

WELCOME

Dear Student,

As you prepare for your life as a Bobcat, know that the accomplished faculty and staff at Peru State are your partners in this adventure. Our low student to faculty ratio of 20:1 means you will build strong, lasting relationships with your instructors in an environment that encourages participation, leadership and achievement.

The world in which we live and the fields in which we work continue to evolve at a fast pace. At Peru State College, we prepare our students to respond to challenges through relevant coursework, undergraduate research and professional development. By giving our student the tools needed to think critically, we ensure that they can compete successfully.

Peru State has a long tradition of academic excellence that we continue to build on with innovative programs and rigorous coursework - all while keeping the college experience one of the most affordable in the nation. With 13 undergraduate degrees with 39 options, 22 teaching endorsements, 14 minors, 19 pre-professional programs, eight online programs and two Master's degrees, there is something for every interest. But that's not all. We have spent more than \$50 million on the Campus of a Thousand Oaks over the past 10 years to ensure that our students have access to state-of-the-art technology and facilities. In addition, more than 40 clubs, organizations and athletic teams keep our campus buzzing throughout the year.

We are proud that you have chosen to be part of the Peru State College family. Enjoy all of the amenities of a large university experience in a small, home-town setting where there are boundless opportunities to engage, inquire, discover and innovate.

Sincerely,

Dr. Dan Hanson

President

ADMINISTRATION

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PHONE DIRECTORY FOR FREQUENTLY CALLED OFFICES

Academic Advising 872-2425
Admissions 872-2221
Athletics/Al Wheeler Activity Center..... 872-2350
Center for Achievement and Transition Services 872-2425
College Theater 872-2291
Bookstore 872-2248
Business Office..... 872-2211
Campus Services 872-2257
Career Services..... 872-2436
CATS..... 872-2425
Counseling Services 872-2425
Day Care..... 872-7635
Dining Services 872-2256
Distance Education..... 872-2386
Financial Aid 872-2228
Fitness Center..... 872-2319
Foundation..... 872-2304
Health Center..... 872-2229
Intramurals 872-2439
Library..... 872-2218
Peru State College 872-3815

President 872-2239

Residence Life 872-2246

Schools:

 Arts and Sciences 872-2237

 Education..... 872-2244

 Professional Studies..... 872-2232

 Graduate Studies..... 872-2314

Security..... 872-2411

Student Activities 872-2252

Student Life 872-2246

Student Organizations 872-2329

Student Records..... 872-2226

Student Success Services..... 872-2345

Times Newspaper..... 872-2260

VP for Academic Affairs..... 872-2222

VP for Administration and Finance..... 872-2224

VP for Enrollment Management/Student Affairs 872-2224

MISSION STATEMENT

In educating the individual to the benefit of society, Peru State College cultivates the capacity and propensity for life-long learning by fostering independent inquiry and promoting the value of knowledge and discovery. Through innovative undergraduate and graduate programs, Nebraska’s first college continues its commitment to making a vital contribution to the future of the region and the state.

EQUAL OPPORTUNITY STATEMENT

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College’s nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Ms. Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, Phone: (402) 872-2230, ecade@peru.edu.

I. INTRODUCTION

The Peru State College Student Handbook is distributed to PSC students and available on the web at <http://www.peru.edu> under “Current Student – Online Resources” as a guide to current policies, practices, and activities of the campus. It is not meant to serve as the ultimate authority concerning these matters, as Board of Trustees’ policies are updated on a continual basis, and practices and activities are reassessed periodically. Please refer to the most recent Board Policy online at www.nscs.edu, and to administrators on campus for clarification of any material found in the Peru State College Student Handbook. Peru State College reserves the right to update this handbook at any time.

II. SERVICES AND RESOURCES

ACADEMIC CALENDAR

See Back Cover

ADVISING SERVICES

All students will receive academic advisement concerning their choices of academic disciplines, majors and course selections. Students who have declared academic majors will be assigned faculty advisors from the appropriate academic schools. Students who are undeclared will be advised by an undeclared advisor in the Center for Achievement and Transition Services (CATS). Probationary students will be advised by a staff member in CATS. Advisor assignment information can be found by logging into myPSC. All students must meet with their academic advisor prior to registration for each academic semester. Students are encouraged to refer to their myPSC account, College catalog and the College website for questions related to their academic programs.

BOOKSTORE

Phone (402) 872-2248

Student Center

<http://www.cbamatthews.com/peru/>

The Bobcat Bookstore is your place for official Peru State College clothing, textbooks and supplies. Buy, sell, and rent new and used textbooks and purchase software and gifts. The Bobcat Bookstore is the place for you to obtain the course materials you need – at reasonable prices.

Regular business hours: Monday – Thursday 8:00 am to 4:00 pm and Friday 8:00 am – 3:30 pm

BUSINESS OFFICE

Phone (402) 872-2211

Administration, Room 204

www.peru.edu/businessoffice

The Business Office can assist you with information related to student billing, payment deadlines, payment plans, student refunds, parking permits, and general financial aid questions.

Payment Due Date: The payment deadline for tuition, fees, room and board is two weeks after the semester/session begins. Students may choose to enroll in our payment plan, which allows up to four installments throughout the semester. The student or parent must contact the Business Office to arrange the payment plan or complete and return the payment plan application form, which is available on the Business Office website. Past due accounts will be assessed a late payment fee. For full billing and payment information, please visit the College website at www.peru.edu/businessoffice/.

Accessing/Paying Bill: Paper billing statements are not mailed to students. Students must access their billing charges online through myPSC. An electronic billing statement will also be provided for students in myPSC. Log into MyPSC and navigate to Student Center > My Bills link, and scroll to the bottom of the page to view an electronic billing statement. You may also navigate to Student Center > Campus Finances > Account Inquiry to view detailed charges. On-line credit card payment is available for VISA MasterCard, and Discover through MyPSC or you may contact the Business Office to pay with credit card by phone. . All students are responsible for keeping the College informed of their correct permanent, current and billing address. Permanent addresses

can only be updated by office personnel in the Student Records Office. Current or local addresses may be updated by the student in MyPSC.

Administrative Withdrawal: Students will be administratively withdrawn from college if:

- The student account balance is not paid in full by the end of the fourth week of the term, or
- The student/parent is not currently paying on a payment plan, or
- The student has not completed the financial aid process in order to receive funds to cover their account balance.

CAMPUS ASSESSMENT RESPONSE AND EVALUATION TEAM (CARE)

Phone (402) 872-2224

Administration, Room 315

www.peru.edu/care

The Campus Assessment, Response and Evaluation (CARE) Team is charged with assessing circumstances, enhancing communication and initiating appropriate responses to specific behavioral problems that may involve threats to the safety and security of campus. The CARE Team is chaired by the Vice President for Enrollment Management and Student Affairs with members including the Dean of Student Life, Assistant Director of Residence Life, Director of Assessment and Support, ADA/Tutorial Coordinator, Licensed Student Counselor, a representative from the Vice President for Academic Affairs and the Human Resources Director. Other individuals may be asked to participate in meetings based upon the situation.

If a member of the campus community observes any behavior or pattern of behavior that is concerning and needs to be brought to the attention of the CARE Team for evaluation, individuals should complete the online referral form on the College website which will be submitted directly to the chair of the team or individuals can contact the Vice President for Enrollment Management and Student Affairs at extension 2224 directly. If this is an emergency situation, please contact Campus Security at extension 2411. The Team receives reports of disruptive, problematic or concerning behavior or misconduct, conducts an investigation, performs a threat assessment, and determines the best mechanisms for support, intervention, warning/notification, and response to assist the individual referred. The CARE Team will meet on a regular basis and can be convened by any member of the team at any time to respond to concerning situations.

CAREER AND ACADEMIC PLANNING SERVICES

(402) 872-2436

CATS, Room 204

www.peru.edu/careerservices

Career Services: Located on the second floor of the CATS, Career Services offers:

- Academic advising for undeclared students
- Career planning resources and inventories
- Internship information and opportunities
- Graduate school information
- Job search guidance
- Resume, cover letter, thank you letter assistance
- Interview critique and coaching
- On-campus job recruiting and interviewing, including an annual career fair

Internships: The cooperative education internship component of Career Services provides students with the opportunity to explore the field of work and gain valuable work experi-

ence while earning academic credit as interns. Employment opportunities often arise through internship experiences. The program is available to all students, including off-campus and non-traditional students, who have completed 45 credit hours and are in good academic standing. However, transfer students must complete 15 hours of coursework at Peru State College before they are eligible. Students may take from one (1) to twelve (12) hours toward an academic letter grade, and a flexible registration schedule allows students to enroll through the eighth week of each semester. The maximum number of internship hours allowed toward graduation is twelve. Visit Career Services in the CATS or www.peru.edu/careerservices for more information and/or assistance in arranging an internship experience.

CENTER FOR ACHIEVEMENT AND TRANSITION SERVICES (CATS)

Phone (402) 872-2425

www.peru.edu/cats

The Center for Achievement and Transition Services is located at the heart of Peru State College's "Campus of a Thousand Oaks." The building, which has stood for over a hundred years, houses a number of programs geared toward helping students be successful academically, personally, and professionally. Services provided through CATS, with the exception of testing, are free to students. Online-only students can access almost all of the CATS services via phone, Skype, email, and/or the College web site. On-campus students are invited to not only take advantage of the many services, but also make the CATS a regular study place

Advising and Career Exploration: Located on the second floor of the CATS, Career Services offers academic advising for undeclared students, career planning resources and inventories, internship information and opportunities, graduate school information, job search guidance, resume, cover letter, thank you letter assistance, interview critique and coaching, and on-campus job recruiting and interviewing, including an annual career fair.

Career Services also provides advising for students who have not yet declared a major, ensuring that students have access to career guidance as well as advice on course selection. A focus on general studies course work applicable to any PSC bachelor's degree helps students explore program areas without taking unnecessary credits. Access to a variety of career exploration resources, combined with guidance in interpreting and applying the information they provide, helps students make informed educational and career choices.

Located on the second floor of the CATS, Career Services offers academic advising for undeclared students, career planning resources and inventories, internship information and opportunities, graduate school information, job search guidance, resume, cover letter, thank you letter assistance, interview critique and coaching, and on-campus job recruiting and interviewing, including an annual career fair.

