

**Florida Department of Education, Division of Florida Colleges
Civil Rights Compliance Review
Northwest Florida State College
Documents Requested Table**

Instructions:

- The following documents should be compiled and ready for review prior to the week of the onsite review
- Compile the following documents and keep in order according to this list.
- You may use this list to identify whether the requested document is in hard copy, on a memory stick or CD
- These documents can also be compiled into folders and/or scanned and saved to a CD or memory stick
- Please provide website links for any of the following, as appropriate.

	Document	Location
A.	Policies, Procedures, Manuals, Handbooks, and Notices	
1.	Most recent College Policy and Procedures Manual(s) for employees and students	http://www.nwfsc.edu/AboutNWF/BoardOfTrustees/policymanual.cfm
2.	College nondiscrimination policy or policies (for students, employees, applicants, others)	http://www.nwfsc.edu/AboutNWF/HR/EqualOpportunity.cfm and A.02.Non-discrimination Statement
3.	College grievance or complaint procedures available to students, employees, applicants and others who allege discrimination	A.03.NWFSC Disputes (http://www.nwfsc.edu/disputes/) And A.03.Grievance Procedures from Student Handbook pages 6-11- Northwest Florida State College - Acalog ACMS™
4.	College Title IX policies and complaint procedures if different than nondiscrimination policy and complaint procedures	A.03.NWFSC Disputes (http://www.nwfsc.edu/disputes/) And A.03.Grievance Procedures from Student Handbook pages 6-11- Northwest Florida State College - Acalog ACMS™
5.	Harassment policy and complaint procedures if different than nondiscrimination policy and complaint procedures	A.03.NWFSC Disputes (http://www.nwfsc.edu/disputes/) And A.03.Grievance Procedures from Student Handbook pages 6-11- Northwest Florida State College - Acalog ACMS™
6.	Examples of notification of the availability of the grievance procedures for students, employees, and the general public	A.06.Staff Annual Information Distribution and A.06.Student Annual Information Distribution
7.	Most recent student handbook, including code of conduct	A.07.Student Handbook(includes Code of Conduct) (http://catalog.nwfsc.edu/content.php?catoid=17&navoid=3925)
8.	Most recent employee handbook	A.08.Employee Handbook

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9.	Examples of the annual and continuous notice of college's policy on nondiscrimination includes the public notification of the identity of the person(s) designated to coordinate civil rights compliance Coordinator, Title IX Coordinator	A.06.Staff Annual Information Distribution and A.06.Student Annual Information Distribution And A.09.Page linked to EAEO Institution on each page (http://www.nwfsc.edu/AboutNWF/HR/EqualOpportunity.cfm)
10.	College policies and procedures for 504/ADA compliance	A.10. DSS Welcome (http://www.nwfsc.edu/Students/StudentAffairs/Disability/)
11.	Copy of policies and procedures for providing aids and services to students with disabilities	A.11. DSS Current Students (http://www.nwfsc.edu/Students/StudentAffairs/Disability/requesting_ac_commodations.cfm)
12.	Policy and procedures for providing reasonable substitution for eligible students whose hearing impairment, visual impairment, visual impairment or learning disabilities can reasonably be expected to prevent the individual From meeting requirements for admission to the institutions, admission to the program of study, entry to upper division or graduation	http://catalog.nwfsc.edu/ A.12.Campus Services - Northwest Florida State College - Acalog ACMST TM A.12.Course Substitution A.12.BOTpolicyAA_9.00
B. Contracts		
1.	Copies of collective bargaining agreements	Not Applicable
2.	Copies of service related contracts with outside vendors	B.02.Service Contracts
3.	Student contracts for apprenticeship, work-study or internship agreements	Apprenticeships – Not applicable B.03.Internship 2014 Template_Final B.03.Internship Courses as of 20152 B.03.Internships College Credit Current Catalog descriptions B.03. Work-Study Application at NWFSC2017-2018
4.	Copies of contracts with business partners for job training	B.04.CareerSource MOU 2017

