree or higher in any discipline with at least eighteen graduate credit hours in the teaching field or a closely related field, as defined by the academic department/unit



**Exceptions may be granted in the following cases:**

- Members of the instructional staff assigned to teach physical education activity classes need only possess a bachelor's degree in a closely related field; alternatively, they may possess appropriate certifications, licenses or a documented high-level of achievement in the activity coupled with a high-level of understanding of the pedagogy pertaining to the activity.
- Members of the instructional staff in the music program who are assigned to teach music lessons or to provide studio instruction need only possess a bachelor's degree in a closely related field; however, they must have achieved substantial regional or national recognition in the skill that they teach and ordinarily must have accumulated at least 5 years of professional experience in the field.
- Members of the instructional staff assigned to teach courses applicable to the Fire, EMS & Policy Academy programs who have been qualified by the State and/or National Accreditation Agency with appropriate valid instructor certification are considered qualified.
- Teaching assistants without a master's degree may teach at the associate degree level within the teaching field or a closely related field, as defined by the academic department/unit in which they are pursuing a degree provided that they are supervised by an appropriately qualified member of the instructional staff.
- Technicians may be hired as part of the instructional staff to teach associate degree level students without regard to educational attainment if they have tested experience equal to or greater than the minimum required institutional score on the *Tested Experience* section of the *Faculty Credential form*, and have a demonstrable regional, national or international reputation for excellence in the field in which they are being hired to teach.

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## **Continuous Quality Improvement Instruction Committee Procedure**

**Number: AC-105**

**Office of Primary Responsibility: Office of VP of Campus and Community Relations**

**Effective Date: Spring 2018**

### **Purpose:**

The Continuous Quality Improvement Committee provides guidance and recommendations regarding the design, delivery and continuous improvement of Hocking College curriculum. The Continuous Quality Improvement Committee will convene as needed and function as an advisory group whose work serves to assist, review and advise on a standardized format for course design, the quality assurance of courses created by instructional design teams, and the delivery of the those courses. Subcommittees may be created according to institutional need.

### **Definitions:**

1. "Curriculum" refers to a well-developed plan for learning, based on a comprehensive analysis of the literature on the subject. It is composed of four basic components: goals (the benchmarks or expectations for teaching and learning, often made explicit in the form of a scope and sequence of skills to be addressed), methods (the specific instructional methods for the teacher, often described in a teacher's edition), materials (the media and tools that are used for teaching and learning, and assessment, (the reasons for and methods of measuring student progress).
2. "Instructional Design Team" includes an instructional designer, faculty developer(s), and content expert(s).
3. "Subcommittee" refers to group of employees brought together to work in a specific area. The goals and expected outcomes of each subcommittee will be set by the Vice President of Campus and Community Relations or their designee.

### **Procedure:**

Campus-wide input and involvement is necessary. The agenda will be prepared by the Office of the VP of Campus and Community Relations.

The Continuous Quality Improvement Committee will collaborate with Cabinet members to regularly monitor the quality of content and delivery of the College's courses with a specific focus on the following:

- a) Strategic mission of the College;
- b) Industry standards and trends;
- c) Program specific learning goals and outcomes;
- d) Consistent high quality delivery of courses using pedagogical methodologies;
- e) Implementation of program accreditation requirements;
- f) Revisions based on program review;
- g) Student feedback; and
- h) Faculty feedback.

#### Membership:

The Continuous Quality Improvement Committee will consist of the Vice President of Campus and Community Relations, the Dean (or designee) from each School, a faculty member or Program Manager from each school, an adjunct faculty member, a representative from the Registrar's Office, and a representative from the student experience team. Each member will serve a two year term. The first year of the Committee will have one half with one year terms and one half with two year terms with two year appointments thereafter. Designees may be added as needed as committee or subcommittee goals require.

#### Specific Duties of the Committee

In carrying out its responsibilities, the Committee shall:

1. Provide feedback related to the Curriculum Design Implementation Project.
2. Create training topics necessary for quality delivery of course.
3. Assess data gathered from course and student evaluations.
4. Review College data and peer institution data;
5. Review and implement current curriculum design models and pedagogical methodologies.

#### Meetings

The Committee shall meet no less frequently than two times each academic year, and each meeting's agenda should allow ample time for purposeful discussion and analysis. The Committee shall maintain minutes or other records of meetings of the Committee.



## Procedures Manual

### Credit Hour Procedures

**Number:** AC-106

**Office of Primary Responsibility:** Office of VP of Academic Affairs and Workforce Development

**Effective Date:** Spring 2018

**Purpose:**

The Credit Hour Procedure at Hocking College in accordance with applicable federal and state regulations. This policy describes the relationship between instructional contact hours and credit awards, as well as defines engaged academic time at the College.

Hocking College offers a variety of learning modalities: semester-based courses; accelerated courses; online courses; hybrid site courses; blended courses; independent studies and internships; and experiential learning. Regardless of the modality or type of course, students are responsible for engaging in the same amount of academic learning time for each credit of a course.

An equivalent amount of work is required in courses and academic activities where direct instruction is not the primary mode of learning, such as online and hybrid courses, laboratory work, independent study, internships, practica, studio work, etc. Credits will be awarded on the basis of documented learning objectives, expected learning outcomes, and student workload expectations within a specified period of academically engaged time.

**Definitions:**

1. **Federal Credit Hour Definition:** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

2. **Hybrid Course:** A course is considered hybrid (or blended) when it is composed of both online learning and classroom learning and incorporates the best features of both environments to meet the learning objectives of the course. No less than 51% of the course is to be scheduled as face-to-face, and no more than 49% of the course is to be scheduled as online. For a three-credit course, no less than 76.50 minutes (1.275 hours) a week can be scheduled face-to-face and no more than 73.50 minutes (1.225 hours) per a week can be scheduled online equaling a total of 150 minutes of instruction per week.
3. **Online (Asynchronous) Course:** Courses where “instructors and students do not meet in the same space”. Regardless of mode of instruction, courses should be consistent in terms of quality, assessment, learning outcomes, requirements, etc. as courses offered face-to-face with the same department prefix, number, and course title. Faculty must demonstrate active academic engagement through interactive methods, including but not limited to, interactive tutorials, group discussions, virtual study/project groups, discussion boards, chat rooms, etc. Simply logging on, either by faculty or students, does not constitute active student learning. Credits hours assigned to a course delivered online must equal the number of credit hours for the same course delivered face-to-face.
4. **Independent Study Course:** Courses that permit a student to study a subject or topic in considerable depth beyond the scope of a regular course. Students meet periodically, as agreed upon with the faculty member, for the duration of the course. University faculty provides guidance, criticism, and review of the student’s work. Students demonstrate competency through the completion of a final assessment either by submitting a final paper, project or portfolio, etc. as required by the faculty member. Credit hours are assigned based on the amount of activity associated with the course, faculty supervision, and amount of student outside work.
5. **Practicum/Student Teaching:** Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline. These courses allow for observation, participation, client evaluation, fieldwork, and are offered off campus. Internship time includes a combination of supervised time by approved experts outside the university, student assignments, and time supervised by an instructor.
6. **Clinical Placement:** Supervised experiences where students are afforded an opportunity to apply skills and techniques acquired from assessment and intervention-oriented course material. Number of hours varies by academic program based on clinical placement site hour requirements and student assignments
7. **Internship/Field Experience:** Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline. These courses allow for observation, participation, and fieldwork, and are generally offered off campus. Internship time includes a combination of supervised time by approved experts outside the college, student assignments, and time supervised by a college instructor.



8. **Compressed Sessions:** Courses offered within the standard semester in which the credit hours offered are the same as standard semester courses. The content and substantive learning outcomes are the same but the length of time the course is delivered is compressed (i.e. 8 weeks vs. 15 weeks). These courses meet the definition of standard contact time within the time frame the condensed version is offered (750 minutes per credit).

**Lecture Course:** Course focuses on principles, concepts or ideas, lecture, discussion and demonstration. A semester credit hour is earned for fifteen, 50-minute sessions of direct faculty instruction and a minimum of two hours of student preparation time outside of class per week throughout the semester. A typical three-credit hour course meets for three, 50-minute sessions or two, 75-minute sessions a week for fifteen weeks.

**Laboratory Course:** Practical application type courses where the major focus is on “hands on” experience to support student learning (use of equipment, activities, tools, machines generally found in a laboratory). Laboratories may be scheduled as faculty/technician supervised or independent student laboratory work.

### **Procedures:**

The Credit Hour Procedure is reviewed and maintained by the Academic Affairs Committee who, in collaboration with the Vice President of Academic Affairs and Workforce Development regularly monitors the educational quality of the College’s academic programs and to consider the strategic focus of the following:

- a) Learning goals and outcomes;
- b) Program quality, College and program accreditation, and program review;
- c) Student retention and graduation;
- d) Academic planning, including proposals for adding, modifying or discontinuing programs;
- e) Efficient and sensible organization of academic degrees and certificates; and
- f) Budgetary requirements for academic programs and services.

### **Membership:**

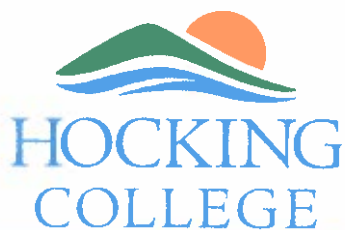
The Academic Affairs Committee will consist of the Vice President of Academic Affairs and Workforce Development, the Dean from each School, and a Department Chair from each School. Rotating members will be one Faculty member from each School who will serve for a two-year term.

### **Specific Duties of the Committee**

In carrying out its responsibilities, the Committee shall:

1. Establish a work plan to ensure its responsibilities are being met.
2. Regularly review pertinent data and other information.

3. Monitor the College's strategies for enrollment management.
4. Review College data and peer institution data regarding current educational status, historical trends, performance, quality, and value.



## Procedures Manual

### Facility and Land Use Procedures

**Number: BO-230**

**Policy Number (if applicable): 2.05**

**Office of Primary Responsibility: Office of VP Administration/CFO**

**Effective Date: October 12, 2017**

**Purpose:**

The purpose of this procedure is to establish a framework for the convenient and economical use of College owned and operated land and facilities by internal and external groups. These procedures also ensure that all users of the facilities shall comply with all the College policies and procedures, federal, state and local laws during the conduct of an event.

**Definitions:**

1. "Facilities" is the College's land, buildings, parking lots and all College controlled areas that are owned, leased or controlled by the College.
2. "College Groups" are all departments and offices of the College and recognized College organizations and registered student groups.
3. "Non-College groups" is any group not otherwise defined.
4. "College sponsored events" is a special event where a College group or individual, as defined above, is the sole sponsor and the College assumes full responsibility for the planning and execution of the event. As a general guideline College group events are said to be those for which a College department(s) bears a substantial portion of the cost.
5. "Co-sponsored events" is a special event where sponsorship is between the College and a non-College group.
6. "Non-College sponsored events" is a special event where a non-College group is the sole sponsor and they assume full responsibility for the planning and execution of the event.

**Procedures:**

1. Hocking College:
  - (a) The VP of Administration/CFO establishes, directs, communicates, approves and oversees the assignment of facilities. All requests for facilities use must be initiated by using the online portal [events@hocking.edu](mailto:events@hocking.edu).
  - (b) Provides accurate reporting of space use to governmental agencies and others who request such information.

(c) Establishes and implements fee structures, negotiates and executes controls and terms and conditions for leasing the College's facilities.

(d) Fees shall include costs associated with security, set-up, clean up, technology needs and other expenses associated with holding a meeting or event.

(e) Oversees all other administrative activities relative to the use of the College's facilities.

2. Priorities – The College's space resources will be scheduled in accordance with the following priorities:

(a) All credit and non-credit classes, curricular and co-curricular activities, and other College-sponsored activities.

(b) Special events and co-sponsored events scheduled by College groups.

(c) Special events sponsored by non-College groups as defined above.

3. Room rental for non-College and co-sponsored events –Rentals shall be pursuant to a formal agreement between the College and the group. Such agreement shall establish the responsibilities of the institution and the group, including detailed financial obligations to the institution.

4. For co-sponsored events, it is the responsibility of the College's co-sponsoring department/organization to:

(a) Ensure that the outside individual or organization adheres to all College policies and guidelines; and,

(b) Ensure that all publicity and advertising include the name of the sponsoring College/department.

5. The VP Administration/CFO or his/her designee shall be responsible for the assignment of parking facilities for students, employees and visitors.

6. Approval for use of the College's facilities may be revoked and/or further use denied by the College under the following circumstances included by but not limited to:

(a) In the event of an emergency;

(b) Use interferes with regular use by the College;

(c) Facilities are misused;

(d) A user of space resources fails to abide by the terms and conditions for use of the space, and/or;

(e) College policies and procedures;

(f) Any other purpose the College deems appropriate.

## 7. Safety and Compliance

- (a) Facility users (or sponsoring groups) are responsible to ensure that an event is held in a safe environment. All external group users of the facilities are responsible for any damages resulting from their use of the facilities and assume all responsibility for personal accident or injury to participants.
- (b) All College spaces have maximum occupancy limits, in accordance with state and local law, which cannot be exceeded. Should the occupancy limit be exceeded, Police/Security is authorized to hold the start of an event or stop an event in progress until this limitation is met.
- (c) College Police/Security must be consulted regarding parking and security issues prior to the approval of any group. Facility use may be denied based on parking or security issues.
- (d) All groups must agree to preserve the image of the College and its buildings and agree not to use the College photos, logos, or marks in publications or online without prior written consent of the Office of Marketing, Public, and Community Relations.
- (e) Alcoholic beverages are not permitted on campus, without the approval of the President and state permit. Smoking is prohibited in or on all College owned, operated, or leased facilities; please refer to Policy Number 2.10.
- (f) Failure to clean up after an event will result in a charge for custodial services.
- (g) Authorization to bring equipment and supplies into the College and arrangements for decorations requiring attachment to the building or its fixtures must be approved in advance.





## Procedures Manual

### Public Records Procedures

**Number: BO-250**

**Policy Number (if applicable): (no policy # referenced on approved policy from 11/2011)**

**Office of Primary Responsibility: Office of Marketing, Public and Community Relations**

**Effective Date: October 12, 2017**

**Purpose:**

The purpose of this procedure is to provide guidance to process public records requests in accordance with the Ohio Public Records Act (Section 149.43), other applicable Ohio Revised provisions and case law.

**Definitions:**

1. A “public record” is a Record as defined in Section 149.011(G) of the Ohio Revised Code, held by the College, and governed by Ohio Revised Code 149.43, known as the Public Records Law.
2. A “record” is (1) any document, device, or item, regardless of physical form or characteristic, including an electronic record, (2) created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, (3) which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.” If a document or other item does not meet all three parts of the definition of a “record,” then it is a non-record and is not subject to the Public Records Act.