Disability Services: PSC provides necessary and reasonable academic accommodations for students who have documented disabilities. It is the responsibility of the student to self-disclose his or her disability to the ADA Services Coordinator at the CATS and present the necessary documentation, including a diagnosis by a licensed professional and a list of suggested accommodations. The Coordinator will work with individual students, faculty members, and area professionals to identify and implement effective accommodations. The goal is to provide an equal-access learning environment for all students. Students with facility access concerns should also contact the ADA Services Coordinator in CATS for assistance. To make an appointment to discuss accommodations, please call 402-872-2440 or visit the CATS. All documentation will be kept confidential and used only for academic purposes.

Early Warning Program: To help students successfully adjust to the academic rigors of college, Peru State College provides an Early Warning system. Early Warning works by:

- Notifying students that their performance in a course is below par so that they may be motivated to take corrective measures.
- Notifying key staff, advisors, and other faculty members that a student is at risk of failure so that appropriate guidance and/or intervention may be extended.

The PSC Early Warning System creates a supportive network that helps students bounce back from the brink of failure. For many students, the transition to college involves a steep learning curve of self-discipline, time management skills, and the ability to monitor one's own academic performance. The Early Warning system signals students that behavioral changes are needed and offers guidance and support for making those changes.

Faculty participation in the Early Warning system is voluntary and reflects a strong campus commitment to student success. When a student is reported, he/she receives an Early Warning notice through the campus Acornmail (student e-mail) system, providing detailed information from the course instructor as well as general suggestions for steps toward successful outcomes.

Internship Program: The cooperative education internship component of Career Services provides students with the opportunity to explore the field of work and gain valuable work experience while earning academic credit as interns. Employment opportunities often arise through internship experiences. The program is available to all students, including off-campus and non-traditional students, who have completed 45 credit hours and are in good academic standing. However, transfer students must complete 15 hours of coursework at Peru State College before they are eligible. Students may take from one (1) to twelve (12) hours toward an academic letter grade, and a flexible registration schedule allows students to enroll through the eighth week of each semester. The maximum number of internship hours allowed toward graduation is twelve. Visit Career Services in the CATS or www.peru.edu/careerservices for more information and/or assistance in arranging an internship experience.

Probationary Advising Services: Peru State College provides a structured advising program to help students on academic probation succeed in their courses and achieve good academic standing. A probation advisor in the CATS undertakes a professional assessment of the student's academic situation to address the specific advising and support needs of the student. Probationary students are strongly encouraged to work closely with the probation advisors and take advantage of their guidance as well as the many support services available to through the CATS. To continue at Peru State College, students who are placed on academic probation must agree to the terms of an academic probation contract, which include enrollment restrictions, academic monitoring, and a commitment to engage in a self-disciplined approach to academic recovery. The academic probation contract is submitted online at www.peru.edu/cats/probation.html

Students who are on academic probation and fail to meet the requirements of the academic probation contract may be subject to administrative drop or withdrawal. In the event that a student is academically suspended following a probationary term and elects to appeal the suspension, the probation advisor will provide information regarding the student's compliance with the terms of the contract for consideration by the appeals committee.

Student Success Services: The TRiO-Student Success Services (SSS) project at Peru State College is committed to increasing the retention and graduation rates of low income and first generation college students and individuals with disabilities. By providing a supportive network of intensive individualized services, proactive peer leadership, and facilitative campus connections, the project helps bridge gaps in experience and bolsters academic success. Services include academic monitoring and support, individualized tutoring, peer mentoring, and cultural enrichment activities. Staff members provide professional assistance for improving study skills, securing financial aid, understanding

budgeting and economics, exploring career options, and preparing for employment and/or graduate school. Participants also enjoy opportunities for leadership and employment as peer mentors and tutors as well as the camaraderie of a supportive community of learners. Members of Student Success Services can sign up for regular one-on-one tutoring for any class. SSS also provides professional tutoring services.

Application to participate in SSS is voluntary, and admittance is based on federal eligibility criteria and availability of openings. For more information, please inquire in the garden level of the CATS.

TESTING SERVICES

Accuplacer: PSC students can, upon request, take Accuplacer tests for mathematics and/or English either at the CATS or at a proctored site such as a public library. Accuplacer tests are used to ensure appropriate course enrollment, for self-assessment, and/or to demonstrate readiness for progression to college-entry level courses. Some fees may apply for repeated testing. To take the Accuplacer, inquire at the CATS.

CAAP: PSC administers the Collegiate Assessment of Academic Proficiency (CAAP) test to all on-campus students during their freshman and senior years as a means of assessing student academic development in the areas that comprise general studies. By analyzing students' academic development from the freshman year to the senior year, the College is able to assess group trends and identify areas for improvement. Students who surpass national sophomore averages are issued certificates of achievement. CAAP Proficiency Requirements: Freshmen who score significantly below the national freshman average on any of the CAAP tests will be placed on interim academic probation and referred to CATS personnel for guidance in developing the related skills to a level that supports college success. Seniors who score significantly below the national senior mean on any of the CAAP tests will not receive their degree until they successfully complete a subject-specific seminar for each area of deficiency.

CLEP: The College Level Examination Program (CLEP) provides students the option of earning college credit without enrolling in college courses. The CLEP examinations measure knowledge of subject areas taught in many colleges as freshman or sophomore level courses. CLEP provides an opportunity to save both time and money in earning a college education. It helps you demonstrate the knowledge you have acquired and provides Peru State College with the information needed to recognize and reward that knowledge. For more information, inquire at the CATS.

PCAT: PSC offers a pre-pharmacy program and is an approved testing site for the PCAT, an exam that is often required for admission into pharmacy school. Registration for the PCAT can be done at <http://tpc-etesting.com/pcat/>. For more information, inquire at the CATS.

PPST/PRAXIS I: The Pre-Professional Skills Test (also called the PPST or Praxis I) is a group of three standardized tests in math, reading, and writing. All PSC Education majors must successfully pass all three sections of this test before they can be accepted into the Teacher Education Program. A paper and pencil version of the PPST is offered at Peru. The computer-based version is offered by appointment at various locations around the state, but not in Peru. Students may register for either the paper and pencil version or the computer-based version of the PPST online at www.ets.org/praxis. Sample questions and additional information about the test are available at the same website. PSC's library has a variety of printed and online aids to help students prepare, and the CATS has some preparation materials for check-out. For more information, inquire at the CATS.

TUTORING SERVICES

Walk-in Labs: All PSC students are welcome to use walk-in tutoring weekdays in the CATS at no charge. The CATS offers multisubject walk-in tutoring, in which each tutor

has one or more areas of specialization and can also provide general assistance with test preparation, research, writing, and study strategies. The CATS also offers walk-in tutoring in Math Lab and a Writing Center. The tutoring schedule is available online at www.peru.edu/cats/tutoring.htm and is posted in the CATS.

Group Tutoring: Group study can help broaden understanding and reinforce learning. Tutor facilitation of study groups may be available upon request, depending upon tutor availability. To qualify for a group tutoring assignment, students must first form their own study group of three or more members. Visit the CATS to request a group tutor assignment.

TRIO-SSS Tutoring: Members of Student Success Services can sign up for regular one-on-one tutoring for any class.

Distance Tutoring: Distance tutoring is available for PSC online-only students. Peer tutors provide tips and feedback via e-mail, telephone, and/orSkype. Find the distance tutoring request form online at www.peru.edu/cats/tutoring.htm.

ADA Tutoring: Reasonable accommodations are provided for students with documented disabilities, and sometimes this includes tutoring. Students who wish to request accommodations must identify themselves to the Tutorial/ADA Services Coordinator in the CATS and provide documentation of a disability.

CHILDCARE

Phone (402) 872-7635

Lower level of TJ Majors on the North end of the building

<http://www.peru.edu/daycare/>

Peru Day Care, a non-profit corporation, is housed in the lower level of TJ Majors Hall. It is licensed by the State of Nebraska and the Nebraska Department of Health and Human Services. Having this service on our campus is a wonderful benefit to students, faculty, staff, and area citizens. Students from the School of Education have the opportunity to enhance their understanding of human development and early childhood education through their involvement with Peru Day Care.

Peru Day Care accepts children 6 weeks to 13 years of age. Pre-enrollment is required. Food is contracted through Peru Dining Services. Drop-ins need to call ahead to check availability of space. Rates and hours of operation are available on the website.

COMPUTING AND TECHNOLOGY

Phone (402) 872-2270

Administration, Room 119

Responsible Network Use Policy:

Peru State College provides and maintains computing and networking resources to be used by students. Resources available to students include the campus network and general and specialized computer labs which are to be used for the sharing of knowledge, the creative process, and collaborative work by students within Peru State College's educational, research and public service missions.

The guidelines outlined in this handbook are to be followed by all users of the Peru State College network pertaining to the use of communications facilities, equipment and services offered by Peru State College, and to ensure compliance with applicable laws, regulations, and policies of the Nebraska State College System.

Acceptance of any account code (username/password) that provides access to computing resources and/or to Peru State College information systems shall constitute an agreement on behalf of the user or any other individual accessing such information to abide and be bound by the provisions of this policy. Access to Peru State College information systems

is a privilege, not a right. Every user is to be responsible for the integrity of the system, respect the rights of other users, the integrity of the physical facilities and controls, and all pertinent license and contractual agreements related to the College systems.

When Peru State College information systems are functioning properly, a user can expect the files and data he or she generates to be private information, unless the creator of the file or data takes action to reveal it to others. Users should be aware, however, that no information system is completely secure. Persons both within and outside the Peru State College System may find ways to access files. Accordingly, Peru State College cannot and does not guarantee user privacy and users should be continuously aware of this fact.

Users will make reasonable efforts to safeguard their account codes and passwords. No user may allow unauthorized persons access to College data, computing or network resources by sharing their password. When any user terminates his or her relations with the College, his or her username and password shall be denied further access to College computing resources.

Peru State College is a provider of a means to access information available through electronic information resources. The College is not a regulator of the content of the information and takes no responsibility for the content of the information, except for that information the College creates itself and those acting on its behalf create. Use of computers, software, or other College equipment for personal or commercial financial gain is strictly prohibited unless specifically authorized by the College.