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C.	Employment	
1.	Copies of employment application forms	C.01.a. Employment Application forms - Adjunct Instructor C.01.b. Application form Adjunct Instructor And https://nwfsc.interviewexchange.com/jobofferdetails.jsp?JOBID=81674
2.	Copies of employment vacancy announcements	C.02. Vacancy Announcements (https://nwfsc.interviewexchange.com/static/clients/531NFM1/index.jsp)
3.	description of how screening and interview committees are established, how they are used, and the process used to review applications for employment vacancies	C.03. Employment Process 2017
4.	description of procedures/criteria used in the selection of coaches and athletic directors	C.03. Employment Process 2017
5.	Description of criteria utilized for hiring, promotion, retention and tenure decisions	C.03. Employment Process 2017 C.05. Process for awarding continuing contract
6.	description of recruitment efforts for administrators, instructional, non-instructional, coaching, and athletic directors positions include samples of printed recruitment materials and job advertisements	C.03. Employment Process 2017
7.	brief list of college-sponsored staff development activities within the last two years, listing any professional development at the college level that has assisted instructors, counselors, and/or administrators to be sensitive to issues of discrimination based on race, color, national origin, sex and disability and a list of who was trained	C.07. Summary from former DSS Coordinator email C.07.a. Adjunct Training Agenda-8-17-16.pdf C.07.a. BIT Registration C.07.a. CLERY Act training PowerPoint C.07.a. CLERY ACT CSA Training Worksheet C.07.a. Fall Semester Summit Agenda at a Glance 2016 C.07.a. Fall Semester Summit Detailed Agenda 2016 C.07.a. Florida Center for Students with Unique Abilities C.07.a. Florida Center for Students with Unique Abilities-2 C.07.a. Moving AHEAD 2015 C.07.a. Moving AHEAD 2016 C.07.a. Narrowing the Gulf-2016 Program C.07.b. Sign in sheets for these training opportunities C.07.c. Survey responses to these trainings

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8.	Copy of any staff development training plans	C.08.S&PD Plan
9.	Records and descriptions of employee training programs offered to new hires and to all employees on a regular basis including the date of the last training offered	A.06.Staff Annual Information Distribution C.09.PCE_Brochure Spring 2016 (11_18_2015)_ web ff C.09.Personal Enrichment Spring 2017 Schedule C.09.Prof Cont Ed Fall 2015 Class Schedule C.09.Professional and Continuing Ed Brochure Fall 2016
10.	Date of most recent training for coordinator of disability/ADA services	C.10.Equity Conference C.10.Moving AHEAD 2016 C.10.Narrowing the Gulf invite to present
11.	Date of training related to 2010 ADA regulations	C.07.Summary from former DSS Coordinator email
12.	Date of most recent training for Title IX Coordinator	C.12. Title IX Coordinator Training
13.	Copies of procedures for providing reasonable accommodations for employees and applicants with disabilities	A.03.NWFSC Disputes (http://www.nwfsc.edu/disputes/) C.13.Accommodation Request Form
14.	Copy of materials provided in a new employee packet	C.14.a.Materials for new employees – FT (in 3 parts) C.14.b.Materials for new employees - Adjuncts (PT) C.14.c.Materials for new employee packet - PT
15.	Copy of applicant data for the past two years by race, gender, and position classification IPEDS Fall Staff Survey Report from College Equity Report	C.15.a.IPEDS201415 C.15.b.IPEDS.201516 C.15.c.Full-time EEOC Applicant Information - June 2016 - December 2016 C.15.d.Part-time EEOC Applicant Information - June 2016 - December 2016 C.15.e.Full-Time EEOC Applicant Information - January 2017 to June 2017 C.15.f.Part-time EEOC Applicant Information - January 2017 to June 2017
16.	Employee complaint records we recognize the privacy of this information	Available in the Human Resources Director office