**Procedures:**

1. Record Requests
  - a) Requests for public records are not required to be submitted in writing. However, to ensure an efficient response to a request the request should be sent to an email address designated by the President, which will be managed by the Office of Marketing, Public and Community Relations or as directed by the President. Public records requests will be researched and responded to within a reasonable amount of time. The following factors are taken into consideration when determining “reasonable” in a given circumstance:
    - (1) Identification of Responsive Records,
    - (2) Location and Retrieval (retrieve from storage location, e.g., file cabinet, branch office, off-site storage facility),

(3) Review, analysis, and redaction examine all materials for possible release; perform necessary legal review or consult with knowledgeable parties; redact exempt materials; and provide explanation and legal authority for redactions and/or denials)

(4) Preparation (make copies, etc.) and

(5) Delivery (wait for advance payment of costs; deliver copies or schedule inspection.

- b) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow Hocking College to identify, retrieve, and review responsive records. If the request lacks reasonable clarity and is overly broad, the requestor shall be provided an opportunity to revise the request.
- c) To ensure the efficient processing of requests, Hocking College requests that all public records requests be submitted in writing.
- d) If the College denies a request in part or in whole, it should provide the requester with an explanation, including legal authority, setting forth why the request was denied.
- e) Exemptions to the Public Records Act must be considered when responding to a public records request.
  - i. The Public Records Act, and other applicable Ohio law, specifically define documents or other items that are “non-records” including, but not limited to, medical records, personally identifiable information, trial preparation records, law enforcement investigatory records, intellectual property records, trade secret information, social security numbers, police officer residential and family information, attorney/client communications, ongoing investigations and College security and student education records (the College complies with the Family Educational Rights and Privacy Act (FERPA), regarding the release of a student’s education records).
  - ii. If a public record contains information that is exempt from the duty to permit public inspection or to copy the public record, the College should redact all exempt portions and make available all of the information within the public record that is not exempt. When making that public record available for public inspection or copying that public record, the College should notify the requester of any redaction or make the redaction plainly visible. A redaction shall be deemed a denial of a request to inspect or copy the redacted information, except if federal or state law authorizes or requires the College to make the redaction.
  - iii. Hocking College does not have to create a non-existent record.

## 2. Access of Public Records

- a) If Hocking College locates records it believes are responsive to a public records request, the requestor should be given prompt access to review these records.
- b) Public records are available for inspection and review during regular business hours, with the exception of published holidays of the College. Records will be made available for inspection within a reasonable period of time following the

request and payment may be required before copies of requested documents are produced. The reasonable amount of time will depend upon the volume of records requested, the proximity of the location where records are stored, and the necessity for any legal review of the records requested.

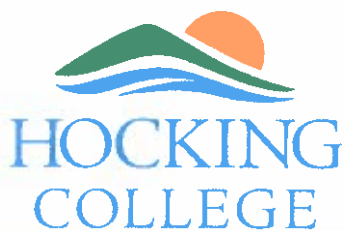
- c) An employee of Hocking College must be present, in person, at all times during public review of records. This is to ensure that materials produced for review are kept intact, in order and are not otherwise altered, damaged or removed without permission.

### 3. Cost for Public Records

- a) Hocking College may require the person making the request to pay in advance the cost of postage if the copy is transmitted by United States mail or the cost of delivery if the copy is transmitted other than by United States mail, and to pay in advance the costs incurred for other supplies used in the mailing, delivery, or transmission.

### 4. Responding to Public Records Request

- a. The records that have been collected to fulfill a public records request must be reviewed by the President's designee prior to their release to ensure fulfillment of the public records request and compliance with the Public Records Act.
- b. Following this review, the Office of Marketing, Public and Community Relations or designee will respond directly to the requester within a reasonable period of time.
- c. If the request is to inspect the public records, the inspection will take place at the location where the records have been collected, during regular business hours, and under the supervision of a member of the Office of Marketing, Public and Community Relations, the records administrator or a designee.



## Procedures Manual

### **Annual Planning and Resource Allocation for Facilities and Capital Improvements**

**Number: BO-270**

**Policy Number (if applicable):**

**Office of Primary Responsibility: Office of VP Administration/CFO**

**Effective Date: November 6, 2017**

**Purpose:**

The purpose of this procedure is to provide guidance and operational actions that are required to ensure Hocking College policies are adhered to in an accurate, effective, efficient, and professional manner. These guidelines also ensure that personnel evaluate and effectively prioritize new and existing facility maintenance, deferred maintenance, and capital improvement needs. Based on this criteria and guidelines, the College will appropriate funding and resources to sustain and improve the teaching learning environment at Hocking College. These procedures will assist staff in decision-making to enhance the use of College resources.

**Definitions:**

1. "Contracting" for goods and services for the College means that an authorized person of the College makes a valid offer or acceptance (must be in writing) on behalf of the College to commit the College to benefit or give something (i.e. payment, use of resources, or use of intellectual/academic property). All contracts must comply with the terms and conditions for Ohio public entities. The Office of the Ohio Attorney General acts as the General Counsel and provides guidance on all contract terms and conditions.
2. "Works of improvement" are improvements to real property, including without limitation, construction, reconstruction, enlargement, alteration, modification and repair of a building or other real property.
3. "Project scope approval" is defined documented scope of work for a project that meets the College criteria for prioritizing maintenance and capital projects.
4. "Capital Projects" may be funded by State or other college resources.

**Procedures:**

Every facilities maintenance, deferred maintenance, and capital improvement decision that allocates resources shall be made in accordance with this procedure, comply with Ohio law, and College policies.

a) Board of Trustees Approval:

- i. The Hocking College Board of Trustees approves the annual budget consisting of operating expenditures, special fund expenditures, capital expenditures, transfers, restricted funds expenditures, and auxiliary funds expenditures.
- ii. Funding for maintenance, deferred maintenance, and capital improvements will be considered as part of this fiscal plan in addition to funding that is approved by the State under the Capital Improvement Plan allocations.
- iii. All contracts for the sale or acquisition of real estate require the Board of Trustees and any mandated State approval if applicable, i.e. Ohio Controlling Board.

b) Exceptions

Emergency: When an emergency is declared by the College President due to nature, force majeure or man-made disasters, needed repairs, maintenance, and restorations will be made in the most expeditious manner to sustain the College's operations, preserve life, and ensure a safe working and teaching/leading environment. As required, the goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; for special time sensitive events; or for emergency repair or replacement of existing equipment essential for daily operations will be expeditiously obtained and used.

c) Criteria

Priority Criteria: Project scope approval is the documented scope of work for a project that meets the College criteria for prioritizing maintenance and capital projects. These projects may be eligible for funding pursuant to the requirements, standards, and guidelines outlined by Ohio's Capital Planning criteria and the Ohio Department of Higher Education. The Capital projects will be developed using the state's guidelines and presented to the College President prior to the State's deadline.

*Capital projects are ranked by Cabinet and presented to the Hocking College Board of Trustees for approval.*

1. **Funding Approval Process.** During the annual budget development process, the VP Admin/CFO will request a priorities listing of all projected maintenance and capital improvement projects.

- a. The Administration will solicit input to determine campus capital priorities and make recommendations to the Board of Trustees.
- b. The Office of Facilities will develop the listing and estimate projected costs, project schedule and timeline, and facility impact to college operations.
- c. The VP Admin/CFO will develop and submit an annual Capital Spending Plan to the President for consideration of funding in the next budget cycle from the prioritized list of scope-approved projects previously discussed.

- d. Annual funding of these projects is contingent upon their ability to meet the state's capital priorities and the availability of funds to meet continuing needs.



## Procedures Manual

### Energy and Sustainability Procedures

**Number: BO-271**

**Policy Number (if applicable):**

**Office of Primary Responsibility: Office of VP Administration/CFO**

**Effective Date: November 30, 2017**

**Purpose:**

The purpose of this procedure is to provide guidance and operational actions that are required to ensure that College policies are adhered to in an accurate, effective, efficient, and professional manner. Additionally, the guidelines herein are designed to comply with the “Energy Efficiency and Conservation Guidelines” of Sub. H.B. No. 251 (ORC Sec. 3345.69) approved by the Inter-University Council (IUC) and Ohio Association of Community College (OACC) Presidents in June 2007. The guidelines required “Each state institution’s board shall develop a fifteen-year plan for phasing in energy efficiency and conservation projects”. These procedures will assist staff in decision-making to enhance the use of College resources. In accordance with its mission and vision, Hocking College strives to be an institution that fulfills its pathway to prosperity as a leader in the global community.

The College will prudently use environmental management to acknowledge a commitment to fostering a community that focuses on preserving natural resources, safeguarding quality of life, advancing economic vitality and preparing students for the social, environmental and economic challenges of the future. Therefore, this procedure recognizes that all levels and constituencies of the College need to participate in a continuous and on-going effort to make the College a leader in the teaching-learning and practices of sustainable environmental management to establish an institutional culture of sustainability.

**Definitions:**

1. “Energy” in this institutional context refers to all utilities (electric, gas, water, and power generation for the fleet of vehicles and equipment) used at the College.
2. “Sustainability” refers to societal efforts that meet the needs of present users without compromising the ability of future generations to meet their own needs. Sustainability presumes that the planet’s resources are finite and should be used conservatively, wisely, and equitably. Decisions and investments aimed to promote sustainability will simultaneously advance economic vitality, ecological integrity, and social welfare.



3. “Sustainable development” is defined as a process of ensuring the wise use of all resources within a framework in which environmental, social, and economic factors are integrated.

#### **Procedures:**

Through excellence in environmental education, research, outreach, stewardship, and process management, the College shall strive to position itself as the leading sustainable public institution of higher education in Ohio by promoting and demonstrating sustainability, efficiency in environmental and energy management, and by producing leaders and informed citizens.

The College is committed to protecting the environment through sustainable practices. The College as a community is fully committed to improving environmental performance across all of our business activities and encourages our business partners and community to join in the effort. The College shall strive to be a model in the application of sustainability principles to guide campus operations by:

- Implementing an Environmental Management System (EMS)
- Meeting and aspiring to exceed all applicable regulatory requirements
- Preventing pollution at its source, including maintaining a polystyrene free campus
- Reducing emissions to the environment
- Encouraging the use of a life-cycle assessment for products and services
- Providing an appropriate management framework for the continual improvement and adaption to new technologies and ideas
- Providing an annual report on steps taken and progress made

#### **Operational Improvements:**

The College shall undertake a continuous improvement process that seeks to meet the operational performance targets, goals, and objectives designed to achieve sustainability and environmental improvements.

#### **Energy and Water Efficiency:**

The College will set reasonable targets for improvement in the following areas:

- reduction of carbon dioxide (and other greenhouse gas emissions);
- reduction in the quantity of waste produced and effective recycling of appropriate materials;
- reduction of electricity use through staff student initiatives and College projects;
- reduction in gas use through staff student initiatives and College projects;
- reduction in water use through staff student initiatives and College projects; and
- manage estate wildlife habitats through non-destructive practices.

The College's EMS shall include energy and water audits undertake a process to increase energy efficiency, reduce dependence on non-renewable energy, conserve water as a precious resource

in Ohio, and encourage the development of energy and excessive water use alternatives through research and innovation.

The College will:

- Promote innovative, high-visibility research projects focused on sustainability and energy efficiency to inform campus operations as well as the broader community.
- Promote collaborative projects that include faculty research undertaken in partnership with operations staff, students, public entities, community organizations, and industry.
- Promote and support sustainable development principles across the organization through
  - strategic planning;
  - curriculum; and
  - targeted employee and student initiatives
- Encourage sustainable procurement to reduce the environmental impact of any procurement and maximize the use of existing College resources.
- Embed sustainability into the strategic planning processes and monitor progress.
- Improve awareness and understanding of environmental issues and sustainable development in the College and encourage students to be active participants in environmental initiatives.
- Work with the local community, public and private sector organizations to improve the local environment and promote sustainable development.

#### Education and Outreach

The College shall promote educational and outreach activities that are linked to operational improvements and innovation principles. The College shall incorporate environmental education, management, and training into its objectives and practices.

The College shall have sustainability goals that inform administrative policies and procedures in the areas of planning, decision-making, execution, assessment, reporting, and alignment.

The College will have a Sustainability Committee that is comprised of a broad cross-section of the college constituencies. The Sustainability Committee will review initiatives for sustainability projects and make recommendation to the Cabinet for continuous improvement of the College's energy use and sustainability initiatives. Where possible the College will use the best practices from LEEDs.

The College shall develop specific sustainability objectives and targets in the areas of:

- Athletics
- Dining and Food Services
- Housekeeping
- Information Technology
- Facility Services
- Physical planning and development, including buildings and infrastructure

- Purchasing
- Transportation
- Waste management

The College shall continually strive for environmental improvement across the entire range of its operations.

#### Annual Report

The Vice President of Administration/CFO, working with the College Sustainability Committee, will prepare an annual report that shall be provided to the Cabinet for review. The report will use the initial 2009 Energy Conservation Plan Guidelines responsive to Sub. H.B. No. 251 (ORC Sec. 3345.69) approved by IUC and OACC Presidents as a basis for the analysis, preparation and goal setting. The final report will then be presented to the President of the College by July 31st of each year.

#### Space Heater/Small Appliance Policy:

Space Heaters: The use of electric space heaters (or those fueled by other means) is strictly prohibited in any Hocking College facility. Electric space heaters pose a safety risk and fire hazard by overloading building electrical circuits. They are also a very inefficient means of providing heat and often result in the discomfort of occupants in nearby offices or work areas.

- Individuals who believe their work area is too cold may contact the Maintenance Department at extension 7147 or submit a work request to have their space evaluated.

Refrigerators: Refrigerators may be provided for use of office staff with the following conditions:

- A department or office of more than 5 staff may apply through their Vice President for approval of a group refrigerator or microwave.
- The Vice President will make a recommendation to Cabinet for approval.
- Friday Night Clean Out – The College custodial staff will remove any items left in the refrigerator on Fridays.

#### Enforcement

Enforcement of this procedure is the responsibility of department supervisors. Facilities Management staff will report unauthorized space heaters and other appliances discovered in the course of their work. The supervisor, chair, dean or director that is responsible for the area will be notified. The College will remove any unauthorized appliance.



## Procedures Manual

### Fleet Operation Procedures

**Number: BO-290**

**Policy Number (if applicable): 30.001**

**Office of Primary Responsibility: Office of the Chief of Staff**

**Effective Date: November 6, 2017**

**Purpose:**

The Office of Fleet Operations implements processes by which the safety of Hocking College students, faculty, staff and the public is a central concern. The Office of Fleet Operations' staff performs various aspects of specific coordination, support, and enforcement for maintaining the College's motor vehicle fleet and related equipment.