Personal use of State College information systems, including computing resources and facilities, is to be for College related purposes. Limited personal use of College information systems is permitted so long as such usage conforms to policy, does not interfere with College operations including security of the system, and network response time, and does not interfere with the ability of other users to use the system.

All users of Peru State College electronic equipment and facilities are expected to respect the privacy of other users and their data, and to respect the legal protection provided by copyright and licensing laws to programs and data. All relevant laws and regulations, including federal copyright laws and federal privacy laws such as the Family Educational Rights to Privacy Act are to be respected by users. Downloading, distributing and/or displaying any copyrighted material without permission of the copyright owner is strictly prohibited per the United States Copyright Act. Refusal to comply with these provisions and any other Federal, State or local laws that govern any aspects of computer and telecommunications use may result in denial of access to Peru State College information systems or other disciplinary action. The College may restrict or prohibit the use of its information systems in response to complaints presenting evidence of violations of College policies or state or federal laws. Should a violation or policy abuse occur, the individual who committed the violation shall be personally liable for his or her actions.

Users are also expected to respect the integrity of computing systems and shall not develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.

Although it is the policy of Peru State College not to monitor individual usage of any computing resources, the College reserves the right to inspect all electronic files or e-mail of any user, without advance notice or specific permission.

The following uses are considered unacceptable, unauthorized and prohibited:

- Use of the system and any attached network, network device, or network service in a manner that precludes or significantly hampers its use by others.
- Recreational use of the network shall be prohibited if it significantly hampers the use of the system by others. The installation or playing of computer entertainment games on Peru State College equipment is prohibited unless used as instructional tools, as a means of introducing and motivating students and employees to use new computer

systems/applications, and as a means of helping students and employees develop and improve manual dexterity to efficiently use the current generation of desktop computers. Games can also be used to illustrate fundamental concepts of computer science and computer graphic design.

- Use for for-profit activities, for private or personal business, or for any commercial or personal purpose or advertising is unauthorized unless expressly approved by the College/System Office.
- To transmit or knowingly receive threatening, obscene or harassing materials, or to use the State College network for illegal purposes.
- To misrepresent oneself or the College when using the network.
- To use the network to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources and information.

Please note that by accessing Peru State College computing resources and facilities you agree to this policy.

Fair Use:

The Fair Use Guidelines evolved from the Copyright Act of 1976 and were developed for the educational community. Two tests are needed to determine compliance, Brevity and Spontaneity. Small portions of entire works may be used and then only a minimal number of times for a small number of classes and students.

The Digital Millennium Copyright Act (DMCA):

The DMCA of 1998 regulates international intellectual property, especially ideas committed to digital media for entertainment. DMCA is highly prescriptive and restrictive and does not incorporate Fair Use provisions for education. File sharing of copyrighted audio, video or other mediated materials is prohibited.

Copyright Compliance Policy:

Peru State College recognizes the importance of protecting the rights of authors, artists, performers and others in their creative works. The College also acknowledges that existing and developing technologies may facilitate purposeful and inadvertent infringements of copyright. The law extends copyright protection to works in traditional and electronic media, regardless of whether a copyright notice is affixed. To provide guidance to faculty, staff and students, Peru State College has adopted this Policy.

It is the responsibility of each student, faculty member and staff member at Peru State College, before copying a copyrighted work, to seek and obtain the copyright owner's permission to copy the work, except in the limited circumstances that constitute "fair use" under Section 107 of the Copyright Act, as interpreted by the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" and the "Guidelines for Educational Use of Music" included in House Report No. 94-1476, the "Guidelines for Motion Picture and Television Off-Air Taping" and the "Fair Use Guidelines for Educational Multimedia." "Fair use" includes most instances in which an individual makes a single copy of a work for private study, private scholarship, or private research.

Peru State College requires each student, faculty member and staff member, to obtain documentation of publisher, or author permission to copy and distribute or sell course-related materials in all formats. *NOTE: The bookstore will not reproduce study packets for courses unless the faculty member responsible for the packet provides to the bookstore manager appropriate documentation of permission to copy the material.*

The College Library contains all needed resources to help determine whether a particular use constitutes "fair use." The Library Director will assist with requests for permission to use copyrighted works.

Information on computer usage and illegal downloading of files can be found in the Stu-

dent Handbook under the Responsible Network Use Policy.

Campus Computer Lab Facilities:

Use is limited to the existing hardware and Computer Services supported software. No additional hardware or software is to be installed in the campus computer lab environments. Hours of use are posted. Those using the labs must abide by all Computer Services and PSC policies. Access to the Internet is available from all general access labs and the majority of department labs.

Internet Accessibility - Residence Halls:

Students may access the Internet and campus network with a wired Ethernet connection directly from residence hall rooms or utilize the wireless network, Go Blue. Use of the internet by a personal computer will require a user name and password. Refer to the Responsible Network Use Policy for additional requirements/restrictions.

Wireless Accessibility:

Access to the wireless network, GoBlue, is provided to students, employees and registered guests throughout campus. PSC provided wireless laptops are available for check-out from the Library desk for use in the Library by students and employees. All users of the wireless network must accept and abide by the conditions of use which are described at the GoBlue wireless log-in page prior to signing on to the wireless network.

Electronic Library Resources:

The Peru State College Library provides easy access to an electronic database listing of books and reference materials available from the state colleges and universities in Nebraska. Access to such electronic materials can be gained through the Peru State College intranet, including library computers and computers in College labs. Use of resources outside of the intranet can be provided through request with the Library.

Email Account:

Peru State College provides limited Internet and computing services to its students, faculty, and staff. New students will receive a College email account upon registration for classes. All students are responsible for checking their campus email account and ensuring the account has not met the capacity limits. This is the primary method the College contacts students regarding important deadlines and notices, messages from faculty, campus activities, financial aid information, billing statements and more.

Your college-provided student email account is for academic purposes, not for extensive personal use. A user account at Peru State College is a privilege; it is not a right. Computer Services personnel will periodically monitor the system and user accounts to maintain system integrity and performance. Your account may be terminated at any time without notice for violating the Responsible Network Use Policy or State or Federal law. Information stored on Peru State College computers is the property of the College.

COUNSELING SERVICES

Phone: (402) 872-2425

CATS, Second Floor

www.peru.edu/care

Students sometimes feel the need to seek assistance in dealing with issues whether they are personal, vocational, educational, or social. A licensed (or provisionally licensed) counselor will be available in the CATS building at Peru State College for student counseling sessions during the academic year. Counseling services hours are available Monday through Friday from 8 a.m. to 5 p.m. Services are not available during the summer months. Students interested in scheduling an appointment may do so by telephone at (402) 872-2425. Minimal paperwork will be required in order to schedule an appointment and students under the age of 19 must have a parent or guardian signature prior to receiving counseling services.

Counseling services are provided by a licensed counselor. Referrals may be made by the counselor for more extensive services to external partners.

DISABILITY SERVICES

Phone (402) 872-2440

CATS, Room 102

www.peru.edu/cats/disability.htm

PSC provides necessary and reasonable academic accommodations for students who have documented disabilities. It is the responsibility of the student to self-disclose his or her disability to the ADA Services Coordinator at the CATS and present the necessary documentation, including a diagnosis by a licensed professional and a list of suggested accommodations. The Coordinator will work with individual students, faculty members, and area professionals to identify and implement effective accommodations. The goal is to provide an equal-access learning environment for all students. Students with facility access concerns should also contact the ADA Services Coordinator in CATS for assistance. To make an appointment to discuss accommodations, please call 402-872-2440 or visit the CATS. All documentation will be kept confidential and used only for academic purposes.

DINING SERVICES

(402) 872-2256

Student Center

www.peru.edu/dining

Dining Hall Hours of Operation

Breakfast	7:15 am - 9:30 am	Monday-Friday
Brunch	11:30 am - 01:00 pm	Saturday-Sunday
Lunch	10:30 am - 01:00 pm	Monday-Thursday
Lunch	11:00 am - 01:00 pm	Friday
Dinner	5:00 pm - 07:00 pm	Monday-Thursday
Dinner	5:00 pm - 06:00 pm	Friday-Sunday

Bob Inn Hours of Operation

Lunch	11:00 am - 2 pm	Monday-Thursday
Late Night	9:00 pm - 11:00 pm	Sunday-Wednesday

Bobcat Den Hours of Operation

7:30 am to 5:00 pm	Monday-Thursday
7:30 am to 3:00 pm	Friday

Summer Hours of Operation – Bob Inn Only

11 am to 12:30 pm	Monday – Friday
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Meal Plan Options: The College offers three meal plan options for students this year. The Unlimited Meal Plan and the 15-Meal Plan are the two options available for students living in the residence halls. If interested, commuting students can choose between these two options or a third option of a 5-Meal Plan which is specifically for commuting students. All students living in the Residence Halls must select either the Unlimited Meal Plan or the 15-Meal Plan. Students living in Nicholas or Pate apartments have the option of selecting a 10-Meal Plan, 15-Meal Plan or Unlimited Meal Plan. Any meal plan change must be made through the Office of Residence Life by the designated deadlines of August 15th for fall term and December 15th for spring term. Incoming freshmen must purchase the Unlimited Meal Plan for their first year.

The **Unlimited Meal Plan** offers students twenty-three (23) meals per week in either the main dining hall or the Bob Inn. All incoming freshmen must participate in the Unlimited Meal Plan for their first year at Peru State College.

The **10-Meal Plan** offers ten (10) meals per week in the main dining hall or Bob Inn plus \$50 in Bobcat Bucks each semester. Only students participating in the Living-Learning Neighbors Program are eligible for this plan.

The **15-Meal Plan** offers 15 meals per week in the main dining hall or Bob Inn plus \$85 in Bobcat Bucks each semester. For this plan, Bobcat Bucks must be used during the semester they are issued or they will be lost.

The **5-Meal Plan** provides students living off-campus (commuters) the option of a meal plan in addition to the above two options. This meal plan allows students five (5) meals per week in the main dining hall or Bob Inn.

Transferability: Meal plan participants are allowed to transfer meal value to the Bob Inn and Bobcat Den during open hours.