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D.	Education Programs	
1a.	description of student admission criteria for general academic programs	D.01.Admissions - Northwest Florida State College - Acalog ACMS™
1b.	description of student admission criteria for career and technical (CTE) programs	D.01.b.CTE Admissions - Northwest Florida State College - Acalog ACMS™
1c.	description of student admission criteria for limited access programs	D.01.c.Limited Admissions - Northwest Florida State College - Acalog ACMS™
2.	College application forms and enrollment procedures including information about any restrictions or requirements for students with limited English proficiency and/or disabilities	D.02.Admission form pg1 NWF State College D.02.Admission form pg2 NWF State College D.02.Admission form pg3 NWF State College D.02.Adult_Education_Admission_Application_6_2016 D.02.Adult_Education_Registration_Form_6_2016
3.	description of any special procedures governing admission or placement of students with disabilities, or LEP students	D.03.Prospective Students http://www.nwfsc.edu/Students/StudentAffairs/Disability/prospective_students.cfm D.22.b.English for Speakers of Other Languages (ESOL) NWF State College is not approved to issue I-20 Certificate of Eligibility for a student enrolled in ESOL classes unless they have the appropriate TOEFL scores. This link is to the catalog describing International Students and TOEFL scores - http://catalog.nwfsc.edu/content.php?catoid=15&navoid=3139#International_Students And a link to our International Students admission packet: http://www.nwfsc.edu/Students/Enrollment/Admissions/International/index.cfm .
4.	Rules governing use of guide dogs, tape recorders, note takers and/or other assistive learning devices for students with disabilities	D.04.Service Animals http://www.nwfsc.edu/Students/StudentAffairs/Disability/Service_Animals.cfm
5.	Samples of brochures designed for marketing, student recruitment and promotional purposes for career programs and CTE programs	D.05.a.Camp Glitter Flyer D.05.a.Career & Program Guide 9_2016 D.05.a.Career Center Seasonal Job Fair Flyer D.05.a.Career Connection Brochure 6_6_2017

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		D.05.a.Career Gateways 2017 – Flyer D.05.a.Need a Hire Education Flyer_5_2017 D.05.b.Architecture Dept Flyer D.05.b.Dental Dept Flyer D.05.b.Early Childhood Education Dept Flyer D.05.b.Paralegal Dept Flyer D.05.b.Welding Dept Flyer
6.	Publications or brochures about any cultural or community events conducted by the college	D.06.a.Arts related events D.06.b.Athletics related events D.06.c.Community related events
7.	Student complaint records for the past two years we recognize the privacy of this information	D.07.Student grievances list – this is the list from the complaint system more details are available onsite.
8.	College course catalog	D.08.Course Descriptions listing - Northwest Florida State College - Acalog ACMS™ D.08.All Course Descriptions - Northwest Florida State College - Acalog ACMS™
9.	CTE program course catalog, if different	Not Applicable but we do have D.09.Career Programs list
10.	Samples of course syllabi	D.10. Instructor_Syllabus_Template_Final_Spring 2017 D.10.ENC 1102 - 20687 Summer 2017 D.10.ENC 1102 English Composition II - TB Update April 2016 AJ D.10.HIM 2272 Healthcare Reimbursement D.10.HIM2272 Healthcare Reimbursement Summer 2017 D.10.MAN 3052 Management Philosophy and Practice- TB update OCT 2010 AL D.10.MAN 3052 Summer 2017.docx D.10.MCB 2010C Microbiology for Allied Health D.10.MCB 2010C-30251 Summer 2017 D.10.MGF 1107 Math in Society Nov 2016 D.10.MGF 1107 Syllabus Summer 2017
11.	Student admissions packet	D.11.Admissions Letter D.11.Admissions Letter Insert D.11.Welcome Back newsletter from Dean of Students