**Definitions:**

1. "Motor Vehicles" includes cars, trucks, buses, boats, heavy equipment, trailers, ATV's, farm equipment and all other on and off road vehicles.
2. "Approved Driver" is an employee or person who has been approved by Hocking College Police Department and has a valid drivers license.
3. "Driver Approval Process" is the process by which an employee or person must follow and be approved to drive a College owned vehicle.

**Procedures:**

**I. Hocking College Fleet**

A. Fleet Management maintains the College's fleet of vehicles needed to conduct day-to-day business activities.

B. College departments are required to utilize the fleet of vehicles unless the department can demonstrate that a cost savings can be realized by the purchase, lease, or vehicle rental from an external source.

**II. Acquisition of Vehicles**

Acquisition of any motor vehicle regardless of the method obtained (purchased, leased, donated) or intended use requires approval of the College President prior to vehicle acquisition. The President must approve all vehicle acquisition forms.

**III. Vehicle Standards**

Motor vehicles acquired by the College must meet or exceed safety, mechanical, and appearance standards as determined by Fleet Operations Supervisor.

### **III. Receipt, Acceptance, and Registration of Vehicles**

A. Fleet Management acts as the receiver for all newly obtained College vehicles regardless of source.

B. Fleet Management must ensure that:

1. The vehicle complies with specifications.
2. The vehicle adheres to mechanical, appearance and safety standards.
3. The title and registration are properly filed.
4. Insurance is in force.

C. Fleet Management maintains all legal documents pertaining to the titling, registration, and transfer of all College owned vehicles.

D. The Fleet Operations Supervisor authorizes all titling and registration transactions and coordinates registration and licensing with the lessor and the Purchasing Department for all vehicles leased by the College.

E. All vehicles owned or leased by the College must display a State license plate as assigned by Fleet Management.

### **IV. Business Use of Vehicles**

- A. College vehicles are to be used only for authorized College business. It is the responsibility of the department head to enforce proper use of College vehicles assigned to the using department.
- B. D. The College's fleet of vehicles should be used whenever possible for approved business travel by automobile that originates from Hocking College.
- C. Usage of College vehicles must be documented on a mileage/use log.
- D. College vehicles are to be housed on College property when not in use. Any exceptions must be approved by the Fleet Operations Supervisor.
- E. College vehicles are to be operated only by authorized individuals.
  1. An individual is considered authorized once the Driver Background Check Form has been completed and approved by the Hocking College Police Department.
- F. Drivers of any College-operated vehicle must comply with all state and local traffic laws. Drivers are responsible for payment of any fines resulting from violation of motor vehicle regulations while operating College vehicles.
- G. Only authorized passengers may ride in College vehicles. These may be faculty, staff, students, or guests of the College. Any exceptions must be approved by the Fleet Operations Supervisor.

### **V. Personal Use of Vehicles**

A. Personal use of a State vehicle is prohibited except when employees are required to travel for business on a regular basis, and it is inefficient and more costly to return to a central point and exchange a State vehicle for a personal vehicle.

### **VI. Driver Qualifications**

A. At a minimum, all drivers of College vehicles:

1. Must have a valid Drivers License.
  - a. Must be at least 18 years of age.
  - b. Must be a College faculty, staff, student employee, students in academic programs involving a fleet vehicle operations, or otherwise working in an

official capacity for the College.

- c. Must be authorized by HCPD.
- 2. All individuals authorized to drive Hocking College Fleet vehicles shall self report any moving violations, tickets, accidents, or other incidents they are involved in while driving a vehicle to HCPD immediately or as soon as possible. Failure to self-report may result in disciplinary action.
- 3. Drivers of fleet vehicles may be subject to periodic alcohol and drug testing.

## **VII. Road Emergency Procedures**

- A. Accidents – Should an accident occur a report must be filed with the police department holding jurisdiction. Drivers must report all accidents to Hocking College Police Department and Fleet Management within 24 hours. Any accident involving personal injury or a vehicle requiring a tow must be called in to Hocking College Police Department or Fleet Management immediately. Accidents not completely reported within the 24-hour period may result in disciplinary action. Any driver involved in any accident is subject to alcohol and drug testing. Drivers that fail to contact Hocking College Police Department and Fleet Management within 24 hours will lose their driving privileges for one year. The Hocking College Police Department will review the accident report to determine whether driving privileges should be suspended. If a person's driving privileges are suspended, he or she may apply for reinstatement 12 months from the date of the suspension.
- B. Breakdowns On the Road – If a fleet vehicle should breakdown off campus, the driver will notify Hocking College Police Department and Fleet Management. Hocking College Police Department in consultation with Fleet Management, and based on the location of the vehicle, the time of day and the circumstances of the breakdown, what action should be taken such as towing or repair service.
- C. Fleet Management processes all insurance claims for College vehicles in collaboration with the fiscal office responsible for insurance and risk management.



## Procedures Manual

### Records Retention Procedures

**Number:** ADM-250

**Policy Number (if applicable):**

**Associated Manual(s):** IUC's "Records Retention Manual for Public Colleges and Universities in Ohio" 2009

**Office of Primary Responsibility:** VP of Administration/CFO

**Effective Date:** November 30, 2017

**Purpose:**

The purpose of this procedure is to provide for the preservation of Hocking College records or permanent administrative, legal, and historical value for achieving economy and efficiency in the creation, maintenance, use and disposition of these records in accordance with applicable State and Federal regulations. Hocking College has adopted a records retention program consistent with the retention periods developed by the Inter-University Council of Ohio (IUC) and as published in IUC's "Records Retention Manual for Public Colleges and Universities in Ohio" 2009.

**Definitions:**

1. A "Record" is defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in section 1306.01 of the Ohio Revised Code, created or received by or coming under the jurisdiction of any public office of the state or its political sub-divisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
2. An "Electronic Record" as defined in Section 1306.01 of the Ohio Revised Code is a record created, generated, sent, communicated, received, or stored by electronic means. Chapter 1306 is known as the "Uniform Electronic Transactions Act". Such records are considered part of the records of the College.
3. The "Office of Record" is the department or office responsible for maintaining the official records for the total retention period. This is generally the office in which they were originally created.
4. The "Records Retention Committee" is a committee of Records Liaisons chaired by the Coordinator for Records Management. The committee shall meet regularly as necessary to facilitate the compliance with the Records Retention and Disposal Policy.



5. The "Records Inventory" is a repository of the records of the College, which may include types, retention schedule, and office of responsibility, dates, and other pertinent information.
6. The "Records Inventory Form" is a document that contains the information regarding the records of the organization. This form is completed by the records liaisons and subsequently saved in the Records Inventory.
7. "Category of Records":
  - a. Administrative Purpose is defined as records that are created to help accomplish the functions for which an office is responsible and have administrative value as long as they assist the office in performing current or future activity.
  - b. Legal Purpose is defined as records having legal value if they contain evidence of legally enforceable rights or obligations of the College, or constitute items to fulfill legal requirements. Examples of these are records that provide the basis for action such as leases; deeds; contracts; and, records of action in particular cases, such as claim papers and legal dockets.
  - c. Fiscal Purpose is defined as records that pertain to financial transactions such as budgets, ledgers, payrolls, and vouchers.
  - d. Historical Purpose is defined as records that document past events, such as the College's origins and activities, could have historical value, and should be reviewed for permanent retention.

## **Procedures:**

### **A. Authority**

The Ohio Revised Code 149.33(B) empowers state-supported institutions of higher education to run their own records management programs stating, "The boards of trustees of state-supported institutions of higher education shall have full responsibility for establishing and administering a records program for their respective institutions. The boards shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposition of the records of their respective institutions."

All College department supervisors must familiarize themselves with the General Schedule, and have an understanding of what records (paper-based and electronic) they create and/or receive and are required to manage. Departments must conduct an inventory of their records and map them to the General Schedule.

### **B. Disposition of Records in the General Retention Schedule**

Records should be discarded according to the recommended retention periods of the IUC. When such records are disposed, preparation of a Certificate of Records Disposal form is not required. If the College faculty and staff have questions regarding the appraisal and disposition of records not listed in the General Retention Schedule, they should contact the Office of Administration/CFO.

### C. Destruction of College Records

Records listed in departmental records retention schedules may be destroyed only after the expiration of the assigned period of retention and completion of a Certificate of Records Disposal Form. Forms may be obtained online or from the Office of Administration/CFO. No College records can be destroyed except upon the prior written approval of the Department Head.

### D. Records Retention Policy for Employees Separating from the College

All employees separating from the College shall leave all College files and work products (physical or electronic) with their supervisor for review.

### C. Vital Records Protection

Vital records are those records that are essential to the daily business of the College without which the College and/or its individual departments could not effectively function.

Vital records document the legal status, assets/liabilities, and operations of the College and if necessary can be used to re-establish the College's ability to conduct business in case of disaster or other disruption of normal activities.

Examples of vital records include:

- Accounts payable/receivable (current)
- Accreditation files
- Business continuity/disaster recovery plans
- Contracts
- Course catalogs
- Deeds
- Financial aid records
- Institutional data
- Insurance policies
- Maps/blueprints
- Personnel files (active)
- Retiree benefit records
- Student Transcripts
- Tax records
- Course Materials (including but not limited to)
  - Syllabus
  - Lesson Plans
  - Power Point Presentations
  - Teaching Materials
  - Videos Assignments
  - And any and all materials used in the delivery of any course.

Each department should identify those records in their care, both paper and electronic, which they cannot operate without and to establish protective measures to ensure the survival of the information contained in these records for as long as they are needed.

The best means by which to protect vital records is through duplication and dispersal. Once an office has identified the vital records in their care, they must ensure that all electronic files are backed up electronically on networked servers.

All vital records, both originals and security back-ups must be stored in a secure environment and provided ample security, (e.g. fireproof cabinets, lockable cabinets, never store in unsupervised areas).



## Procedures Manual

### Shared Governance Procedures

**Number:** ADM-251

**Office of Primary Responsibility:** Office of President

**Effective Date:**

**Purpose:**

Shared Governance consists of President's Cabinet and college-wide committees. Shared Governance is a mechanism for developing and implementing the college strategic plan and evaluating and recommending changes in College-wide policies, procedures, or guidelines. Institutional concerns regarding curriculum and assessment, long-range plans, student support, use of physical resources, budgeting priorities, technology plans, and professional development training are the general focus areas of shared governance.

The Shared Governance process utilizes the collective intelligence of the College community in planning and decision-making, and it fosters a shared confidence that is extended to all other areas of responsibility within the institution (*e.g.*, departments, programs, and units).

**Procedures:**

The College's shared governance is comprised of the President's Cabinet and college-wide committees with membership representing the entire campus community. The President's Office facilitates the governance process and maintains all records of policy and procedure.

On a continuous basis, the President's Office will extend to all employees the opportunity to submit recommendations to the college-wide committees. The committees will evaluate the topics that are submitted and determine an agenda. Hocking College community members have a pathway for input provided through multiple avenues such as the weekly communications meetings, requesting agenda items for discussion and consideration made to the Cabinet. Committee recommendations are submitted to the President's Cabinet for consideration and appropriate action.



## Procedures Manual

### Communications Committee Procedure

**Number:** ADM-252

**Office of Primary Responsibility:** Marketing and Communications Department

**Effective Date:** Spring 2018

**Purpose:** The Hocking College Communications Committee is charged with creating and implementing strategies for positively promoting the College by continuously strengthening its brand. The Committee's objective is to execute a comprehensive marketing and communications strategy both internally and externally that clearly presents Hocking College's mission and its services in order to build enrollment, increase engagement and improve reputation.

**Definitions:**

**Internal Communication Platforms:**

- Weekly newsletter (The Herald)
- Email blasts
- Weekly Communications Meeting
- TV screens
- Posters/flyers
- Signage

**External Communications Platforms**

- Press releases
- Website
- Social Media
- Blogs
- Ebooks
- Print advertising
- Radio advertising
- Collateral materials (brochures, posters, flyers, mailers, etc.)

**Branding (Reputation)**

- Branding is the perceived identity of a company in terms of what product/services are offered and may include the people, visuals, culture, style, perception, words, messages, PR, opinions, etc., that helps to convey the unique identity of the organization.

**Engagement**

- Staff, faculty and student morale

**Procedures:**

The Committee will meet quarterly to review reputation, recruitment and engagement for internal and external constituents and to recommend possible strategies for improvement and enhancement.

**Membership:**

The intention is to assure all areas of the College are represented on the Committee.

- Faculty or staff member from each of the schools (NR, ABS, Public Safety and Workforce Development)
- Staff member from Student Experience
- One member of the President's Cabinet, which may include the Chief of Staff or one of the VPs
- Admissions director
- Staff member from athletics
- HR director
- Foundation director
- Staff member from Campus Safety

**Specific Duties of the Committee:**

- Develop a social media policy for both internal and external users
- Develop a media relations policy
- Develop a strategy for collecting information to be used to effectively promote the College (press releases, blogs, web content, social media content, etc.)
- Monitor reputation/brand and develop strategies accordingly
- Oversee the scheduling of presentations for the weekly communications meetings and develop a monthly calendar for guest presentations
- Develop a branding strategy with regard to correct use of College logos
- Develop and contribute to a college calendar of events

**Meetings:**

The Committee will meet quarterly, led by the Executive Director of Marketing, Public and Community Relations.



## Procedures Manual

### Student Aid Committee Procedure

**Number: FIN-230**

**Office of Primary Responsibility: Office of VP of Financial Services – C.F.O.**

**Effective Date: Spring 2018**

**Purpose:**

The Hocking College Student Aid Committee is responsible for reviewing all scholarship applications and selecting recipients using the award process as outlined below. The Student Aid Committee consists of two tiers. Tier 1 is for general application review and scoring applications as specified in the donor agreement for each individual scholarship. This tier is made up of faculty members and program managers. Tier 2 reviews the scored applications, discussing the award and awards amounts by scholarship to be awarded to students. The Vice President of Financial Services – C.F.O. will review and make the final decision on total awards. The members of the Scholarship Committee will be reviewed and updated each year prior to October 15th.

A Student Financial Responsibility subcommittee will be formed and will be responsible for the process centered around Hocking College's obligation design, inform, and educate, best practice for our students financial wellbeing during their tenure at the institution. The focus of the outlined subcommittee will be driven by the Hocking College Mission Statement serving as a pathway to prosperity and financial independence.

**Definition:**

“Subcommittee” refers to group of employees brought together to work in a specific area. The goals and expected outcomes of each subcommittee will be set by the Vice President of Campus and Community Relations or their designee.