Student ID Card: Your student identification card is equipped with a magnetic strip that offers you access to dining services through your meal plan. Your student ID gains you meal service into the dining hall or transferability in the Bob Inn. In case of a lost student ID, you should report your missing card as soon as possible to the Office of Residence Life at extension 2246. If you do not find your card, you will need to obtain a new card from the Office of Residence Life. There is a \$7 charge for card replacement which must be paid at the Business Office prior to obtaining a new card.

Dining Dollars: Dining Dollars can be added to your ID card account or purchased by non-meal plan participants (commuter, faculty, staff). Dining Dollars purchased through the Business Office can be used to purchase meals and snacks for family, friends or to supplement your meal plan so you don't have to always carry cash. The balance carries over from year to year while you are a student or employee, but is not reimbursable or transferable.

Dining With a Guest: Do you have friends or family members visiting? They are welcome to enjoy meals with you in the Dining Hall. Use your dining dollars to treat a guest to their meal! Guest meals are as follows (tax is included): Breakfast \$4.75; Lunch \$5.75; Dinner \$5.75.

Special Meal Requirements: If you need a sick tray, have a special dietary requirement or need a Grab-n-Go meal, contact either your hall director or your resident assistant and they will work with you to accommodate your situation.

Policies and Procedures: So that you are sure to get the most from our services, we request that you adhere to the following procedures:

- You must present your card to the cashier to use your meal plan or debit points.
- Those without cards will be asked to get a replacement card or use cash to purchase food.
- Please clean up after yourself when finished eating.
- Please do not remove any Dining Hall food, dishes, trays or utensils from the dining area.
- Meal Cards/Plans are non-transferable. Meals or food items cannot be shared with or given to anyone not using his/her own meal plan.
- Do not lend your card to anyone or borrow from someone else.
- If you pay cash, please be sure the receipt is on your tray.

Catering Services: In addition to providing a diverse student-dining program, Creative Dining Services also manages an impressive catering service. From the simple to the elaborate, a full range of catering services is available to students, faculty, staff, campus

organizations and the public. For more information contact Dining Services.

Employment Opportunities: If you would like to earn extra income while on campus, a job with Peru Dining Services may be just what you are looking for as employment. Flexible hours, competitive wages and the benefits of working on campus are just a few of the perks. Request an application in the Dining Services Office. Work Study positions may be available.

FINANCIAL AID

(402) 872-2228

Administration, Room 204

www.peru.edu/financialaid

Peru State College participates in federal and state financial aid programs. For information related to the exact programs of participation, please see the Financial Aid Office or visit their website.

The Financial Aid Office is available to assist students in reaching their educational goals with the financial programs available. The Financial Aid office provides personalized, quality service in an accurate, timely and equitable manner, in a way that also complements PSC's recruitment and retention efforts. Information about FAFSA, scholarships, student employment, and other information can be found at the Financial Aid website listed above.

The Free Application for Federal Student Aid (FAFSA) determines your eligibility for Federal aid and can be completed as early as January 1st each year. It is highly recommended to complete the FAFSA after you file your Federal tax return. The FAFSA is an on-line application and the results from your application will be electronically sent to the college(s) that you list. Returning students need to file your FAFSA renewal on-line. If you log on to www.peru.edu, under Current Students or Future Students, click on Financial Aid, then click on Applying for Aid and you will find a link to the FAFSA website. All other PSC Financial Aid Forms are available in the To Do List on myPSC.

Completing your financial aid file will result in your financial aid award package. Once notified of your awards, they will be available to view on-line at myPSC from the Peru homepage at www.peru.edu. **Your priority file completion date should be no later than June 30th;** this allows your financial aid funds to post to your student account in time to meet the fall payment deadline. For completion dates after June 30th, financial aid funds are not guaranteed to be received prior to the fall payment deadline. Please note: pending financial aid does not extend your payment deadline and late fees will be applied to accounts past due.

Scholarships and need based aid are available for undergraduate students. Non need based loans are available to graduate students. All students must maintain satisfactory academic progress to remain eligible for financial aid. A copy of this policy is available in the Financial Aid Office or online at <http://www.peru.edu/financialaid/sap.htm>.

For detailed information on financial aid, contact the Financial Aid Office at 872-2228.

HEALTH SERVICES

(402) 872-2229

AWAC Second Floor

www.peru.edu/healthcenter

The College maintains a Health Center in the Al Wheeler Activity Center. Students may visit the nurse and/or certified medical assistant at the Health Center during regularly scheduled office hours or make an appointment to see a doctor on Tuesdays or Thursdays. The Auburn Family Health Center provides medical care to students, faculty/staff and members of the local community two afternoons per week. Some non-prescription

drugs, first aid, and primary care are administered at the Health Center. The College's responsibility for medical expenses is limited to these services. Students with known serious medical conditions (diabetes, asthma, etc.) should wear medic-alert identification, and notify Student Health at the first sign of any medical imbalance.

Call Care is a service provided to residents of Southeast Nebraska. It is a toll-free number to call and you are allowed to speak to a registered nurse with any questions you might have outside the Health Center operational hours. Call 1-866-242-2824 for 24-hour assistance.

The College does not insure students for health care. The College works with a private vendor to offer optional student health insurance. This optional policy is to provide basic health insurance at an economical rate. Please see the brochures available online at www.peru.edu/residencelife/student-insurance.htm. Students who wish to participate in intercollegiate athletics must be enrolled in a health insurance plan. The College provides secondary insurance (excess) accident coverage for intercollegiate athletics. Students who wish to participate in intercollegiate athletics must be certified each season as physically fit by a physician before beginning their sport.

Public Health Services The College provides space at the Health Center for two medical clinics for the benefit of the community and the College.

Family Planning Clinic provides pap smears, testing for sexually transmitted infections, pregnancy, and counseling on family planning. This clinic is held monthly.

IDENTIFICATION CARDS

Phone (402) 872-2246reslife@peru.edu

Student Center, Room 120

Any student taking at least one on-campus class must have a student ID card.

During Freshman/Transfer Orientation, Peru State College takes your picture for the creation of a College Student ID Card through the Office of Residence Life. If you did not receive your card during this time, proceed to the Office of Residence Life, Room 120 in the Student Center to receive your Student ID card. Once you receive your Student ID Card, you will keep the card for the entire period in which you are enrolled at the College.

A student needing a replacement card should go to the Business Office to pay for his/her replacement card (\$7 fee). The Business Office staff will direct you to the Office of Residence Life to obtain your replacement ID.

A student should carry his/her ID card at all times and be prepared to surrender the ID card to College staff for identification purposes upon request. Cards are not transferable and should not be defaced in any way as this will invalidate the card requiring the student to purchase a new card.

Besides purposes of official identification, your ID card allows you to check out materials at the Library, admittance to campus activities, use of recreational facilities and to receive local store discounts. If you have a meal plan, you will present your card at the cafeteria for each meal.

INTERNATIONAL STUDENT SERVICES

International Students are admitted through the Office of Admission. The International Student Advisor is located in the Student Records Office on the first floor of the Administration Building. The International Student Advisor assists students in adjusting to life in the United States and with other problems or special needs of International Students.

LIBRARY

Phone (402) 872-2311

library@peru.edu

www.peru.edu/library

The Library provides information services to the College community and Nebraska residents. The Library houses books, journals and magazines, curriculum materials, video and audiotapes, CDs, DVDs, and newspapers. Many books and most journal and newspaper items in the collection are available in electronic format only. The Library also offers several subject matter databases in all relevant disciplines that can often be accessed from off-campus. All necessary equipment is readily available for your use. There are also special collections relevant to the study of southeast Nebraska. Our catalog is at <http://library.nscs.edu>. The hours of the Library can be found on the Library website listed above.

The library is a place for quiet contemplation and study. Disruptive behaviors or destructiveness of any sort will not be tolerated. Individuals engaging in disruptive behaviors or destructiveness will be warned once, then asked to leave for the day if the problem persists, or another behavior becomes problematic. An individual who is asked to leave the library on a second occasion in a semester will lose library privileges until the individual meets the Vice President for Enrollment Management and Student Affairs to develop strategies for compliance. Individuals being asked to leave the library for a third time in a semester will lose library privileges for the remainder of the semester. Individuals may also be subjective to College disciplinary policy and sanctions.

LOST AND FOUND

Lost and found is offered at the College Security Office. The Office is located in the Campus Services Building, Room 228.

MAIL SERVICE (POST OFFICE/MAIL ROOM)

Phone (402) 872-3815

Campus Services Building

All students living in the residence hall have a mail box provided in the Student Center. Mail is delivered daily to the mailboxes. Students will be notified if they have a package(s) which must then be picked up by the student in the mail room in the Campus Services building. Stamps can be purchased through the mail room on campus. The U.S. Post Office is located in downtown Peru.

PUBLICATIONS

Peru State Times

Phone (402) 872-2260

A.V. Larson Building

The *Peru State Times* is a student newspaper published with the assistance of the School of Arts and Sciences. The *Peru State Times* is published four (4) times per semester. Please contact *Times* advisor at (402) 872-2281 if you're interested in becoming involved with the College newspaper.

STUDENT RECORDS

Phone (402) 872-2226

Administration, Room 108

www.peru.edu/studentrecords

Services offered by the Student Records Office include assistance in registering for classes, course schedule changes and withdrawing from classes. Other functions of the Student Records Office include sending of transcripts, transcript evaluations, graduation evaluations, change of majors, name changes and enrollment verifications. For further

information about the Student Records Office, please access the website listed above.

SAFETY AND SECURITY

Phone (402) 872-2411

Campus Services

www.peru.edu/security

In the College setting, as in society at large, the safety and security of persons and property are everyone's responsibility. At Peru State College security services are provided through the College's security personnel and are in place 24 hours a day, 7 days a week while classes are in session. Although security services are a key element regarding campus safety, all faculty, staff members and students need to lend their help and assistance if we are to deal effectively with safety at Peru State College.