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12.	Sampling of promotional flyers, posters and multimedia presentations	<p>D.12.Collegiate HS Brochure 2017 D.12.Fast Facts Brochure D.12.Fine & Perform Arts Recruitment Day Flyer D.12.MultiMedia Recruitment Web Link D.12.New Student Advising Posters D.12.Okaloosa GED ESOL Schedule flyer RM D.12.Prof & Continuing Ed Spring Schedule_2017 D.12.Raider Reps Brochure_4_2017 D.12.Spring 2017 Registration Posters D.12.Student Life Leadership Retreat_2_2017 D.12.Summer Course Flyers for Centers_4_2017pdf D.12.Summer_Fall 2017 Registration Poster Campaign D.12.Top Reasons To Attend D.12.Viewbook_2016</p>
13.	Student admissions brochures/letters printed in languages other than English	<p>We translate as required in a one-on-one setting due to low demand, but we are evaluating this to see if demand is growing enough to require translation of documents rather than personalized support.</p>
14.	Provide a list of modifications of equipment or furniture, modification of testing procedures and provision of auxiliary aids, requests for aids and services that were denied. Include the reasons for denial.	<p>D.14.DSS Accommodations Form D.14.DSS Documentation Guidelines http://www.nwfsc.edu/Students/StudentAffairs/Disability/requesting_accommodations.cfm The items listed are accommodations. Students request accommodations and must provide documentation to support the accommodations. NWF State does not deny accommodations requests that are in their properly documented plan. We do not make “modifications” – we do make accommodations.</p>
15.	A description of the criteria used in granting financial assistance in CTE programs for each type of student financial aid assistance available	<p>D.15.Financial Aid General Information D.15.a.General Info_ What is Financial Need_ D.15.b.Federal Eligible Programs D.15.c.Finacial Aid Links</p>
16.	Demographics of recipients of student loans and scholarships	<p>D.16.Demographics of recipients of student loans and scholarships</p>

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17.	Demographics of students enrolled in CTE programs by race, gender, disability and limited English proficiency (LEP)	D.17.Program Enrollment and Completion
18.	Information provided to students related to housing if offered	D.18.Housing - Northwest Florida State College - Acalog ACMS™
19.	Information provided to students related to health services	Not Applicable
20.	Descriptions of how student employment referrals assignments are made, and descriptions of procedures for processing written and unwritten requests from employers who wish to employ students	D.20.a.Work Study D.20.b.Work Study_ Steps to Apply D.20.c.Career Services for Students D.20.d.Raider Jobs Connection D.20.e.Featured Jobs
21.	Copies of criteria for admission to each apprenticeship training program	Not Applicable
22.	College's English Speakers of Other Languages (ESOL) plan for providing services to students who are ESOL students or applicants	D.22.a.Adult Education - Northwest Florida State College - Acalog ACMS™ D.22.b.English for Speakers of Other Languages (ESOL)
23.	Samples of college newsletters and newspapers	No Student Newspapers, but there are Newsletters from Student Life: D.23.01-26-2017 SL Newsletter D.23.02-13-2017 SL Newsletter D.23.02-20-2017 SL Newsletter D.23.03-04-17 SL Newsletter D.23.05-19-17 SL Newsletter
E.	Facilities Information	
1.	List of all college facilities and parking lots, including the <i>date, month, and year</i> of construction and/or major renovation or alteration for each college facility and parking lot. Use form to be provided	
2.	indicate what federal accessibility standards were used during any construction or alteration stage of any facility (for example: Uniform Federal Accessibility Standards (UFAS), Americans with	

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	Disabilities Act (ADA) Standards for Accessible Design, and/or American National Standards Institute (ANSI) Use form to be provided For purposes of this review, the Florida Building Code is not an acceptable reference.	
3.	Maps of each campus, including facilities, relevant parking lots and access routes to each building	http://www.nwfsc.edu/AboutNWF/CampusMaps/ G.03.a.Campus Maps G.03.b.Northwest Florida State College campus and centers
4.	Individual floor plans of each facility As requested	
F.	General	
1.	Other pertinent information and data which you may want to share with the review team related to the promotion of access and equity	
2.	Other documents may be requested during the preparation stage, during the week of the on-site review, or after the on-site review	G.03.b.Northwest Florida State College campus and centers F.02.Personnel tasks FWB campus and centers