**Procedures:**

The procedure for the Student Aid Committee is as follows:

- a) On or before November 1 of each year the student scholarship portal will open for students to apply for scholarships for the upcoming academic year;
- b) The portal shall remain open for students to submit applications through January 31;



- c) Once the portal has closed, Tier 1 of the Student Aid Committee will receive an evenly distributed amount of general scholarship applications for their review. Reviewers will have all general applications reviewed by February 28<sup>th</sup>;
- d) Tier 2 of the Student Aid Committee will meet on or before March 15<sup>th</sup> to review the scored applications that have been processed by Tier 1;
- e) The student scholarship portal will re-open between March 16<sup>th</sup> and April 30<sup>th</sup> for those scholarships that have not been fully awarded for the upcoming academic year. The process outlined in the steps above will recycle giving Tier 1 a general application review deadline of May 30<sup>th</sup> where Tier 2 must meet and award before June 15<sup>th</sup>;
- f) All members of the Student Aid Committee in both tiers are to remain impartial when scoring and awarding scholarships;
- g) All members of the Student Aid Committee in both tiers are dedicated to the timeliness in review of scholarship applications and meeting attendance;
- h) Students will be notified of their award no later than 14 days after Tier 2 has completed the designation of awards.
- i) Any student that has been granted a scholarship opportunity will have another 14 days to accept their award through the online platform.
- j) One half of fall scholarship awards are disbursed to student accounts in the fall and the remaining half is disbursed in the spring, unless otherwise noted as part of the scholarship award.

The Student Aid Committee is committed to following the expectations of award agreements between donors and the College and uses scholarship resources to encourage, in a fair, equitable and competitive manner, academic achievement of students enrolled at Hocking College.

### **Membership:**

The Student Aid Committee is comprised of members from the academic divisions in Tier 1 split up between various faculty members and academic administrators. Tier 2 is made up of administrators on The President's cabinet, staff of the Hocking College Foundation, and a variety of Hocking College employee's campus wide.

The Student Financial Responsibility subcommittee shall include the Vice President of Student Experience, Executive Director of Financial Aid, Director of Academic Services, Director of Financial Planning & Analysis, Executive Director of Student Life and Student Engagement, and all others as assigned when deemed necessary.

### **Specific Duties of the Committee:**

In carrying out its responsibilities, the Committee shall:

1. Review all general scholarship applications
2. Discuss and award scholarships to students.
3. Ensure full confidentiality of all information discussed during each committee meeting.

### **Meetings:**

The Committee shall meet no less frequently than one time, each academic year, and each meeting's agenda should allow ample time for purposeful discussion and analysis.

The subcommittee shall meet no less than twice annually.



## Procedures Manual

### Budget Advisory Committee Procedure

**Number: FIN-231**

**Office of Primary Responsibility: Office of VP of Financial Services – C.F.O.**

**Effective Date: Spring 2018**

**Purpose:**

The Budget Advisory Committee (BAC) is an advisory body to the President on current and multi-year budget issues, funding priorities and policies having a financial impact. Committee members are appointed by the President and are expected to serve as representatives of the entire Hocking College community as they conduct committee business. They communicate to and provide feedback from the campus on matters that impact the long-term financial health of the institution. The Chair and Vice-Chairs communicate BAC recommendations to the President. Subcommittees may be created according to institutional need.

**Definitions:**

1. “Subcommittee” refers to group of employees brought together to work in a specific area. The goals and expected outcomes of each subcommittee will be set by the Vice President of Campus and Community Relations or their designee.

**Procedures:**

Campus-wide input and involvement is necessary. The agenda will be comprised of the review of institutional budget for the upcoming year.

Minutes of Budget Advisory Committee meetings will be kept by a fiscal services designee.

The Budget Advisory Committee will collaborate with the Vice President of Fiscal Services - CFO to discuss and provide insight to help the CFO best advise the President on the distribution of institutional revenues and expenditures for the upcoming fiscal year. The full responsibilities of the Budget Advisory Council are as follows:

- a) Current and multi-year budget issues;
- b) Funding priorities;
- c) Policies having a financial impact;

- d) Attend meetings faithfully in order to gain a broad-base of knowledge about college finances with which to better serve in this capacity;
- e) To provide input to the creation of the annual budget;
- f) To represent the campus to this council;
- g) To have a working knowledge of strategic plan and insure that budget, funding priority and fiscal policy recommendations are consistent with that plan;
- h) To provide recommendations regarding external fee charges and internal fee charges upon which the budget is based
- i) To hear annual budget presentations by college budget units and make recommendations regarding the approval and prioritization of additional funding requests;
- j) To be leading advocates in continuous process improvement which seeks to lower costs and enhance revenues to better serve the strategic plan;
- k) To make data-driven recommendations based on internal and external data and benchmarks;
- l) To be innovative in thinking; and
- m) To challenge conventional thought and one another in a respectful and civil manner.

### **Membership:**

The Budget Advisory Committee is comprised of members from diverse areas of the college: faculty, staff, all bargaining units, administration, Logan educational site (where applicable), Perry Campus Site (where applicable), and student experience. The council is chaired by the Vice President of Financial Services and Chaired by the Chief of Staff. The Chair and Vice-Chair communicate the Budget Advisory Committee's recommendations. The recommendations are incorporated into the college budget in alignment with strategic priorities and available resources.

### **Specific Duties of the Committee:**

In carrying out its responsibilities, the Committee shall:

1. Discuss and prioritize items for the upcoming budget year
2. Regularly review pertinent data and other information.
3. Monitor the College's strategies and align them with the current expenditure trends.
4. Ensure full confidentiality of all information discussed during each committee meeting.

### **Meetings:**

The Committee shall meet no less frequently than one time each academic year, and each meeting's agenda should allow ample time for purposeful discussion and analysis.



## Procedures Manual

### **Labor Relations Committee Procedures**

**Number: HR-300**

**Office of Primary Responsibility: Office of VP of Campus and Community Relations**

**Effective Date: Spring 2018**

**Purpose:**

The Labor Relations Committee provides guidance and recommendations on activities that affect labor relations at Hocking College. The Labor Relations Committee will convene as needed and function as an advisory group whose primary work includes, but is not limited to, the maintenance of good labor relations between Hocking College, its' employees, and the labor unions selected to represent employee groups at Hocking College. Subcommittees may be created to meet with the various bargaining units at Hocking College.

**Definitions:**

1. "Labor Relations" refers to the relations between management and employees, especially with respect to the maintenance of collective bargaining agreements. It also refers to the way in which employees and management of Hocking College talk to, behave toward, and deal with each other.
2. "Subcommittee" refers to group of employees brought together to work in a specific area affecting labor relations at Hocking College. Subcommittees are necessary because there are multiple, distinct bargaining units at Hocking College comprised of different employee groups. The goals and expected outcomes of each subcommittee will be set by the Vice President of Campus and Community Relations or their designee.

**Procedures:**

Campus-wide input and involvement is necessary. The agenda will be created by the Office of the VP of Campus and Community Relations or their designee.

The Labor Relations Committee will collaborate with the Vice President of Campus and Community Relations to regularly monitor the quality of the Labor Relations at Hocking College through regular evaluation and data analysis such as exit interviews, surveys and data analysis.

**Membership:**

The Labor Relations Committee will consist of the Vice President of Campus and Community Relations, the Director of Human Resources, and the leadership of the various labor unions at Hocking College. Rotating members or designees may be added as needed as committee or subcommittee goals require. Designees may be added as needed as committee or subcommittee goals require.

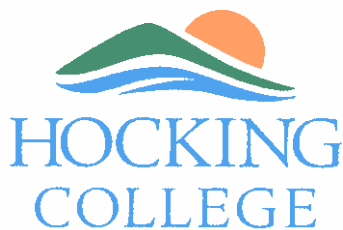
**Specific Duties of the Committee:**

In carrying out its responsibilities, the Committee shall:

1. Regularly review pertinent data and other information.
2. Monitor the College's strategies to ensure good labor relations.

**Meetings:**

The Committee shall meet no less frequently than two times each academic year, and each meeting's agenda should allow ample time for purposeful discussion and analysis. The Committee shall maintain minutes or other records of meetings of the Committee.



## Procedures Manual

### Athletics Procedures

**Number: SS-400**

**Policy Number (if applicable):**

**Associated Manual(s): 1. HC Athletics Policy and Procedures Manual  
2. Student Athlete Handbook**

**Office of Primary Responsibility: Athletics Department**

**Effective Date: November 6, 2017**

**Purpose:**

The Athletics Department implements the process by which student-athletes eligibility is reviewed and submitted to the National Junior College Athletic Association (NJCAA) at Hocking College. The Athletics Department Staff performs various tasks to coordinate and prepare a file for each individual student-athlete that is accurate, current, complete and organized into an audit ready file. These procedures have been adopted from the NJCAA.

**Definitions:**

1. "Term" is an official unit of class attendance at a college, typically a quarter, semester or trimester.
2. "GPA or Grade Point Average" is determined by dividing the number of earned/passing accumulated quality points by the corresponding earned/passing credit hours at each institution of attendance.
  1. Courses graded as Pass/Fail or Satisfactory/Unsatisfactory that are successfully completed by a student-athlete shall be calculated as "C" grades for the GPA for NJCAA purposes.

**Procedures:**

1. Certification of Eligibility- The Department of Intercollegiate Athletics Staff will actively collect and compile the necessary documents to verify the information provided by each individual student-athlete to certify their entrance and continued eligibility.

(a) General Academic Requirements:

1. In order to participate, a student-athlete must meet entrance eligibility requirements, enrollment requirements, and accumulation requirements, or meet qualifications for limited exceptions.
2. Student-athletes must be making satisfactory progress within an approved

college program or course as listed in the college catalog

- i. Classes utilized for any academic eligibility must be:
    1. Credit or credit equivalent bearing, AND
    2. Approved by the college governance structure, AND
    3. Listed in the college course archives system, AND
    4. Listed on an official college transcript.
  - ii. Courses offered for Continuing Education Units (CEU) may not be used for NJCAA eligibility purposes.
  - iii. Credits offered solely as part of a certificate program and not a college degree program may not be used for NJCAA eligibility purposes.
3. As defined by the NJCAA, an Academic Year begins on August 1 and concludes July 31 the following year.
  4. Transfer students must meet the academic requirements of by the 15<sup>th</sup> calendar day of the term which they choose to participate, to be considered for immediate eligibility. In addition to transfer regulations, student-athletes who transfer must conform to all generally applicable academic regulations.

(b) Entrance Eligibility Requirements:

1. A student-athlete must be a graduate of a high school with a state department of education approved academic diploma, state department approved general education diploma or a state department of education approved high school equivalency test. A student-athlete who does not possess state department of education credentials as listed above must provide transcripts that have been translated to English, interpreted and approved by the college's registrar. A Home School certifying statement must read "I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred". This certifying statement must be notarized.
  - a. High school graduation is documented with a final/official high school transcript which identifies the school, student, date of graduation and has an administrative signature.
  - b. Student-athletes who have passed a state approved equivalency exam but have not been awarded the certificate or diploma may establish eligibility by submitting written proof of their successful completion and the member institution keeping such proof (passing scores) in their audit file.
  - c. Student-athletes who enroll in college prior to meeting the minimum requirements shall not be eligible for participation. Additionally, any enrollment that takes place prior to meeting the minimum requirements shall not be subject to any accumulation or transfer regulations provided the entire term takes place prior to the student meeting the minimum requirements.
2. In determining entrance eligibility, the Department of Intercollegiate Athletics will review the student-athlete's home school high school transcript. The home school transcript must clearly display the following information.



- a. Student's name (First, Middle, Last) and date of birth
  - b. Each course completed for credit must demonstrate the following:
    - i. Specific course title
    - ii. Units of credit for each course
    - iii. Time frame or semester in which it was completed
    - iv. Grade earned
  - c. Description of grading scale used such as a grade scale or grade key
  - d. Graduation date (Month/Day/Year) indication completion of secondary school education
  - e. The name of the home school administrator who organized, taught, and evaluated course work if not the parent named below
  - f. The following statement shall appear above the parent signature line
    - i. "I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred."
  - g. Name and address of parent or legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public.
  - h. The transcript must be notarized, and include:
    - i. Notary Public Signature
    - ii. Printed Name
    - iii. Date
    - iv. State and County
    - v. Date commission expires
  - i. The transcript must be mailed by the preparer directly to the college Admissions and Records office.
  - j. If assistance is needed in creating a home high school transcript, the following website may be helpful: [www.hslda.org](http://www.hslda.org)
3. Interpretation of Foreign Transcripts: Where translation of foreign transcripts is required, translation for the purposes of NJCAA eligibility is the responsibility of the student-athlete.
- a. Foreign transcripts of student-athletes who attended a foreign high school and whose high school credentials confirming graduation or completion of secondary education which is in a language other than English must be translated.
  - b. Foreign transcripts of student-athletes who previously attended a foreign college or university and participated in intercollegiate or club athletics must be translated.
  - c. Foreign transcripts of student-athletes who attended a college or university in Canada or any U.S. Territory or Possession are required and must be translated.
  - d. Foreign transcripts of student-athletes who previously attended a foreign college or university which was neither in Canada nor a U.S. Territory or Possession and who did not participate in intercollegiate or club athletics need not be translated as they are not permitted to be

used for NJCAA eligibility.