The College has implemented many programs and services to assist in making the campus as safe as possible. Members of the campus community can further reduce risk by considering at all times their own personal safety and taking the necessary precautions. Because Peru State College is concerned for the safety of the campus community, the following safety tips have been developed:

- Be mindful of your surroundings
- Report any suspicious activity
- Look out for one another
- Keep your room and valuables locked securely
- Lock your vehicle
- Always have your keys in your hand ready to unlock the car door or door to your residence
- Never get into your vehicle without first determining that no one is hiding in it
- If you feel concerned about your safety when walking to your car or from a building, you may call Campus Security for an escort
- Stay in the company of others and don't isolate yourself particularly when walking to and from buildings

Contact Campus Security at 872-2411 or a Resident Assistant to report safety concerns. In case of emergencies, please dial 9-911 (from on-campus phone) or 911 (from off-campus phone).

Crimes and potential criminal actions and other emergencies on campus should be reported immediately to Campus Security (872-2411) by any student, faculty, or staff member. If necessary, investigations may be carried out in conjunction with law enforcement external to the campus.

Crime Prevention Programs: In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, 20 U.S.C. 1092, Peru State College annually compiles and releases information regarding crime statistics and policies to prospective students, prospective employees, current students and employees upon request, and the U.S. Dept. of Education. Crime statistics for the PSC campus, certain non-campus properties, and certain public property areas, which have been reported to the Campus Security authorities for the most recent three calendar years, are disclosed online at www.peru.edu/security.html.

Campus Security authorities are those officials to whom reports should be submitted for the purpose of making timely warnings and the annual statistical disclosure. PSC authorities include:

- President

- Vice Presidents
- Deans
- College Title IX Coordinator (*contact information is listed below*)
- Dean of Student Life
- Housing/Residence Life Staff to include:
 - Assistant Director of Residence Life
 - Hall Directors
 - Resident Assistants
 - Residence Hall Mentors
- Coaches and Assistant Coaches
- Campus Security Officers

Security patrols of campus buildings and grounds are carried out regularly. During evening hours campus Security Officers are in radio contact with residence hall staff members should there be any security needs in the residence halls. Anyone having a security question or wishing to report a security concern should contact the campus Security Office at (402) 872-2411.

STUDENT EMPLOYMENT

Students seeking part-time employment (work-study) at PSC may apply at the Financial Aid Office. The flexibility of the hours and specific hours vary with each position. Federal Work-Study Program positions are open only to students who have applied for financial aid and received notice of eligibility for the Federal Work-Study Program. All matters relating to student work-study positions are handled through the Financial Aid Office in the Administration Building. Students may contact the Financial Aid Office at (402) 872-2228 for more information.

The College also offers Harding Work Stipend positions available in various offices throughout campus. For information on these positions, please contact the Vice President for Enrollment Management and Student Affairs, located in the Administration Building, Room 217 or at (402) 872-2221.

Dining services also offers employment opportunities for students. Applications may be secured at the Dining Services office in the Student Center.

Other on-campus employment opportunities may be available. Please check with the Human Resources department on the 3rd floor of the Administration Building for more information.

For other off-campus employment opportunities, check with the Career Services area on the 2nd floor of CATS.

STUDENT SUCCESS SERVICES

Phone (402) 872-2345

CATS, Room 007

www.peru.edu/cats/trio-sss/

The TRiO-Student Success Services (SSS) project at Peru State College is committed to increasing the retention and graduation rates of low income and first generation college students and individuals with disabilities. By providing a supportive network of intensive individualized services, proactive peer leadership, and facilitative campus connections, the project helps bridge gaps in experience and bolsters academic success. Services include academic monitoring and support, individualized tutoring, peer mentoring, and cultural enrichment activities. Staff members provide professional assistance for improving study skills, securing financial aid, understanding budgeting and economics, exploring career options, and preparing for employment and/or graduate school. Participants

also enjoy opportunities for leadership and employment as peer mentors and tutors as well as the camaraderie of a supportive community of learners. Members of Student Success Services can sign up for regular one-on-one tutoring for any class. SSS also provides professional tutoring services.

Application to participate in SSS is voluntary, and admittance is based on federal eligibility criteria and availability of openings. For more information, please inquire in the garden level of the CATS.

VETERAN SERVICES

Phone (402) 872-2226

Administration, Room 108

www.peru.edu/studentrecords/va_services.htm

The Veterans Affairs Office is available to veterans to answer questions and provide assistance to veterans wishing to enroll for their benefits. All veterans wishing to receive their benefits must complete an application for Department of Veteran Affairs benefits. Forms or directions to do this via the web, and eligibility requirements can be obtained through this office. Please call or e-mail to set up an appointment with the Registrar.

III. STUDENT ACTIVITIES AND ORGANIZATIONS

ATHLETICS

(402) 872-2350

AWAC Second Floor

www.peru.edu/athletics

Peru State College offers a well-rounded athletic program for the benefit of both the student body and the general public. Nicknamed the Bobcats, PSC's athletic teams compete as members of the National Association of Intercollegiate Athletics (NAIA) and follow the rules of that association. Peru State is a member of the Heart of America Athletic Conference (HAAC). The intercollegiate athletics program at PSC includes the following sports: Baseball, Men's and Women's Basketball, Cheerleading, Women's Cross Country, Football, Women's Golf, Softball, and Women's Volleyball.

Game schedules are available in the Athletic Department and on the College website. PSC students who have paid the Student Event Fee each semester are eligible for free admission to all home games.

GAME ROOM

Phone (402) 872-2252

Student Center – Lower Level

The Game Room is located in the lower level of the Student Center and is open to all students, free of charge. The game room includes pool, fooseball, ping pong, air hockey, shuffleboard, xbox 360, wii and a variety of board games.

INTRAMURAL SPORTS

Phone (402) 872-2252

Student Center – Student Organizations Office

The Intramural program allows participants to join teams or compete individually in meets, leagues and tournaments according to specific schedules. This competition involves prearranged facilities, equipment, supervision, officials and usually recognition through awards and publicity.

CAMPUS ACTIVITIES BOARD (CAB)

Phone (402) 872-2329

Student Center – Student Organizations Office

www.peru.edu/student_activities/cab.htm

Campus Activities Board is the central agency to provide and assist with co-curricular fun, educational and diverse programs for the benefit of PSC students. It develops sound student leadership through planning and executing co-curricular activities.

STUDENT CLUBS AND ORGANIZATIONS

Phone (402) 872-2252

Student Activities Office

www.peru.edu/student_activities

Want to have fun, learn new things and meet new people? There are over 40 student clubs at Peru State College. For a complete list of all student clubs and organizations, please access the website listed above. If you are interested in forming a new club or organization, please review [Board of Trustees Policy 3350 Student Organizations](#) at www.nscs.edu for additional information.

STUDENT CENTER

Offices located in the Student Center:

- Bobcat Bookstore
- Bob Inn
- Conferencing Services
- Dining Services
- Game Room
- ID Services
- Residence Life
- Student Activities
- Student Life
- Student Lounge
- Student Organizations (Student Senate, Campus Activities Board, Intramurals)
- Student Organization Resource Room

FITNESS CENTER

(402) 872-2319

AWAC, lower level

The Fitness Center is located in the AWAC along the North side of the building and is open to all students, faculty and staff. The facility is also open to the external community for a yearly fee. The Fitness Center houses weight training equipment, weight machines, free weights, floor exercise space, and cardiovascular machines including treadmills, elliptical machines, and stationary bikes. Additionally, a classroom on the west side of the gymnasium provides a space for fitness classes to be offered. The hours of operation will be posted in the Fitness Center and communicated to campus each semester via email. During times without supervision, the free weight section of the facility will be unavailable.

STUDENT GOVERNMENT (STUDENT SENATE)

Phone (402) 872-2329

Student Center – Student Organizations Office

studentsenate@acornmail.peru.edu

www.peru.edu/student_activities/senate.htm

The Student Senate focuses on the interests and opinions of the students in regard to the operation of the College. The Senate consists of a 15-member panel (listed below), elected by the student body, to serve along with a Board of Trustee Representative (appointed by the Nebraska Governor) and the Student Body President. The Senate has members serving on the following campus-wide committees: Faculty Senate, Safety Committee, Diversity Committee, Teacher Education Committee, Assessment Commit-

tee, Enrollment Management Committee, Wellness Coalition, and Academics and Curriculum Committee.

The Student Senate positions include: president, vice president, seven senators-at-large, one nontraditional representative, one representative from the freshman class, and one representative from each occupied residence hall (Morgan, Delzell, and the Centennial Complex). The active Student Trustee is also a member of Student Senate. Information on the committees within the Senate is available from the Student Senate office located in the Student Center.

IV. RESIDENCE HALL POLICIES/PROCEDURES

(402) 872-2246

residencelife@peru.edu

www.peru.edu/residencelifehandbook

RESIDENCE LIFE INFORMATION

Abandon Personal Property: Any personal property left in the room/apartment or on the premises by students who vacate or abandon a room/apartment will be held for thirty (30) days and then deemed abandoned. After that time Peru State College may dispose of the property without compensation and charge the student for labor involved in removing trash or property. Peru State College may sell or otherwise dispose of such property in any manner without liability.

Cable Television: Cable is available in all student rooms. Basic cable and one premium channel are provided. For service related to cable problems, contact your Hall Director or the Office of Residence Life.

Financial Standing: Anyone living in on-campus housing must remain in good financial standing with the College in order to remain in the residence hall or apartments. Failure to maintain good financial standing could result in removal and an administrative contract cancellation.

Hall Council: Each residence hall has an opportunity to develop a functioning Hall Council. The council structures may vary throughout the halls, but generally a team of officers and floor representatives comprise the structure. Each hall council is partially funded through the room rate by each resident. Funds are utilized to provide educational/cultural/social programming as well as to purchase recreational equipment and games. Hall Councils are a part of the Residence Hall Association, which is a national organization for college/university hall governments.

Hall councils offer residents a unique opportunity to participate in hall events/activities, hall governance, and hall decision making while acquiring leadership and citizenship skills.

Internet Access:

- A high speed internet connection is provided for every room in the residence hall
- PSC Campus Apartments have wired internet connection.
- Wireless internet access is available in all residence halls
- There are computer labs located across campus – TJ Majors, AV Larsen, CATS and the Library

For more information please visit or contact the Computer Services Department.

Judicial Affairs: The Office of Student Life has a dual role as it also executes the Judicial Affairs matters at Peru State College. The office is responsible for overseeing the college-wide judicial system and coordinating all related processes and functions. In our Judicial Affairs functions we provide proactive programming and educational interventions in an effort to foster the development of student responsibility and community. The Dean of Student Life in their role as the Chief Judicial Officer is responsible for the interpretation and enforcement of the Nebraska State College System Policies, Peru State College Code of Conduct and Residence Life Policies/Guidelines related to all alleged acts of non-academic student misconduct.

Laundry Facilities: Each hall has a laundry facility. Washers and dryers are available. All machines are coin operated. Directions for use are posted on the machines themselves or near the laundry facility. Any problems with the machines should be reported to your hall staff. Refunds may be obtained from the Office of Residence Life.

Personal Property Insurance: *See the process and guideline stated in the section titled Residence Life Policies*

On-Campus Residence Requirement: Peru State College is a residential college, requiring students to live in campus housing for four (4) semesters.

1. To be eligible to live in campus housing (Eliza C. Morgan Hall, W.N. Delzell Hall, Centennial Complex) you must be enrolled in eight (8) or more on-campus credit hours.
2. All students living in the residence halls must participate in a meal plan.
 - a. All incoming freshman students are required to have the unlimited (23 meals per week) plan.
 - b. All returning students may choose either the unlimited plan or 15 meals per week with an additional \$85 in Bobcat Bucks plan
 - c. Nicholas/Pate residents are required to participate in the 10 meal plan at a minimum but may self-select the 15 or unlimited meal plan.

Independent Living Policy: *See the process and guideline stated in the General Policies section of the Student Handbook.*

Residence Hall Association (RHA): The Residence Hall Association serves as the umbrella organization for all the hall councils. RHA is a national recognized housing organization for students residing in the residence hall.

Save Energy - Keep Costs Down: Students can help the College save energy by:

- Turning off lights
- Keeping windows closed in winter
- Turning water off when not in use

Suspension/Dismissal: Residents who are suspended or dismissed from the College must vacate their room within 24 hours of such action. If these individuals stay past the 24 hours, they will be charged a daily rate until they have taken care of all necessary check-out procedures and may be subject to further disciplinary action.

Vending Services: Vending Services providing drinks and snacks are available throughout campus buildings and the Halls. For a refund, please contact the Office of Residence Life.

Residents' Rights and Responsibilities: Sharing a room or the commons spaces in the residence halls with someone is similar to other relationships - to be successful it requires openness, flexibility, respect, and compromise. Right from the beginning, it is very important to communicate openly with your roommate. Learning to live with another person, to acknowledge and respect each other's differences, and to allow one another the space to grow is one of the most valuable parts of the residential life experience. Your basic responsibilities include the following:

The Campus Apartments: The Campus Apartments consist of three sets of housing units that are traditional apartment living, which are available for employees, non-traditional students, married students, students with families, or graduate/upperclassman students at the College. Units are leased based on availability and first come basis. *Please refer to the Residence Life Handbook online at <http://www.peru.edu/residencelife/handbook>*

Oak Hill Apartments: The Oak Hill apartments are located across the Oak Bowl from the northeast side of campus. The 12 units each have a kitchen, living room, bathroom, and one or two bedrooms. Apartments come unfurnished. Units are equipped with standard appliances and are non-air conditioned. A centralized laundry room is provided with coin-operated machines. Residents are responsible for their phone bills. Basic cable, electric, gas heat, water, and trash removal is provided.

Birch Apartments: The Birch Apartments are located on the north side of campus at the corner of Hoyt and Seventh Street. Consisting of four units, each unit has a kitchen, living room, bathroom, and either one or two bedrooms. Apartments come unfurnished. Units are air conditioned and equipped with centralized standard appliances including a compact washer/dryer or washer/dryer hook-ups. Residents are responsible for their phone bills. Basic cable, electric, gas heat, water, and trash removal is provided.

Cottonwood Apartments: The Cottonwood Apartments are located on the north side of campus at the corner of Hoyt and Sixth Street. Consisting of four units, each unit has a kitchen, living room, bathroom, and either two or three bedrooms. Apartments come unfurnished. Units are air conditioned and equipped with standard appliances including a compact washer/dryer or washer/dryer hook-ups. Residents are responsible for their phone bills. Basic cable, electric, gas heat, water, and trash removal is provided.

Important Campus Numbers:

Emergency Numbers

Emergency	9-911
Nemaha County Sheriff	402.274.3139
Nemaha County Hospital	402.274.4366
Roads	1.800.906.9069

Residence Life Numbers

Residence Life Office, 24 hr. number	402.872.2246	reslife@peru.edu
Security Office, 24 hr. number	402.872.2411	Suser@peru.edu

Residence Hall Phone Numbers

Centennial Complex Hall Director	402.872.2109
W.N. Delzell Hall Director	402.872.2007
Eliza C. Morgan Hall Director	402.872.2005

RESIDENCE HALL POLICIES

Alcohol and Other Drugs: Drinking or possession of alcoholic beverages or containers is prohibited on all College property. Alcoholic beverages or containers found by staff members will be confiscated and disposed of by Campus Security. Possession of empty alcohol containers for display purposes are not allowed under any condition. A warrant is not required for housing staff to search a residence hall room if there is reasonable cause. All individuals present in the event of a violation of policy may be subject to the discipline process. Residents who do not wish to be held accountable for an alcohol violation are advised to leave a room in which alcohol containers are present.

The College prohibits the use or possession of narcotic/addictive drugs or controlled substances. Residence hall staff will call law enforcement to assist in handling situations involving drugs or other controlled substances.

Bathroom Cleaning: Residents living in Morgan and Delzell Halls need to assist the custodial staff in keeping a safe and clean bathroom environment. If individuals or communities are found to be conducting behavior detrimental to the safety and cleanliness of a bathroom facility, they may be subject to the discipline process. Excessive bathroom messes may result in a fee assessed to all individuals in the community in which the violation occurred.

Complex residents are responsible for cleaning their own bathroom facilities, just as they are responsible for their entire suite. Suitemates should work together to create a fair bathroom cleaning schedule so that everyone is working in cooperation. Suitemates should each plan to contribute to the cost of cleaning supplies. Please be advised that bathrooms are cleaned during the semester break. Excessive bathroom messes may result in a fee assessed to all individuals in the community in which the violation occurred.

Bicycles, Motorcycles, Rollerblades: For safety reasons, bicycles, mopeds, skates, skateboards, rollerblades and motorcycles are not to be used in the residence halls. Bicycles cannot be stored in rooms or any other location inside the building. Bicycle racks are available outside each hall. Rollerblades must be taken off before entering the hall.

Housing During Scheduled Breaks Policy : The residence halls are officially closed during the following breaks: *fall break, semester break, and mid-term break*. Other scheduled hall closings will be based on the occupancy schedule. Residents may not enter or occupy their residence hall rooms during official College breaks. Exceptions will be granted on a case-by-case basis only and may be subject to an associated charge. Halls will re-open at times publicized by the Office of Residence Life.

Check-In: Upon arrival at the beginning of the year, you are required to check-in at your assigned hall. College staff will be present to answer questions and provide information. Packets of information may be given out during this time along with any paperwork required by Residence Life.

Check-Out: Whether you are leaving College housing or just changing rooms, you must check-out of your current room with your Resident Assistant or an available Residence Life staff member. The Resident Assistant will inventory your room to assess damage and cleanliness, and collect your keys. Residents need to return their room to its original condition. If additional damages are found before other residents check in, you may still be held financially responsible.

Any personal property left at the end of the agreement term will be removed from the room. If not claimed within 30 days, it will be considered abandoned and properly disposed of. A disposal fee may be assessed. During such 30-day period, Peru State College employees and agents shall not be responsible for damage or theft of the property.

If you do not check-out properly or on time, you may be charged an improper check-out fee. At the end of a semester, you must vacate the hall within 24 hours after your last final exam or by the closing time if you have finals on the last day. At vacation periods, with prior approval from the Office of Residence Life, you may be charged an additional daily room rate. If you do not have prior approval you may be charged with trespassing.

If you are leaving College housing, a cancellation form must be completed through the Office of Residence Life. Failure to follow the established check-out procedures may result in an improper check-out fee.

Common Area Damage: Residents may be held responsible for common area damages that occur in hallways, stairwells, lounges, entrances, etc. The HD, in consultation with the Assistant Director of Residence Life, will assess and determine any fines and responsibility for those fines. It is the responsibility of the residents of a community to watch over and make sure no one is causing damage to the community's surroundings. If someone is seen damaging the physical environment in a community, it is up to the individual(s) of that community to either confront the individual(s) in violation or report it to a PSC staff member immediately. Every effort will be made to identify specific individuals and groups responsible for common area damages. When specific individuals are not identified, the cost of repair or replacement may be divided equally among the floor or hall residents. Charges will be added to your student account.

Common Area Obstructions and Recreation: For safety reasons all common areas should remain clear of obstructions. Obstructions consist of, but are not limited to, boxes, trash, furniture, or any other item, playing any kind of ball sport, hacky sack, roller blades/skates, hockey, water guns or balloons, bikes, and any other activity other than walking.

Common Area Usage: Common areas such as hallways, lounges, and lobbies are for the express use of residents and their guests. Sleeping overnight in common areas is prohibited. Students are responsible for maintaining a clean environment while using the common areas, which includes not abandoning personal belongings in the area. Items left unattended may be discarded. Any meetings or group gatherings must be scheduled and approved with the Hall Director in writing.

Contract Cancellation: The housing agreement is for an entire academic year. All cancellations must be approved through the Office of Residence Life. The contract may be cancelled based on the parameters of the Independent Living Policy and the housing agreement. A student may incur some financial obligation(s) for cancellation. In some cases verification must be provided. Please read the Terms and Conditions of the Housing Agreement and the Independent Living Policy carefully to avoid unforeseen charges and/or penalties.

Decorations: Decorations that cause holes in walls or any other damage will be repaired by maintenance staff when students leave. The individual responsible for the damage(s) will be charged. Black lights may not be placed in existing College light fixtures.

Decorations on the outside of your room/apartment door that face the common areas must be appropriate and of a non-offensive nature.