(c) Enrollment Eligibility

1. Full-Time Enrollment: Full-time enrollment is defined as 12 or more credit hours. Full-time enrollment must be established on the 15th calendar day of the beginning of the regular term as listed on the college academic calendar and maintained.
2. Full-Time Requirement: Student-athletes must be enrolled in full-time status at the college of participation using any combination of sessions (regular term, mini term, fast track term) within a term, and in classes that begin before the end of the published regular season schedule of the student-athletes' chosen sport.
  - i. Late Enrollment: Student-athletes who are not enrolled full-time on the 15th calendar day of the regular term as published in the college course catalog shall be ineligible for the remainder of the term.
  - ii. Mid-Term Enrollment:
    1. Student-athletes who are not enrolled full-time at the college of participation when the regular season schedule of the sport of participation begins shall remain ineligible throughout the season schedule, unless the student-athlete enrolls on the first possible enrollment date after one of the following:
      - a. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
      - b. Their return from an official church sanctioned religious mission.
      - c. Their graduation from a high school or receipt of a state department of education approved equivalency diploma.
      - d. Their transfer from an NJCAA member college which has dropped a sport after the school year begins.
    2. Mid-Term Enrollment Exceptions: Student-athletes who meet one of the four exceptions of shall become eligible at the first possible enrollment date following the approved exception.
  - iii. Examination Enrollment: Student-athletes may utilize credits earned by examination in limited instances.
    1. Student-athletes may utilize credit hours earned by institutional examination toward the full-time enrollment requirement, where the examination was administered by the college, without involvement of the College Level Examination Program (CLEP) during the enrollment term with credits to be recorded by the registrar during that term.
    2. Student-athletes may not utilize examination credits for the entirety of the full-time enrollment requirement. Student-athletes attempting more than three credit hours per term by examination shall be evaluated on a case by case basis, and notice of the student-athletes intent to utilize more than three credit hours by examination shall be submitted for approval to

- the NJCAA by the member college prior to the start of the term and prior to any athletic participation.
3. Examination credit hours earned prior to the student-athlete's graduation from high school or equivalent, including but not limited to, Advance Placement (AP) Examination credits may not be used to fulfill the enrollment requirement.
  4. Examination hours earned through the College Level Examination Program (CLEP) may not be used to fulfill the enrollment requirement.
- iv. Repetition of Passed Classes: A student-athlete who earns an A, B, C, D or equivalent passing grade in a class may not repeat that class and count that class toward NJCAA eligibility more than once.
    1. A repeated class is allowed to be counted towards current term enrollment.
    2. In cases where a student-athlete has earned a passing grade but has not met the college standard for successful completion of a pre-requisite, the student-athlete may retake the class as part of a full-time enrollment load in subsequent terms, but only one grade can be used to meet NJCAA accumulation bylaws.
  - v. Remedial and Developmental Studies:
    1. Student-athletes may not take a remedial/developmental course which is lower than a course they have successfully completed and use that class toward NJCAA eligibility.
    2. Member colleges that assign grades that signify the student is making progress such as "IP" or "MP" or other symbol defined in the colleges grade scale, may calculate these grades as a "C" grade provided the course is enrolled in and continued in the subsequent term.
    3. Credit hours in remedial/developmental courses will count toward a student-athletes second season of eligibility only if successfully completed; only one attempt will be calculated.
  - vi. Intersession and Enrollment: Intersession hours may not be used toward Fall or Spring full-time enrollment eligibility.
3. At member colleges where a sport begins between academic terms, the following regulations shall govern enrollment eligibility:
    - i. Registration: The student-athlete must be registered in classes as a full-time student in the upcoming term.
    - ii. Academics: The student-athlete must meet all applicable academic requirements.
  4. The following regulations govern the eligibility of a student-athlete who withdraws from one or more classes causing the student-athlete to be enrolled in less than a full-time basis (11 credits or less).
    - i. A student-athlete who drops below full-time enrollment, after the 15th calendar day of the term, becomes ineligible 48 hours from the time of dropping the class(es) and remains ineligible until full-time enrollment is regained within the term.

1. This section applies to any student-athlete who is administratively withdrawn, is dismissed or self withdraws from a class resulting in the student-athlete's enrollment being reduced to 11 credit hours or less.
2. When a member of the college's athletic staff is aware of the student's non-full-time status, it is the member college's responsibility to withhold the student from participation in official games/contests.
- ii. Student-athletes who withdraw completely or to part-time status within 15 calendar days of the beginning of classes AND have not participated in any athletic competition shall not have that term affect their future eligibility.
- iii. Student-athletes who withdraw completely or to part-time status after 15 calendar days from the beginning of classes OR after they have participated in an athletic competition shall have that term count as a full-time term for all eligibility purposes.
5. Student-athletes who take a break of enrollment or delay of enrollment as defined below must submit a statement to be kept in the eligibility audit file which details the student-athlete's activities while he or she was not enrolled, his or her academic and/or work status at that time, and other relevant information. This information should also be submitted in the "NOTES" section by the institution, during the electronic eligibility filing process.
  - i. Break of Enrollment: This occurs when a student-athlete attends college full-time for at least one term and subsequently enrolls part-time or does not enroll for at least one term, then enrolls again as a full-time student.
  - ii. Delay of Enrollment: This occurs when a student-athlete does not enroll full-time in the term immediately following his or her high school graduation.
6. Student-athlete enrollment should be verified 24 hours prior to National Championship/Bowl competition; if a student has maintained and currently is enrolled in full-time status which meets the requirements 24 hours prior to National Championship/Bowl competition he/she will remain eligible throughout the National Championship/Bowl competition.
  - i. Written verification is required and must be signed and dated by the Athletic Director and Registrar.
- (d) Academic Progress Eligibility – The basis for NJCAA eligibility is directly related to the number of full-time terms a student-athlete has previously attempted.
  1. Full-Time Term: A student-athlete is charged with attempting a term of full-time enrollment when they remain enrolled in full-time status beyond the 15<sup>th</sup> calendar day of the term or if they have participated.
  2. First Season Academic Requirement: A first season participant must satisfy the academic progress eligibility requirement by meeting ALL of the requirements of at least ONE of the following rules or exceptions which apply to the student's situation:
    - i. Zero (0) Previous Terms of Full-Time College Enrollment: A student-

- athlete who is in his/her first full-time college term is deemed to have satisfied the academic progress eligibility requirement for their initial term of full-time enrollment or participation
- ii. One Previous Term of Full-Time College Enrollment: On or before the 15th calendar day of the student-athletes second full-time college term must have accumulated 12 credit hours with a GPA of 1.75 or higher
  - iii. Two or More Previous Terms of Full-Time College Enrollment: On or before the 15th calendar day of the third fulltime, and all subsequent terms of full-time enrollment, a student-athlete must have passed 12 credit hours with a GPA of 2.00 or higher in the previous term of full-time enrollment
  - iv. Best Hours Accumulation Rule: On or before the 15th calendar day of the term the student wishes to participate in, a student-athlete must have accumulated passing credit hours with an associated GPA of 2.00 or higher in a number equal or greater than the student-athlete's terms of full-time enrollment multiplied by twelve
  - v. Total Hours Accumulation Rule: On or before the 15th calendar day of the term the student wishes to participate in, a student athlete-must have accumulated passing credit hours with a GPA of 2.00 or higher in a number equal or greater than:
    1. 36 total semester hours for a fall season or 48 total semester hours for a spring season
    2. 54 quarter hours for a fall sport, 63 quarter hours for a winter sport, or 72 quarter hours for a spring sport.
    3. A student-athlete may only use this rule one time. Once this rule is exhausted, the student-athlete must meet the requirements of previously stated to maintain eligibility.
  - vi. First Participating Term Accumulation Exception for student-athletes with prior enrollment in multiple full-time semesters: A student-athlete entering his/her first season of participation in a sport must have accumulated passing credit hours at a minimum of 24 semester hours or 36 quarter hours with a GPA of 2.00 or higher.
    1. The First Participating Term Accumulation Exception may only be used once to establish a student-athlete's eligibility in the initial term of participation. This exception may not be used to establish eligibility in subsequent terms.
3. Prior to a student-athlete's participation in a second season of a sport he/she must meet the appropriate academic requirements of a first season participant, AND
- i. Have accumulated 24 earned/passing semester hours with a GPA of 2.00, OR
  - ii. Have accumulated 36 quarter hours with a GPA of 2.00 or higher.
  - iii. If the student-athlete has been enrolled in two quarter terms or less, the second season requirement becomes 28 quarter hours with a 2.00 GPA or higher.
4. General Academic Requirements:

- i. Official Grades: Only credits recorded on an official college transcript or copy of an official college transcript may be used;
    - ii. Incomplete Grades: To be counted for academic eligibility, course hours must be graded and completed as reflected on the student-athlete's transcript; hours graded "Incomplete" are not passing grades.
    - iii. Awarding of Credits: Only credits awarded or recognized by a degree awarding institution are permitted to be used for NJCAA academic requirements.
    - iv. Conversion of Hours: In instances where a student-athlete has accumulated semester credits as well as quarter credits, the following formulas shall be used to convert the hours so they can be combined to determine the student-athlete's academic eligibility:
      - 1. Semester credits shall be converted to quarter credits by multiplying the semester credits by  $\frac{3}{2}$ .
      - 2. Quarter credits shall be converted to semester credits by multiplying the quarter credits by  $\frac{2}{3}$ .
    - v. Credit hours passed/earned from part-time term enrollments can be calculated in accumulation totals.
  - 5. Examination Credits for Accumulation:
    - i. Maximum of eight (8) CLEP Hours per academic discipline. CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.
    - ii. Advanced Placement (AP) credits may be used toward accumulation provided the credits are recorded and appear on a college's official transcript.
  - 6. Intersession hours may be used toward accumulation provided the hours are completed, passed and recorded on a college's official transcript by the 15th calendar day of the term.
- (e) Academic Eligibility Exceptions:
- 1. A disabled NJCAA student-athlete may be eligible for reduced enrollment and accumulation requirements provided that the student-athlete notifies the member college of his or her disability prior to the beginning of the academic term AND the following regulations in this section are followed:
    - i. A disabled student-athlete may be considered full-time with enrollment in 6 to 11 credit hours per term, with the enrollment to be determined based on the institution's academic authority evaluation.
      - 1. A student-athlete who registers or enrolls in 12 or more credit hours must meet the standard academic requirements prior to participation.
    - ii. A disabled student athlete may substitute his/her required full-time hours as established by the academic authority evaluation for the factor of 12 in accumulation requirements which shall be multiplied by the number of modified full-time terms.
    - iii. Second Season Participant (relief from the 24 semester/36 quarter hours). The minimum requirement of credit hours would vary from 12-

22 semester/18-33 quarter hours coupled with a 2.00 GPA for Certified Disabled Student-Athletes prior to their second season of competition.

- iv. The following documents must be submitted and an approval granted by the NJCAA National Office prior to any participation by the disabled student-athlete in an NJCAA certified sport who does not meet the standard NJCAA requirements:
  1. A written copy of the institution's policies and curriculum guidelines applicable to all disabled students.
  2. A completed NJCAA Certified Learning Disabled Student-Athlete Request form.
  3. Written documentation from an appropriate institutional academic authority (registrar, for example) at the student-athlete's institution of participation dictating that the institution has defined the student-athlete's full-time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability.
  4. Student-athlete's current class schedule.
  5. Written documentation that describes the application of the institution's policies to the student-athlete in question and documentation that indicates that institutional support and accommodation, though significant, is insufficient to address the academic needs of disabled student-athletes.
  6. Full and complete documentation of the student-athlete's disability, including:
    - a. Written and signed diagnosis of the disability, including the results of specific measures or tests, which formed the basis of the diagnosis.
    - b. A copy of the student-athlete's individual education plan (IEP), if applicable.
    - c. Name, position, and signature of the qualified individual issuing the diagnosis; this individual's professional credentials must be provided. Athletic department officials may not provide the diagnosis.
    - d. Diagnosis must be current and within three (3) years of application; if specific circumstances of the case indicate that this requirement is unnecessary, an earlier diagnosis may be acceptable.
  7. A summary of support services and other accommodations provided by the applicant institution designed to assist the disabled student-athlete, expected to include:
    - a. Accommodations provided by the institution with respect to the student-athlete's athletic responsibilities, AND
    - b. Academic and other support services provided, AND
    - c. Any institutional accommodations related to

adjustments of minimum academic performance requirements

- v. Proper Submission: All required information must be submitted to the NJCAA National Office prior to any participation by the student-athlete in an NJCAA certified sport; and waiver requests must be signed by any two of the following: the Director of Athletics, the College President (Chief Executive Officer), or NJCAA Designated Representative.
  - vi. Second Opinion: The NJCAA reserves the right to request a second opinion or diagnosis, the cost of which shall be borne by the requesting member institution.
2. Eighteen (18) Months Non-Full-Time Attendance Exception:
- i. Student-athletes who have not been enrolled in college in 12 or more credit hours for a period of 18 calendar months or more, who have not utilized the certified disabled student-athlete exemption shall be exempt from first season academic requirements during their first full-time term following non-attendance.
  - ii. Student-athletes who meet the above exception AND whose non-attendance was for the purpose of United States Armed Forces service, a church mission or participation within a recognized foreign aid service shall be exempt from first AND second season academic and accumulation requirements.
    - 1. Eighteen (18) months of non-full-time attendance as a result of United States Armed Forces service, church mission or participation within a recognized foreign aid service must file the request for an exception with the NJCAA National Office.
  - iii. The non-attendance exemption may only be used one time, for the first term of full-time enrollment following the break.
    - 1. A second season student-athlete re-enrolling full-time following eighteen (18) months of non-full-time enrollment must have accumulated 24 credits with an associated 2.00 GPA in prior semesters in order to participate in the first term of re-enrollment.
  - iv. Eighteen (18) months of non-attendance shall be measured from student-athlete's official date of withdrawal, or if the student-athlete did not officially withdraw, measured from the last date of the academic term on which the student-athlete was enrolled full-time as recorded in the office of the registrar or official college documentation.

2. Compliance— The Department of Athletics actively monitors all administrators, booster, coaches, and student-athletes to ensure Hocking College is conforming to and following the rules set forth by the National Junior College Athletic Association (NJCAA), NJCAA Region IX, the Ohio Community College Athletic Association (OCCAC), and other national, regional, and state governing bodies.



(a) General Compliance

- a. Student-athletes participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the conference/region with which the college is affiliated, and also the rules of the college at which the student-athletes are attending and participating.
  - i. Institutions/Regions/Conferences may implement rules more restrictive than the NJCAA regulations, but may not implement conflicting rules.
- b. Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition at an NJCAA member college at any time.
- c. Ineligible student-athletes may not dress for or participate in any athletic contest.
- d. Student-athletes must not participate with any other team, program or organization while the student-athlete's sport of participation is in-season, except in the case of the following sports: bowling, golf and tennis.

(b) Eligibility

- a. The Eligibility Form is designed to include relevant information documenting the eligibility of all student-athletes who have maintained amateur status and meet current NJCAA bylaws and who intend to participate in an NJCAA sponsored sport.
- b. Electronic Certification of Eligibility:
  - i. Each NJCAA member college must electronically submit the eligibility form within the online NJCAA eligibility system for each of the NJCAA certified sports the college sponsors. The eligibility form becomes official when it is electronically submitted within the online NJCAA eligibility system.
    1. Student-athlete's signature on the hard copy of the eligibility form shall verify that all information is accurate, truthful and complete; and shall give the college permission to release academic records to the NJCAA, in accordance with FERPA (Buckley Amendment).
  - ii. Eligibility certification forms, filing process instructions and online program instructions can be accessed through the NJCAA website at [www.njcaa.org/schools](http://www.njcaa.org/schools).
  - iii. Student-Athletes who have not been electronically submitted either on an original or supplemental eligibility form are not eligible for participation.
- c. Deadlines for Electronic Eligibility Submissions
  - i. Completed forms must be submitted prior to participation.
  - ii. Recertification: If the regular season schedule of a sport extends beyond the last day of a term and continues beyond the 20th day following the end of the term, a second eligibility form for that sport must be submitted no later than the 15th calendar day of the next term.
    1. Student-athletes who do not meet the academic provisions for

eligibility at the completion of the term become ineligible at the end of the 20th calendar day following the end of the term. Student-athletes may resume participation once they gain eligibility and are submitted in the online eligibility system. NOTE: During the 20 day period, ineligible student-athletes must be dropped from participation if any student-athlete not previously submitted for the fall semester has been added to the eligibility roster. At no time may a student-athlete who lost their eligibility in the fall term and a student-athlete who gained their eligibility in the fall term participate together.