During the holiday season, the only trees allowed are artificial trees below three feet tall. All decorations must be removed before the halls close for the break. Holiday light strings may not be put through door frames because the door frame could transfer electric current, if the wire is pinched. Exercise caution with window drapes by not putting bulbs that get hot on them. Do not leave strings of lights plugged in and unattended. Anything above and beyond the previously mentioned decorations must be approved by a RA.

Early Arrivals: As a general policy early arrivals for fall or spring semester is not permitted. However, exceptions may be granted with the stated regulations of the Early Arrival Policy. Early arrivals will be charged a service fee for room and board. The early arrival process and request form will be available on the Residence Life website. ALL early arrivals must be approved in advance by Residence Life in writing.

Electrical Appliances: Only UL (Underwriters Laboratories) electrical appliances are allowed to be used in student rooms. Appliances for cooking used in residential rooms should not have exposed heating elements. Cooking areas and equipment is provided by the College in each hall for students to prepare food.

False Reporting: Turning in a false fire alarm by pulling an alarm box, through a telephone call, or tampering with alarm equipment, in addition to being a state and local law violation, is interpreted as a disregard for the safety and rights of others. Violations of this nature may be subject to disciplinary action, up to and including suspension from Peru State College, in addition to civil action.

Fire Hazards: Candles, candle warmers, halogen lamps, incense, coffeemakers, hot pots and hot plates, space heaters, as well as any other items with open flames or open heating elements are not allowed in the Residence Halls. The above items are not allowed because they are fire hazards and pose a threat to the safety of others living in the Residence Hall.

Nicholas and Pate Halls: each apartment-style suite will be permitted to have a smaller version of the George Foreman grill or an equivalent model/style and a small (4 cup) coffeemaker in the suite.

Furniture and Equipment: No structural changes, additions, attachments, transfers, or change of furniture are allowed. All lounge, lobby, basement, and common area furniture or College owned equipment must remain in its designated area within the building. This includes furniture in resident rooms. The living community may be found responsible for missing common area furniture. No residence hall furniture may be removed from the building.

Gambling: Gambling (cards, betting, dice, etc..) involving any exchange of money, is not permitted in any College facility including housing.

Grills: Personal grills are not allowed nor are flammable grill items such as gas, charcoal, or gas canisters, inside or outside of the Residence Halls.

Hall Opening and Closing Dates: The opening and closing dates for residence halls will be listed in several locations including the Residence Life website, the Student Handbook, and the College Calendar for the entire academic year.

Updates will be posted if changes need to be made to this schedule. No one is allowed to remain in the halls when they are closed for a break. Anyone found in the building during break time may be charged with trespassing. Residents should also be aware that rooms will have health and safety inspection as part of official staff closing process of each building.

Harassment: Threatening, intimidating and/or abusive behavior (verbal and physical) will not be tolerated in the residence halls. The Office of Residence Life does not expect staff members to be verbally abused or harassed in the function of their duties, which include confronting potential policy violations. Individuals who choose to communicate or act in an inappropriate manner may be subject to disciplinary action.

Hazing: Hazing is not tolerated anywhere on campus. Hazing activities are defined as, “any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.” Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading, or humiliating games and activities.

Health and Safety Inspections: Health and safety inspections will be conducted monthly in every residence hall. These inspections are typically announced, however, the College reserves the right to inspect residence hall rooms under certain circumstances if a policy violation is suspected.

Illegal/Stolen Items: Illegal items or items believed to be stolen including city, state, or College property may be confiscated from your room or apartment. Street or highway signs, if purchased, must have the store receipt taped to the back. A student found with illegal/stolen items may be subject to disciplinary action.

Littering/Trash: All residence halls have dumpsters nearby for disposal of personal trash. Residents should not throw trash out of the windows, sweep trash into the hallways, or put trash bags full of garbage in the hallways. Residents who leave trash in common areas and are identified will be assessed a fine/fee in accordance with the individual/community billing policy and fees.

Lock-Out: If a resident is locked out of his/her room, they should contact a Resident Assistant or Residence Life staff member. The staff member will remind residents of the lock-out procedure while performing the lock-out for the resident. Students are required to show staff their ID to prove they are a resident of the room they wish to enter.

Bunk Beds: Bunking beds is an option with current beds in all residence halls. Therefore, lofts or lofting beds are not permitted. If you wish to bunk your beds in a room, contact your Resident Assistant to receive the pins necessary to do so.

The College will not assume responsibility for any injury incurred due to the bunking of beds. Residents should only bunk their beds in the appropriate manner. “Stacking” beds on other furniture or structures is a safety hazard and not permitted.

Lost Key: A lost key should be reported immediately to your Resident Assistant, Hall Director or the Office of Residence Life. You will be charged for any lost keys and a lock change. The RA or HD will assist with your lost key replacement process. The same charges will be applied during check-out if a key is not returned. Duplication of keys by anyone other than authorized College personnel is strictly prohibited and can damage locks. Duplication of College keys is a state crime and will be treated in such a manner. Possession of College keys not issued to you is allowed violation of Campus policy.

Microwave Ovens: Microwaves ovens are not allowed in rooms because our current wiring cannot handle the electrical drain causing the circuit breaker to flip for several rooms. Microwaves are available in common areas of each hall.

Independent Living Policy: Please see designated page for policy.

Musical Instruments: Musical instruments may only be played during courtesy hours, if it does not interfere with other's right to study or sleep. Amplified instruments may be played in designated areas with the Hall Director's approval. Instruments should not be played during finals week. We strongly encourage you to use the practice rooms in the Jindra Fine Arts Building.

Needles/Syringes: Residents using medications, which require injections, should not dispose of the needles/syringes in the trash cans. A resident can contact the Health Center to obtain the proper disposal containers.

Noise Policy: Noise made in one room should not be heard in any other room. Noise is defined as any conversation or audio equipment that can be heard distinctly in another's room. Hallways and public areas should always be quiet. Speakers may not be placed so that music is played out windows. Game rooms and TV rooms should have the noise kept to a minimum.

Quiet Hours: Study/Quiet hours are 10 p.m. to 9 a.m. Sundays – Thursdays. Quiet hours are times when no noise should be heard in the halls. This includes those above and below you, as well as your neighbors around you. Attempts should be made to lower TV volumes, telephone conversations, group discussions, etc. Everyone in a residential living community is responsible for the enforcement of study/quiet hours. Hall staff is on hand to assist community members in enforcement of these expectations.

Around finals week each semester there will be extended study/quiet hours. Signs with the hours will be posted throughout the residence halls.

Courtesy Hours: Courtesy hours are in effect on weekend and all other times whenever study/quiet hours are not. If one resident asks another resident to lower his/her noise, he/she is expected to do so, even if it is not regular study/quiet hours.

Paint Policy: Although students cannot paint their room, Hall murals may be approved. Mural designs must be approved by your Hall Director in conjunction with the Office of Residence Life and Student Life.

Personal Property Coverage: The College does not assume responsibility for theft or damages to a resident's personal belongings. Coverage through family homeowner's insurance or from an independent insurance agent is highly recommended. Those individuals who damage other resident's property by any action (i.e. leaving a sink on so it floods room, fire, etc.) will be held responsible for any costs associated with the damage caused.

Pets: Only small fish that live under water and do not need to come up for air are allowed in 10 gallon or less tanks. Pets are not allowed inside the hall for visits or any period of time. The only exception is service animals for individuals with documented needs. The resident understands and accepts that there may be a substantial restitution fee and termination of the housing contract if a pet is found in their room/apartment and may be subject to disciplinary action.

Posting of Information: Information posted in common areas of all campus housing facilities must be approved by the Office of Residence Life or the Hall Director for the specific building. Non-approved information or signs will be removed and the individuals who posted the material may be subject to disciplinary action.

See Sign Posting Policy in General Policies section of Student Handbook for more details.

Refrigerators: Refrigerators are permitted in the halls only if they are 4.0 cubic feet or smaller. Refrigerators may be checked by hall staff if there is reason to believe they may contain alcohol.

Roofs: Residents are strictly prohibited from climbing on the hall roofs. Any resident found in violation of this could face trespassing charges and may be subject to additional disciplinary action.

Room Care and Cleaning: Room care and cleaning are the responsibility of the residents. Rooms must be kept clean for health and safety reasons (i.e. pest control or ease of leaving if there were a fire).

Room Entry, Privacy and Security: The right to privacy is of paramount importance. However, the entry into, and/or search of the living quarters of a student may be conducted by the following people for the purposes under the procedures listed below:

- By law enforcement officers in the performance of statutory duties in accordance with legally defined procedures governing search and seizure.
- By authorized College officials when there is probable cause to believe a violation of College or civil regulations is being committed, and that the delay required in procuring permission would endanger the health and safety of residents or result in the probable destruction of the evidence of the violation.
- By authorized College personnel during vacations to ensure that health, fire and safety regulations are maintained.
- By authorized College personnel or agents to make improvements and repairs. The College shall give at least 24 hour notice of such entry when possible. When a student requests maintenance or repairs, no notice is necessary.
- By authorized College personnel in emergencies to protect the health and welfare of residents or to make emergency repairs to protect damages to the property of the students or the College.

- By authorized College personnel to conduct room inspections to ensure that fire, health and safety regulations are maintained or to search for missing student or College property. The College shall give at least 24 hour notice of such entry when possible.
- By authorized College personnel out of consideration for neighboring residents when an unattended persistent annoying noise (such as an alarm clock) is occurring in the room.
- By authorized College personnel when invited in.
- When it is necessary for authorized College personnel or their agents to enter an unoccupied room, there should be two people present, whenever possible. Students are responsible for what occurs in their rooms and may be held responsible for activities that occur in his/her room, even though that student may not be present or involved in the policy violation. Students are responsible for their guests.

Violations of College regulations observed while entering a student room will be reported and forwarded for possible disciplinary action. Residence Life and Campus Security staff have the authority to request that students open closets, drawers, backpacks, refrigerators, or other personal property if they have reason to believe they contain illegal or prohibited items (such as alcohol beverages, etc.) or if they have reason to believe a violation of College or civil regulations is being committed.

Roommate/Suitemate Agreement: It is strongly encouraged that all residents complete a roommate agreement at the beginning of the fall semester. This will help individuals discuss and set room specific policies for a number of issues, thus reducing the chance of conflict later on. All agreements should be signed by the roommates involved and given to your RA and will be shared with HD.