- iii. A college which does not conduct any scheduled events in a sport prior to a regional or national tournament must electronically submit completed eligibility forms in advance of deadline dates established.
- d. Addition of Participants on Eligibility Forms
  - i. Eligibility status of student-athletes is determined at the beginning of each sport season. Student-athletes looking to participate, who have been determined to meet the minimum NJCAA participation requirements and are not serving probation, must be electronically submitted in the NJCAA online eligibility system on or before the deadline dates listed in the NJCAA Handbook in Article V, Section 3.B.3.a.
  - ii. Student-athletes so supplemented become eligible at the time of electronic submission of the eligibility form for that student-athlete.
  - iii. Submissions of supplemental eligibility forms following the deadline will not be accepted and the student-athlete(s) whose information is untimely submitted shall not be eligible that season.
  - iv. Verification through Signature: In signing the Online Eligibility and or Letter of Intent agreement, the student-athlete and college representative is certifying that all provided information is accurate.
  - v. By signing the NJCAA eligibility form, the student-athlete is approving the use and transmittal of all information requested relative to academic compliance, as well as all financial information related to Article VI compliance which may include but not be limited to: federal, state and local financial awards, self-payment documents and/or 3rd party financial documents.
- e. Penalties for Late or Omitted Eligibility Forms
  - i. Late Form: First offense
    - 1. Mandatory eligibility audit will be conducted in the sport/s.
    - 2. Letter of reprimand to Athletic Director and College President.
  - ii. Late Form: Second Offense
    - 1. Mandatory eligibility audit will be conducted in the sport/s.
    - 2. Automatic NJCAA probation for that sport if the second violation occurs within the same academic year.
  - iii. Any member college which fails to submit an electronic eligibility form for an entire season shall be subject to disciplinary action by the NJCAA National Office.

- f. Non-Participation Form
  - i. The NJCAA non-participation form shall be submitted online by member colleges and contain the names of all student-athletes who were submitted on an eligibility form, but did not participate during that season.
  - ii. Submission of the form is mandatory and must be completed online by July 1 of each academic year.
- g. Eligibility Audits
  - i. The NJCAA National Office will annually audit a minimum of five percent (5%) of the programs in each certified sport.
  - ii. When a college is selected for audit, the athletic director will be notified by telephone and fax/e-mail and the college president (Chief Executive Officer) will be contacted via e-mail.
  - iii. The member college must have the entire hard copy audit ready eligibility file delivered to the NJCAA National Office within 72 hours from the time of initial contact.
  - iv. Documents must be sent via overnight certified mail or comparable tracking means.
  - v. The hard copy eligibility file must include all of the following general documents:
    - 1. The Submitted Copy (not the Preview Copy) of the online eligibility form complete with college seal, student-athlete, athletic director and eligibility chairman; registrar or dean signatures. If the submitted copy is not signed, the National Office will ask for this form to be signed by all student-athletes.
    - 2. Letter of Intent printable report for the audited sport.
    - 3. Current copy of the sport schedule.
    - 4. Complete copy of team roster.
  - vi. The hard copy eligibility file must include all of the following individual student-athlete documents and must be grouped by student-athlete.
    - 1. All official college transcripts/copy of official college transcripts (past, present and transfer) for all student-athletes listed on the eligibility form. (Foreign transcripts must be translated to English by a professional translation service outside of the institution. The NJCAA will not accept Google Translate.) Datatel is not accepted.
    - 2. Transfer Waivers on all transfer student-athletes where applicable.
    - 3. Current class/student schedules that include the start and end dates for each class for each student-athlete listed on the eligibility form.
    - 4. Proof of high school graduation (final/official high school transcript which identifies the school, student, date of graduation and has an administrative signature), General

Education Diploma or a State Department of Education approved high school equivalency test. Home school students refer to the NJCAA Handbook, Article V, Section B.2. (Foreign transcripts must be translated to English by a professional translation service.)

5. NJCAA Transfer Tracking form for all transfers.
  6. Documentation of birth will be required for verification of DOB to include passport, visa, birth certificate or other legal documentation as part of the eligibility packet for any student-athlete verifying age for amateur status qualification.
  7. Signed and submitted Letters of Intent where applicable must be sent for each student-athlete signed to an NJCAA Letter of Intent, regardless if they are certified on the eligibility form.
    - a. The original signed NJCAA Letter of Intent
    - b. A copy of the electronically submitted NJCAA Letter of Intent
  8. Release Agreements where applicable:
    - a. Release Agreements for any student-athlete your college has released for the current academic year.
    - b. Release Agreements for any student-athlete on this roster who has been released by another member college.
  9. Delay statements for all student-athletes where applicable (the statements must be detailed timelines of the student-athletes time of non-attendance).
  10. Break of enrollment statements for all student-athletes where applicable (the statements must be detailed timelines of the student-athletes time of non-attendance).
  11. Documentation of Academic, Medical or Certified Learning Disability Hardship approval and/or 18 Calendar Month Non-College Attendance Rule where applicable.
  12. Any other documentation certifying the student-athletes eligibility; or as requested by the NJCAA.
- vii. Penalties for Late Submission of Audit Information
1. First offense – (within one academic year)
    - a. Mandatory audit of all sports within the academic year.
    - b. Letter of reprimand to Athletic Director and College President.
  2. Second offense – (within same academic year)
    - a. Mandatory audit of all sports within the academic year.
    - b. Letter of Reprimand to Athletic Director and College President.
    - c. Automatic audit requirements for all sports through the following academic year.
    - d. Further sanctions as deemed appropriate.
- viii. Frequency: Eligibility audits will be conducted at a frequency deemed

necessary by the NJCAA National Office.

1. Probation: A member college who has been placed on probation will have every certified sport team audited during that academic year;
  - ix. NJCAA member colleges that fail to clear an audit within seven (7) calendar days from the date of the NJCAA National Office initial review of the audit, are not eligible for postseason play.
- h. Transfers
- i. General Provisions
    1. Student-athletes who have been enrolled full-time and attended any college beyond the first 15 calendar days of a term OR who have participated in an athletic contest and at a later date enroll/attend classes at another college are considered transfer student-athletes.
    2. Student-athletes may not participate in the same sport during the same academic year at two different colleges.
      - a. In the event that the student-athlete's initial college of participation permanently ceases competition in that sport, the student-athlete is exempt from this rule.
        - i. Documentation of the prior college's cancellation of the sport must have been filed with the NJCAA national Office.
      - b. Fall participation in the following NJCAA sports shall not prevent spring participation, provided the student-athlete satisfies all other transfer provisions: baseball, bowling, golf, lacrosse, softball, and tennis.
    3. Grade scale: A transfer student-athlete whose prior college graded with a plus/minus (+/-) scale and transfers to a member college who does not utilize such a system must calculate the student-athlete's GPA including such pluses and minuses as were recorded on the previous college transcript.
    4. Transcripts: Official college transcripts or copies of official college transcripts from a transfer student-athlete's prior college must be used. Unofficial transcripts and grade reports are not acceptable for NJCAA eligibility.
    5. Confirmation of Transfer Status: Following transfer all NJCAA member colleges must verify a student-athlete's transfer status, including, but not limited to, the student-athlete's seasons of participation. The member college must have a fully executed NJCAA Transfer Tracking Form on file for all transfer students.
  - ii. Transfer Probation/Probation Term
    1. A student-athlete who transfers from an NJCAA, Four-Year or other Non-Member College must meet the academic requirements of NJCAA Handbook Article V, Section 2.D to be considered for immediate eligibility following transfer.

2. A student-athlete who transfers from an NJCAA, Four-Year or other Non-Member College who does not meet the academic requirements of Article V, Section 2.D must serve a 16 week probationary period and complete one academic term.
  - a. A student-athlete serving a probationary period at a member college that has a regular academic term less than 16 weeks must meet the 16 week period, regardless of finishing the academic term in less weeks.
  - b. A student-athlete who successfully completes a probationary period and now meets all academic progress requirements, may be added to the eligibility form at the beginning of the next term provided all NJCAA participation requirements have been met.
  - c. Student-athletes who have participated in a sport before a term begins, between terms, or within the first 15 calendar days of a term and subsequently transfers before or within the first 15 calendar days of the term, must serve a 16 week probationary period and meet all academic progress requirements before they are eligible to participate in athletics.
- iii. Transfers from an NJCAA member college
  1. If the student-athlete was signed to a Letter of Intent (LOI), at any time, in the previous, current or upcoming academic year, a fully executed NJCAA Transfer Waiver is required. An NJCAA Letter of Intent Release does not exempt the student-athlete from meeting this requirement.
- i. Violations & Penalties
  - i. In Season Violations:
    1. An NJCAA member college which plays an ineligible student-athlete, knowingly or otherwise, shall forfeit all contests in which an ineligible student-athlete participated. Final results of forfeited contests are only required to be adjusted when the sanctioned college was initially victorious.
    2. An NJCAA member college which plays an ineligible student-athlete, or violates any other NJCAA bylaw or regulation shall additionally be subject to further penalty as the NJCAA National Office deems advisable under the circumstance.
    3. Forfeitures: The following policies shall govern games which are forfeited due to the participation of an ineligible student-athlete.
      - a. Notification: A member college who must forfeit games must notify all opponents against whom a game must be forfeited.
      - b. Member and non-member opponents must be notified.
      - c. Forfeiture letters must be written on college letterhead and contain the athletic director's signature, verifying

- the forfeited game(s).
- d. Forfeiture letters should contain all information the forfeiting college deems pertinent;
- e. Letters must contain the sport and date of game being forfeited.
- f. A copy of the forfeiture letter must be forwarded to the NJCAA National Office and the appropriate Regional Director, and may be done via mail, fax or e-mail.
- g. Victories: Where team games are being forfeited, only victories are to be forfeited.
- 4. Double Forfeitures: Should both teams participating in a game later be required to forfeit, both teams shall record the contest as a forfeit and there shall be no victor.
- 5. Statistics: Game and individual statistics from forfeited games will be handled in accordance with specific sport rules
- 6. Individual Sport Forfeitures: A student-athlete participating in an individual sport (bowling, cross country, etc.) shall forfeit all place and rank in any event in which he/she participated as an ineligible student-athlete, and shall be recorded as though he/she did not participate.
  - a. In instances where the individual-sport was also part of team participation, the team's place, rank, and scores shall also be forfeited.
- 7. An NJCAA member college who has certified and or allowed to participate a student-athlete in violation of NJCAA amateur regulations shall be prohibited from participation in the current year's postseason tournament. If the violation is determined after the sport season has ended, the member college will be prohibited from postseason participation in the next academic year.
- ii. Post Season Violations
  - 1. An NJCAA member college which plays an ineligible student-athlete during Regional, District, or National Championship/Football Bowl competition, knowingly or otherwise, shall be placed on probation for the season following discovery of the ineligible player's participation.
  - 2. The following policies dictate procedure when a participant is discovered to be ineligible. during or after Regional competition:
    - a. An NJCAA member college which uses an ineligible student-athlete, whether knowingly or otherwise, shall forfeit all contests in which such ineligible student-athlete participated.
    - b. If a student-athlete participant is discovered to be ineligible during Regional competition, or at a time thereafter, AND five or more calendar days prior to the

National Championship/Football Bowl competition, the team shall not be allowed to enter the National event as a team qualifier. Individuals who are eligible and have qualified on an individual basis remain qualified as individuals.

- c. If a student-athlete participant is discovered to be ineligible less than five days prior to National Championship/Football Bowl Competition, or during such competition, the ineligible student-athlete shall immediately be disqualified but the team shall be allowed to complete postseason play. The team record shall be adjusted to reflect forfeited contests.
- d. If a student-athlete is discovered to be ineligible during or after the National Championship/Football Bowl Competition, the team standings for all teams shall remain unaffected.
  - i. If the student-athlete is discovered to have been ineligible prior to the end of the official year (July 31) following the event, the student-athlete shall surrender all personal awards to the NJCAA.
  - ii. If the student-athlete is discovered to have been ineligible following the end of the official year (July 31) following the event, no disqualification shall occur, and all awards remain as awarded.

### 3. Fleet Vehicles

- (a) Licensable college owned vehicles are available for use in support of the mission of Hocking College and are classified as either general fleet or department vehicles, depending on the use and purpose. Regardless of a vehicle's classification, the fleet technician is responsible for overseeing the service and repair of all vehicles; determining maintenance schedules and inspections of all vehicles; replacement needs and purchase requirements for all vehicles; and disposal of all vehicles. In addition, the fleet technician makes the final determination on the safety and viability of all vehicles, including purchase decisions, and has the right to remove any vehicle from service when deemed necessary after inspection.
- (b) Any eligible Hocking College community member for official college business, usually on a trip-by-trip basis, can lease available general fleet vehicles. Lease costs will be charged to the department of the lessee. Lease revenues will be used to help fund general fleet vehicle support, including operating costs, non-insured repairs and maintenance, and vehicle replacement.
- (c) Requesting a Fleet Vehicle
  - a. The Reservation Request Form is available online, and must be electronically submitted. If you intend to request a vehicle, please fill out the entire form. Request forms that are not completed in full will not be honored. Please note that your supervisor's/advisor's name and signature must appear on the form.



It is important that you provide the purpose of the trip you intend to take as this aids in determining whether the trip is within the scope of your employment at The College and prioritizing vehicle assignments. Any employee who wishes to use a college fleet vehicle must have previously submitted, passed, and have on file with Fleet Operations, a Fleet Driver Approval form. If such verification has not been completed, the reservation request will not be processed and the individual will be informed that he/she does not have approval to drive a fleet vehicle. All reservation must be received at least one week prior to the desired reservation date. Requests received less than one week before the desired date will be processed and filled if possible. It should be noted that short notice requests may impact vehicle availability. You will be notified of the status of your request via email or phone. If your reservation is confirmed, please report to the Office of Fleet Operations, fifteen minutes prior to your anticipated departure time. At this time you will fill out some additional paperwork and receive the keys for the vehicle.

(d) Pick-up/Returning Vehicles

- a. Included with the keys will be the registration and insurance cards for the vehicle. These documents must stay with the keys at all times, and must be presented to any requesting police officer. You will also receive a Trip Ticket. This ticket must be completed in its entirety and returned with your keys. You are responsible for all of these materials from the time you sign out the vehicle until the time that you return it. If you plan on returning a vehicle after normal business, prior arrangements must be made as the Fleet Operations gate will be locked. If the office is closed, but the gate has not been closed for the evening, keys and Trip Tickets are to be left in the drop box.

(e) Permitted/Prohibited Use

- a. Vehicle use approval should only be given for college business including activities necessary to sustain a traveler away from home such as going out to eat (within a reasonable distance). A substantial or unreasonable use of a State vehicle for personal purposes may result in a decision that a driver is, was, or will be, operating outside of the scope of employment or agency.
- b. It is understood that some fleet drivers utilize vehicles for overnight or extended trips and personal stops not related to college business may be needed. In these cases, individuals will be expected to exercise discretion, in the best interest of the institution's reputation when parking a college vehicle at an establishment.

4. Scheduling

- (a) All competitions, including: championship season, non-championship season, exhibitions, scrimmages, non-conference or rescheduled events, or venue changes, must first be approved by the administration before confirming with opposing institutions. The administration has the right to require a change in time or day of the competition based upon other events on campus and within the department. This policy is to deter the occurrence of too many events at one time, and thus a lack of parking and/or staffing issues. All schedules (except conference schedules) must be approved by the administration before they can be confirmed with opponents. Once

the schedules are approved, support staffs (i.e. Athletic Training) will be notified. When working on schedules for your sport, please consider the amount of missed class time that scheduling will cause for your student-athletes. Be cognizant of the time of year and how often you are scheduling away trips. Vary the nights of the week that games are played unless dictated by the conference.

#### 5. Student-Athletes Withdrawing From a Class

- (a) The student-athlete must notify their head coach and/or the member of the coaching staff that oversees academics of their intentions to withdraw from a class. The student-athlete should have a completed drop/add form when they notify their coaching staff member of their intentions to withdraw from a class. The coaching staff member and/or the student-athlete will verify with the Assistant Athletic Director for Compliance and the Assistant Athletic Director for Academic Services. At that time they will analyze and determine if withdrawing from the class will affect the student-athlete's eligibility for the current semester or future semesters. The Assistant Athletic Director for Compliance or the Assistant Athletic Director for Academic Services will sign the drop/add form for the student-athlete. At that time the student-athlete will take the signed form to the registrar's office or their academic advisor to officially withdraw from the class.



## Procedures Manual

### **Student Experience Committee Procedures**

**Number: SS-401**

**Office of Primary Responsibility: Office of VP of Student Experience & Human Resources**

**Effective Date: Spring 2018**

**Purpose:**

The Student Experience Committee provides guidance and recommendations on activities that affect the experience of Hocking College students. The Student Experience Committee will convene as needed and function as an advisory group whose primary work includes, but is not limited to, the oversight of multiple subcommittees. The subcommittees will include, but are not limited to the One Stop, Diversity & Inclusion, Academic Success, Student Life, Athletics and Co-Curricular and Residence Life.

**Definitions:**

1. "Subcommittee" refers to group of employees brought together to work in a specific area affecting the overall Student Experience at Hocking College. Subcommittees are necessary because there are several key touch points which affect the overall experience, and trying to use one overarching committee to complete the work would not be effective. The goals and expected outcomes of each subcommittee will be set by the Vice President of Student Experience & Human Resources or their designee.

**Procedures:**

Campus-wide input and involvement is necessary. The agenda will be comprised of the multiple initiatives as outlined by the subcommittee chairs and compiled by the Office of the VP of Student Experience & Human Resources or their designee.

The Student Experience Committee will collaborate with the Vice President of Student Experience & Human Resources to regularly monitor the quality of the student experience at Hocking College through regular evaluation and data analysis of surveys and interviews.

**Membership:**

The Student Experience Committee will consist of the Vice President of Student Experience of Human Resources, the Executive Director of Financial Aid, the Director of Academic Services, the Executive Director of Student Life and Student Engagement, the Director of Residence Life, and a representative from the Hocking College Athletics Department. Rotating members or designees may be added as needed as committee or subcommittee goals require.

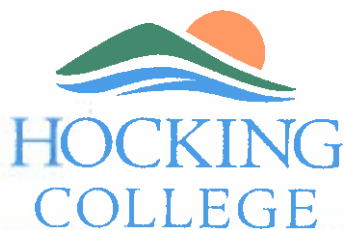
**Specific Duties of the Committee:**

In carrying out its responsibilities, the Committee shall:

1. Establish a work plan to ensure its responsibilities are being met.
2. Regularly review pertinent data and other information.
3. Monitor the College's strategies for enrollment management.
4. Review College data and peer institution data regarding current educational status, historical trends, performance, quality, and value.

**Meetings:**

The Committee shall meet no less frequently than two times each academic year, and each meeting's agenda should allow ample time for purposeful discussion and analysis. The Committee shall maintain minutes or other records of meetings of the Committee.



## Procedures Manual

### Information Technology Change Management Procedures

**Number: TEC-500**

**Policy Number (if applicable): 2.06**

**Office of Primary Responsibility: Office of Information Technology/CIO**

**Effective Date: November 6, 2017**

**Purpose:**

The purpose of this procedure is to provide guidance and operational actions that are required to ensure that changes to the College Information Technology infrastructure or applications follow a repeatable and documented process. These guidelines also ensure that personnel perform IT infrastructure changes in a manner to minimize risk and enhance the use of College resources.

**Definitions:**

1. "IT Change Management" is the process of requesting, developing, approving and implementing a planned or unplanned change within the IT infrastructure. It begins with the creation of a Change Request within the Information Technology Service Management application. It ends with the satisfactory implementation of the change and communication of the result of the change to all interested parties.
2. "IT Infrastructure" The term refers to hardware, software, networks, data centers, facilities and related equipment used to develop, test, operate, monitor, manage and/or support information technology services.

**Procedures:**

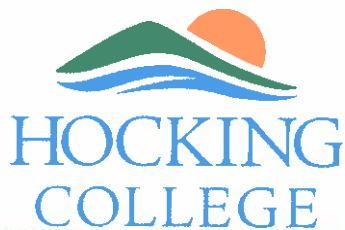
Every change management decision that requires the allocation of College resources (space, people, equipment, funds, etc.) shall be made in accordance with this procedure, comply with Ohio law and College policies.

Formally request a change – All requests for change within the Hocking College IT infrastructure will be documented by creating a Change Request Form found on the College intranet. The change request will be completed by the change requestor with assistance from a member of the OIT staff and presented to Cabinet for review and prioritization.

- a) Analyze and Justify Change – The change requestor and the OIT Staff will work to develop a specific justification for the change

and identify the impact on infrastructure, business operations and budget, identify business as well as technical risks, develop technical requirements, and review specific implementation steps. The change requestor with assistance from the OIT Staff will be required to submit a functional test plan that is sufficiently detailed to provide assurance that the change will have the desired result.

- b) **Approve and Schedule the Change** – The designated OIT Manager will chair a Change Management team consisting of – at a minimum - representative OIT members from Technical Services and Applications Services and with appropriate members of the affected end-user community. The group will assess the urgency and impact of the change on the infrastructure, end user productivity and budget. In the event of a major or significant change the change request must be approved by the Hocking College CIO and, where appropriate as determined by the CIO or on recommendation by the Change Management team, members of end-user management.
- c) **Plan and Complete the Change** – The Change Management Team will assign specific OIT members and identify appropriate end-user members to complete the change in a manner that will minimize impact on the infrastructure and end users. In the event that the change does not perform as expected or causes issues to one or more areas of the production environment, the team will determine if the change should be removed and the production environment returned to its prior stable state.
- d) **Post Implementation Review** – A review will be conducted by the Change Management team to formally ensure the change has achieved the desired goals. Post implementation actions may include acceptance, modification, or backing-out of the change. The team formally documents the final disposition of the change as part of the Change Request Documentation.



## Procedures Manual

### **Information Technology *Person-to-Process* Procedures**

**Number: TEC-501**

**Policy Number (if applicable): 2.06**

**Office of Primary Responsibility: Office of Information Technology/CIO**

**Effective Date: November 6, 2017**

**Purpose:**

The purpose of this procedure is to provide guidance regarding the IT Person to Process actions and tasks that are dependent on a single Hocking College employee when redesigning the process or task to minimize dependency and risk for the College. These guidelines also ensure that any process or task identified as specific staff dependent will be reviewed and a process/procedure developed to eliminate the dependency through a combination of cross training, communication and documentation.

It begins with the recognition of a specific staff dependency. It ends with the satisfactory implementation of the revised process or task and the communication of the documented process to all interested parties.

**Definition:**

1. "IT Person-to-Process" is the designation for individuals responsible for a College IT process or task. This individual could present a single point of failure to the College system.
2. "IT Person-to-Process Evaluation Team" consists of – at a minimum - representative OIT members from Technical Services and Applications Services and with appropriate members of the affected end-user community.

**Procedures:**

The procedure begins with a request for IT support, which can be found on the College intranet, received by the Office of Information Technology and recorded in the Information Technology Service Management system.

**Evaluation procedure**

1. Each request will be evaluated for task/process support elements by the assigned OIT staff member

2. A request identified as containing a task/process support element will, after request resolution, be forwarded to the Hocking CIO or appropriate OIT Director.
3. The CIO will present to Cabinet all requests for change. The Cabinet will review requested changes and assign priorities.
4. The CIO or OIT Director will complete an evaluation of the task/process to include:
  - a. Identification of the overall procedure that contains the task/process.
  - b. Identification of all staff trained and credentialed to perform the task/process.

#### Person to Process Procedure

1. A task/process referred by the evaluation procedure will be evaluated for priority by the Person to Process team. Priority will be assigned based on criteria such as:
  - a. Task/Process need: The referred task/process will be evaluated for its continued value within the College operations. Task/processes identified as no longer required or providing value to the College will be eliminated in a controlled fashion.
  - b. Impending staff changes: Any dependent task/process currently completed by a staff member with a communicated or identified date of separation from the position will be assigned the highest priority.
  - c. Financial impact: Tasks/processes identified as having potential impact or risk to College finances.
  - d. Security risk: Tasks/processes identified as posing a risk to life safety, College operations, fiscal property or information privacy.
2. Prioritized tasks/processes will be addressed by the Person to Process team in priority order
3. The Person to Process team will complete a Business Process Analysis that identifies the complete procedure that encompasses the referred task/process. The BPA will include:
  - a. Identification of all departments and College units involved
  - b. Documentation of process/work flow
  - c. Recommendations for task/process changes, if any
  - d. Recommendations for eliminating the specific staff dependency
4. BPA results will be submitted to the College leadership for review and approval.
5. Approved BPA recommendations will be implementation of the BPA recommendations will be completed by the Person to Process team and will include, as needed, training and documentation of the final procedure.



## **Grants Procedures**

**Number: MISC-600**

**Policy Number (if applicable):**

**Associated Manual(s): HC Grants Administration Manual**

**Office of Primary Responsibility: Office of Workforce Development**

**Effective Date: November 6, 2017**

**Purpose:**

The purpose of this procedure is to establish the framework for the Grant's Office to implement the process by which grants are developed, reviewed and administered at Hocking College. The Grant's Office staff performs various aspects of specific coordination, support, and monitoring roles from development through implementation. The HC Grants Administration Manual provides additional detailed guidance and information.

**Definitions:**

1. "Grant" is a sum of money given by a government or other organization for a specified purpose. Grants are usually conditional and restricted funds based on certain qualifications specified by the grantor.
2. "Principal Investigator" is the holder of an independent grant administered by a College and the lead researcher for the grant project. This position is also known as Project Manager.

**Procedures:**

1. The Grant's Office staff actively seeks grant funding from outside grantors and government agencies to support the mission and vision of the College, i.e. academic and career technical programs, community programs, and to assist students. The Grant's Office encourages and supports faculty and departments to coordinate with the Grant's Office to apply for grants that further institutional, divisional, departmental and programmatic goals. Grants development at Hocking College occurs in one of two ways:

- (a) Strategic Direction for Grant - Projects: The Cabinet works with the Grant's Office to create strategic direction and priorities for funding opportunities for the following year. These projects align directly with the College's strategic directions and often include many departments or are institution-wide. The Grant's Office staff divide these projects based on workload or expertise, and work with College content experts

(staff, faculty, administrators) to complete the high priority proposals which the Office of Academic and Student Affairs has determined to be a good use of College resources.

- (b) Bubble-up: College staff identifies project ideas for their division or departments, and seek support from the Grant's Office to pursue funding options. These types of projects require faculty and staff to fill out a Grant Proposal Form and give a signed copy to the Director of Special Programs in the Grant's Office. Before pursuing any external grant funding opportunity, staff MUST obtain approval from their appropriate Vice President and the Workforce Development Office with this form (process ensures consistency with College and departmental goals and priorities, as well as preventing a conflict with projects already planned for a particular funder). If approved, the Office of Academic and Student Affairs will assign the Office of Workforce Development staff to assist with varying levels of participation, from researching funding sources, facilitate planning sessions, and/or provide writing and editing support. Departments should plan to do the bulk of the writing for these types of projects, with solid support on how to do this from the Office of Workforce Development.
- (c) The Grant's Office will develop and maintain a Master Calendar of Grants that are regularly renewed such as TRIO, Perkins, etc.
- (d) All grants that require matching funds from the College budget or other College resources must be reviewed by the CFO and approved by the President.

## 2. Grants Administration and Implementation –

- (a) In general, the responsibility for grants administration and reporting lies with the departmental unit obtaining the funds. The Project Manager or Principal Investigator typically serves as the grants administrator, with support from the department's administrative personnel.
- (b) The Project Manager has primary responsibility, both programmatic and fiscal, for complying with all terms and conditions of the grant. For this reason it is essential that the administrator obtain and become thoroughly familiar with all of the granting agency's written policies, procedures, and regulations. The Project Manager must also comply with all of the College's policies and administrative procedures.
- (c) The Fiscal Office and the Office of Workforce Development will support an awardee as they administer their grant, helping them manage timelines, interface with College processes and understand the basic requirements of their grants. If included in the grant budget, implementation staff may help with hiring, and other start-up and ongoing grant support activities.

3. Upon award of the grant, the Project Manager should notify the Office of Workforce Development as well as the Office of Vice President for Administration and CFO by sending a

copy of the award letter. The Project Manager will contact the accountant assigned to the grant to prepare a budget in accordance with the approved budget contained in the grant award. Until this is done, account numbers cannot be set up and no grant funds can be expended.

4. In seeking and administering grants, the College shall abide by standards of the National Council of University Research Administrators and the National Association of College and University Business Officers.

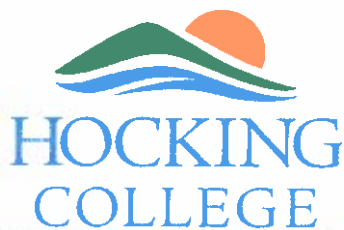
Hocking College will meet requirements for federal grants and contracts pursuant to the following circulars issued by the United States Office of management and Budget, including:

- 2 CFR Part 215: Uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations;
- 2 CFR Part 220: Cost principles for educational institutions; and
- A-133: Audits of states, local governments, and non-profit organizations.

5. The Director of Special Programs (Office of Workforce Development) is responsible for establishing, communicating and overseeing all pre- and post-award functions and compliance other than project account and financial reporting.

6. The Vice President of Administration & CFO is responsible for pre-award budget review, project accounting and financial reporting functions including compliance.

7. The HC Grants Administration Manual shall be reviewed annually by the Office of Workforce Development for any updates or revisions.



## Procedures Manual

### Weapons Procedures

**Number:** MISC-601

**Policy Number (if applicable):** HCP 2.15

**Office of Primary Responsibility:** Hocking College Police Department/Campus Safety

**Effective Date:** November 6, 2017

**Purpose:**

In order to maintain a safe academic and workplace environment, Hocking College provides this procedure for information and direction regarding the storage of weapons on Hocking College property.

**Definitions:**

1. A "Deadly weapon" is a weapon as defined in Section 2923.11 of the Ohio Revised Code, and refers to any instrument, device, or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon (includes a weapon that is inoperable but that can readily be rendered operable).
2. "Hocking College Campus" means all property owned, leased, or controlled by Hocking College including surrounding areas such as sidewalks, bike paths, driveways, and parking lots.

**Procedures:**

Hocking College students and employees shall not use, place, transport or possess deadly weapons in College buildings or while acting as an employee of Hocking College, or while attending a Hocking College sponsored event. Replicas such as, water guns, pellet guns, BB guns, airsoft guns, paintball guns, etc. are also prohibited unless they are possessed or stored in accordance with Hocking College Storage Procedures below or in accordance with academic protocols. Employees and students must also observe the procedure developed by any employer or property owner at any alternative site visited for College business or for instruction.

Discovery of a weapon in College buildings, residence halls, on College grounds, locked in a vehicle on College grounds, without a concealed hand gun license, or in the possession of a student or employee on campus, or any other violation of the weapons regulations, may result in criminal charges, confiscation of the weapon and/or disciplinary action against the owner and/or person in possession. Hocking College recognizes certain exceptions to the foregoing procedure

as expressly set forth below:

- a) Exception in accordance with Policy 2.15, "An officer, agent, or employee of Ohio or any other state or the United States, or a law enforcement officer, when authorized to carry or have loaded or accessible firearms and acting within the scope of the officer's, agent's, or employee's duties. An individual shall produce their credentials when requested to do so by a representative of the Hocking College Police Department or law enforcement personnel."
- b) Any staff, student or visitor who possesses a Concealed Handgun License issued by the State of Ohio, or another state with which Ohio has reciprocity, must secure the handgun in the trunk, glove box or other compartment within his/her vehicle immediately upon entering the Hocking College Campus.
- c) Prior to bringing a weapon on campus, individuals must contact the Hocking College Police Department at (740) 753-6598, to determine if a weapon is eligible for storage.

### **Storage**

All owners will abide by the weapons storage procedures concerning storage time limits and penalties.

- a) The Hocking College Police/Campus Safety will control access to the weapons storage room.
- b) Students wishing to access their weapons must contact the Hocking College Police/Campus Safety in advance, (740) 753-6598.
- c) Owners must claim their weapon(s) at the close of the academic term or at any time they move out of campus student housing.
- d) Hocking College will not store knives, ammunition, ammunition magazine or any other weapon deemed unsafe by the Hocking College Police/Campus Safety.
- e) A Weapons Registration Form must be filled out, signed and submitted to the Hocking College Police/Campus Safety. The Chief of Police or designee will approve/deny the storage request.
- f) Storage of weapons at the Hocking College Police/Campus Safety is a privilege, not a right and may be revoked for any violation of rules governing the possession of any weapon.
- g) Actions must be OPEN and clear of ammunition prior to entering the Hocking College Police/Campus Safety.
- h) Hocking College Police/Campus Safety will provide a barrel flag and/or trigger lock when checking in firearms to ensure firearms are free of ammunition.
- i) For all check in/check out transactions, students must provide their HC Student ID and a valid Driver's License.
- j) Students are able to check in/check out weapons during the hours posted by the Hocking College Police/Campus Safety.
- k) Individuals must be enrolled as a student or be an employee of Hocking College in order to store a bow or firearm.
- l) Students and employees of Hocking College must comply with Ohio State law to legally possess/own a firearm or bow.
- m) Serial numbers must have the ability to be referenced.
- n) Students and employees will document all damage to their weapon prior to initial check in and update the damage report after any checkout and return check in.

- o) Students and employees must have weapons in a protective case when transporting them to and from the Hocking College Police/Campus Safety.
- p) Only the owner is permitted to check in and check out the weapon.
- q) During certain times, and at the discretion of the Hocking College Police/Campus Safety, a weapon withdrawal may be suspended or denied.
- r) Failure to disclose prior felony convictions pertaining to firearms prohibitions, including probation and parole violators can result in criminal or federal charges.



## **Hocking College Police Department Weapons Registration Form**

The following conditions apply to all weapons to be stored at HCPD:

- a) The Hocking College Police/Campus Safety will control access to the weapons storage room.
- b) Students wishing to access their weapons must contact the Hocking College Police/Campus Safety 24 hours in advance, (740) 753-6598.
- c) Owners must claim their weapon(s) at the close of the academic term. Employees who separate from Hocking College must claim their weapon within 24 hours. Students who un-enroll or are dropped from classes must claim their weapon within 24 hours.
- d) Hocking College will not store knives, ammunition, ammunition clips or any other weapon deemed unsafe by the Hocking College Police/Campus Safety.
- e) A Weapons Registration Form must be filled out, signed and submitted to the Hocking College Police/Campus Safety. The Chief of Police or designee will approve/deny the storage request.
- f) Storage of weapons at the Hocking College Police/Campus Safety is a privilege, not a right and may be revoked for any violation of rules governing the possession of any weapon.
- g) Actions must be OPEN and clear of ammunition prior to entering the Hocking College Police/Campus Safety.
- h) Hocking College Police/Campus Safety will provide a barrel flag and/or trigger lock when checking in firearms to ensure firearms are free of ammunition.
- i) For all check in/check out transactions, students must provide their HC Student ID and a valid Driver's License.
- j) Students are able to check in/check out weapons during the hours posted by the Hocking College Police/Campus Safety.
- k) Students or employees must meet the minimum age requirements in Ohio for possession of the weapon being stored.
- l) Serial numbers must have the ability to be referenced.
- m) Students and employees will document all damage to their weapon prior to initial check in and update the damage report after any checkout and return check in.
- n) Students and employees must have weapons in a protective case when transporting them to and from the Hocking College Police/Campus Safety.
- o) Only the registered owner is permitted to check in and check out the weapon.
- p) During certain times, and at the discretion of the Hocking College Police/Campus Safety, a weapon withdrawal may be suspended or denied.
- q) Failure to disclose prior felony convictions pertaining to firearms prohibitions, including probation and parole violators can result in criminal or federal charges.

I understand that the firearm storage at Hocking College Police Department is provided for my benefit. HCPD will take every reasonable precaution to protect my weapon. However, by checking in my property and signing this policy, I acknowledge that there is a risk of damage to

my property. I hereby acknowledge that Hocking College and HCPD (including its staff) is not liable for any damages and I hereby assume all risks associated with having my weapon on campus, checking it in and out of the HCPD facility, and all other risks associated with this policy, and agree to hold Hocking College, its trustees, officers, employees, agents, representatives and the State of Ohio harmless from any and all liability which may arise by or in connection with my use of weapons storage benefit. With my signature below, I further acknowledge I have read and understand all HCPD Student Weapons procedures and agree to all of the stated terms and conditions.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of Issue

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Weapon Make \_\_\_\_\_

Model \_\_\_\_\_

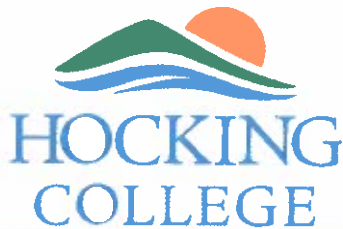
Serial # \_\_\_\_\_

Caliber \_\_\_\_\_

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Damages (describe the damage in detail including the location of the damage on the weapon).

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Office Use Only:





## Procedures Manual

### Procedure on Procedures

**Number: MISC-602**

**Policy Number (if applicable):**

**Office of Primary Responsibility: Office of the President**

**Effective Date: November 30, 2017**

**Purpose:**

The purpose of this procedure is to address the process for developing, issuing, and maintaining all Hocking College procedures and applies to all College departments, faculty, staff and students. In addition, this procedure ensures that Hocking College has ready access to well-developed and understandable procedures. Procedures that are easy to find, read, and understand will:

- Support the College mission
- Achieve accountability by identifying the offices responsible for specific procedures
- Provide faculty, staff, and students with clear, concise procedures to access services
- Document how the College conducts business.

College Procedures will be:

- Presented in a common format.
- Formally reviewed and approved by the Cabinet.
- Maintained centrally and accessible to all interested parties.
- Kept current within the framework on an organized system of change control.

Policies will be clearly distinguished from procedures according to the definitions listed below. Individuals who are responsible for writing, updating, and distributing procedures must comply with this procedure.

**Definitions:**

1. A "Policy" is a statement of management philosophy and direction, established to provide guidance and assistance to the College community in the conduct of College affairs. A College policy:
  - Is a governing principle that mandates or constrains actions
  - Has institution-wide application
  - Changes infrequently and sets a course for the foreseeable future
  - Helps ensure compliance with applicable laws and regulations

- Reduces institutional risk
  - Is approved by the Board of Trustees
2. A “Procedure” is a guideline or series of interrelated steps taken to implement College processes.
  3. The “Initiator” is any department, manager, or committee who identifies a College-level issue and develops a procedure.
  4. The “Owner” is the appropriate College officer (President, Vice President, Director, etc.) whose jurisdiction covers the subject matter of the procedure.
  5. The “Stakeholders” are College community members who are affected by the procedure.
  6. The completed procedures manual will be maintained by the Administrative Assistant to the President of Hocking College and the Office of IT will be responsible to post all procedures on the College’s Intranet.

## **Procedures:**

### **A. Procedure Development**

The initiator may identify a College-level procedure issue and develop it into a procedure proposal. The initiator will submit the procedure proposal for review to and endorsement by the owner. If the procedure is endorsed, a draft procedure will be created following the format outlined in section B of this procedure.

The owner will review the draft procedure and consult with various stakeholders regarding the procedure’s likely impact on the members of the College community, including legal if appropriate. After review and input, the procedure will be submitted to the Cabinet for final review and approval. Once the procedure is approved, it will be forwarded to the procedure custodian and published to the campus community.

The procedure custodian will maintain copies of approved procedures and will forward an electronic copy to the Information Technology Department to be placed on the Hocking College web site. The procedure custodian will also notify responsible parties when particular procedures are scheduled for review or revision, and be available to work with the responsible parties during any phase of the procedure development process.

As identified in the particular procedure, the owner will monitor compliance and facilitate remedies for noncompliance as directed by the procedure.

### **B. Procedure Format**

A standard format ensures clarity and consistency. Although not all procedures contain all of the format elements, procedures will be written and maintained following the format described below:

1. Header Information: (mandatory)
  - a) Procedure Name
  - b) Procedure Number

- c) Policy Number (if applicable)
  - d) Office of Primary Responsibility
  - e) Effective Date
2. Procedure Purpose: (mandatory) Purpose of the procedure and the statement of philosophy, position, rule, regulation, or direction.
  3. Definitions (optional) Meaning and Interpretation of terms used.
  4. Procedure: (mandatory) Description of the actual procedure covering topics which include: duties assigned to responsible parties and other parties as necessary; other information specific to a particular subject as needed; and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.
  5. Effective Date: (mandatory) Initial effective date of the procedure and the latest revision date, if applicable.
  6. Frequency of review and update: (optional) Measure of time during which the procedure must be reviewed and updated. It is recommended that a procedure be reviewed annually, unless changes in laws or College business needs require a different review/revision schedule.

#### C. Location of Procedures

To ensure ready access to College procedures, Hocking College will maintain an official procedure Intranet page with the most current approved version of all College procedures. The Intranet page will be maintained by the Office of Computer & Information Services. The documents on the College procedures web page will constitute the official electronic depository for College-wide procedures for Hocking College.

To maintain an organized system of change control, and to ensure consistency throughout the College, individual department web pages should not contain separate copies or versions of procedures. Instead, department web pages that reference procedures must use hyperlinks to the documents on the official College procedures web page.

#### D. Structure and Organization

The College procedure web page will list all procedures by number, name and category. Procedures will be assigned to one of the following procedure categories:

Section One: Academic Procedures (**AC-100**)

Section Two: Business Operations Procedures

**(BO-200, FIN-230, ADM-250, FAC-270, FLT-290)**

Section Three: Human Resource Procedures (**HR-300**)

Section Four: Student Services Procedures (**SS-400**)

Section Five: Technology Procedures (**TEC-500**)

Section Six: Miscellaneous Procedures (**MISC-600**)



## **Safety Committee Procedure**

**Number: MISC 603**

**Office of Primary Responsibility: Chief of Staff**

**Effective Date: Spring 2018**

### **Purpose:**

The Hocking College Health and Safety Committee is charged with identifying health and safety concerns and opportunities across all of Hocking College's campus. The goal of the committee is to create a safer and healthier Hocking College Campus. Subcommittees may be created according to institutional need.

### **Definitions:**

1. The Safety Committee consists of Hocking College administrators who are tasked with ensuring the safety of the Hocking College community. This team is responsible for assessing safety related concerns, policies, and procedures.
2. "Subcommittee" refers to group of employees brought together to work in a specific area. The goals and expected outcomes of each subcommittee will be set by the Vice President of Campus and Community Relations or their designee.

### **Procedures:**

The committee will solicit safety interests from the community, monitor, and analyze safety issues in an attempt to reduce the risks of illness, injury, property damage, etc. and provide to the Emergency Management Team, possible solutions and ideas for creating a safer learning environment.

Campus-wide input and involvement is encouraged. Faculty and staff are welcome to bring agenda items to the bi-monthly meetings.

### **Membership:**

The Safety Committee will consist of 4 standing members and is additionally open to all other members of the campus community. Designees may be added as needed as committee or subcommittee goals require.

**Standing Members**

Chief of Staff

Vice President of Campus and Community Relations

Chief of Police/Director of Campus Safety

Director of Residence Life, Student Conduct

Director of Facilities

Collective Bargaining Unit Representative(s)

**Specific Duties of the Committee:**

Duties will be accomplished through identifying health and safety concerns, prioritizing concerns/issues, developing plans to mitigate and seeking approval of these plans by the administration of Hocking College.

**Meetings:**

The Committee will meet regularly to identify safety concerns to Hocking College students, guests, faculty, and staff members.