Single/Private Room Policy: There are a limited numbers of single/private rooms in our housing system. Single rooms may become available throughout the year. If a resident is interested in being considered for a private room, they should contact the Office of Residence Life. Priority is given based on class level status and the date of request.

Smoke Detectors: Current fire regulations require the installation of room smoke detectors. This is an important life safety device for the benefit of the occupant. Any occupants, who willfully remove, damage, destroy or disable a smoke detector or its contents, will be charged current replacement costs and may be subject to disciplinary action.

Smoking: See College policy Smoking and Tobacco Use Policy in Student Rights section of Handbook.

Solicitation: See College Solicitation Policy in General Policies section of Student Handbook.

Stickers: Stickers are not allowed on residence hall property. This includes doors, windows, walls and floors. Damage charges will be issued for their removal.

Telephone Services: The College does not provide any phone service in the residence hall room. Students are required to provide reliable phone contact information to the Office of Residence Life. Carriers that provide cell phone service to the area are very limited. Please check with your current carrier for coverage.

Vandalism: Vandalism is the purposeful destruction of College property and is not an acceptable behavior in any community. Costs incurred by such behavior shall be paid by: 1) The resident and others involved; or 2) The community in which the damage occurred. Residents who have information about acts of vandalism should contact their Hall Director or the Assistant Director of Residence Life. If damage occurred accidentally, the resident(s) responsible will be billed for the repair.

Visitation and Guests: The rights of a roommate or suitemate ALWAYS supersede those of a guest and permission to have a guest must be obtained from your roommate/suitemates prior to the guest's arrival. Residents are responsible for all of their guests' activities and actions while on College grounds.

In Delzell and Morgan Halls: Visitors may visit from 9 a.m.-midnight Sunday-Thursdays. From 12:01 to 9 a.m. on Friday is a non-visitation period. Starting at 9 a.m. Friday through midnight Sunday is 24-hour visitation*. Visitors must follow the posted hall escort policy. Visitors who wish to sleep in a room overnight may do so on Friday and Saturday evenings with the approval of your roommate/suitemates prior to the guest's arrival and must register upon arrival with the RA on-duty. Any exceptions to the overnight policy must be approved by the Hall Director in advance.

In the Centennial Complex: Visitation is 24 hours* per day with the approval of your roommate and suitemates. Visitors who wish to sleep in a room overnight may do so on Friday and Saturday evenings with the approval of your roommate/suitemates prior to the guest's arrival and must register upon arrival with the HD or Senior RA. Any exceptions to the overnight policy must be approved by the Hall Director in advance.

All visitors and guests must abide by College policies, procedures and regulations; failing to do so will be subject to visitation privileges will be revoked.

**24-Hours Visitation does not mean co-habitation.*

Waterbeds: Waterbeds are prohibited in all residence hall because of possible structural and water damage.

Weapons/Explosives: See College policy titled Weapons/Explosives in General Policies section of Student Handbook.

Weight Equipment: Only vinyl coated dumbbells, 20 pounds and under, are allowed in the residence halls. All other weight sets and weight lifting exercise benches are not allowed in the halls.

Window Air Conditioning Units: Air conditioning units cannot be installed by the College. Anyone requesting to install a window air conditioner for medical reasons should contact the Office of Residence Life for approval. Medical documentation is required. Please review the Air Conditioner Policy and Procedures, which is posted on the Residence Life website. This applies only to W.N. Delzell Hall as all other residence halls have central air conditioning.

Windows and Screens: No articles of any kind may be dropped or thrown out of a residence hall window. Use of windows for entry or exit of a building is prohibited. Stereo speakers should not be placed in windows and residents should not lean out or yell out their window. Because of the possibility of broken windows, ball playing outside near the buildings is not allowed. Screens must remain securely fastened to the window frames in the residence halls. Students who remove their screen or window may be subject to disciplinary action and restitution will be issued for damages to windows or screens.

RESIDENCE LIFE PROCEDURES

ADA/Special Needs Procedure for Housing Accommodations: Any student requiring special accommodations in the residence hall/housing should review, complete, and submit any needed documentation for their request to the Office of Residence Life. Information regarding special accommodations for housing and the associated request form will be posted on the Residence Life website or can be obtained from the ADA Coordinator. All requests must be submitted by the specified deadline to provide the College ample time to review and make a decision on their request. Requests received after the deadline will be reviewed and decided on an as needed basis. All requests are reviewed by the Housing Accommodations Committee.

Break Housing Process/Procedure: As a reminder, all residence halls are closed for the following breaks: fall break, semester break, and mid-term break. All exceptions will be determined on a case by case basis and any request should be directed to the Office of Residence Life.

Check-in: Upon arrival to the residence halls you will need to do the following:

- *Receive and sign for your room key and outside door access*
- *Review and sign your room inventory for the conditions of your room*

Check-out: Prior to students moving into the residence halls, residence hall staff will have checked to see that the rooms are in good condition. Each student will be given an inventory card to note the condition of the room. When residency in the hall is terminated, a Resident Assistant will use the same card to determine any damage (normal wear and tear will be considered). Each student is individually responsible for furniture, equipment and the general condition of his/her room. Failure to leave the room in the same general condition as when it was first occupied will result in the assessment of a damage charge.

When checking out of the residence hall, students should use the following procedure:

- *Make an appointment with your RA for checking out*
- *Remove all possessions*
- *Clean the room thoroughly*
- *Turn in all keys to the RA, or RD*
- *Sign the inventory card*
- *If you are leaving the college or housing permanently, you must complete a "Housing Status Change Form"*
- *Additionally please review the guidelines stated in the section titled Residence Life Policies and Regulations.*

Communication: Your primary source of communication for announcements, updates, changes and more will be sent from the Office of Residence to your College email account (acornmail). It is your responsibility to check your email regularly and respond to all requests in a timely manner.

Early Arrival Process/Procedure: Early arrival information and the request form will be posted on the Residence Life website. Early arrival requests must meet the stated qualifications. Students must print, complete, and submit early arrival form by the specified deadline for approval. The student must follow the arrival and check-in procedures as directed. Decisions regarding a student's request will be sent via their PSC email account (acornmail).

Emergencies: Call 9-911 for urgent emergencies such as fire, crimes in progress, or ambulance assistance. Do not lose important time in reporting such occurrences when individuals' lives could be in danger.

For other emergencies, please contact a Resident Assistant, a Hall Director, College Staff member, or Security. In any emergency situation always contact the Hall Director and your Resident Assistant even if you have already contacted others who have taken care of the situation.

College Staff should be notified of any medical emergency and pre-existing life threatening condition. Staff can call for an emergency vehicle, but they cannot transport residents or guests to the hospital.

Fire Procedure: Fire alarms and fire extinguishers are to be used only in case of fires. Tampering with fire equipment or setting off false alarms are misdemeanors under state law. Disciplinary action will be taken against any resident, guest, or individual found tampering with fire protection equipment, setting off the fire alarm system, or remaining in a room/apartment/hall when the alarm is sounded. A fine may be assessed for tampering with the smoke alarms within your room.

Fire procedures and evacuation plans are posted in every living area and community. Each resident and guest should be familiar with the fire instructions which pertain to their hall. Residents, guests, and all individuals are expected to comply with the directives of College staff during evacuation and must leave the building immediately when the alarm has been sounded.

In the case of a fire alarm, leave the hall immediately remain at least 200 feet away from the building. Do not return to the building until directed by a Hall Staff, Campus Security or the Police/Fire Departments.

Fire drills and fire safety education is performed at the beginning of each semester. Students are required to participate in the drills as part of the on-going life safety education provided by the College.

Fire alarms will be tested each semester. Never assume that a test is taking place even if there are signs to indicate such. Treat all alarms as though there is a true emergency.

Lock-Outs: *See the process and guidelines stated in the section titled Residence Life Policies and Regulations.*

Lost Keys: *See the process and guidelines stated in the section titled Residence Life Policies and Regulations.*

Maintenance Request Procedures: Residents with a routine maintenance request may submit a work order on-line via “myPSC” or contact their hall staff. For emergencies or after hours, requests (water leakage, exposed wiring, shattered glass, etc.) please contact your hall staff or the Office of Residence Life directly via phone at the number listed in the directory.

It is imperative that you report problems as soon as possible. If problems are not reported in an appropriate, timely manner, you may be held responsible for any damage occurring from the situation.

Room Changes: Room changes are not allowed during the first two weeks of each semester, this period of time is called “room freeze.” If you are having trouble with your roommate, you should attempt to discuss the issues with him/her to try to reach a compromise, including having your RA or HD assist in a mediation process. Your RA will assist you with a communication strategy if needed. If your attempt to talk and work things out with your roommate is not successful, an RA will conduct a roommate mediation meeting for you. If you are still having conflicts after the mediation, your Hall Director will intervene to assist and/or approve a room change.

All room changes must be approved by your Hall Director and the Hall Director responsible for the hall to which you are moving. Room changes for any other reasons other than roommate issues may be approved on a case-by-case basis and an administrative fee will be charged to your student account. This fee must be paid prior to the move. All room changes are subject to a pro-rated room rate charge if the change occurs between different room types. Anyone not following the outlined procedures will be assessed an improper checkout service charge and may be required to move to back to their original location.

Room Consolidation: All residents who are in non-paid single rooms will be involved in the room consolidation process. Information will be given to residents via meetings and by the hall staff who will be involved in the process. You will not be charged a room change fee if the change is associated with roommate consolidation.

The residents will have one of three options:

1. They may pay for their current room as a single. The single room rate would be pro-rated from the day their paperwork was completed with the Office of Residence Life.
2. Find a new roommate.
3. Move into a different room with a roommate.

Tornado Procedure: A tornado warning or alert means a tornado has been sighted in our area. A tornado watch implies the possibility of tornadoes or high winds in our immediate area.

If a tornado has been sighted in the area of Peru, the following procedures should be taken:

1. The College Staff will direct students to immediately proceed to an area of safety:
 - a. Eliza C. Morgan Hall- basement corridor
 - b. W.N. Delzell Hall- basement corridor (east and west)
 - c. Complex- basement corridors of your building.
2. Leave your room immediately. Lock your room and take your key. Proceed to your designated area. Stay away from windows.
3. The College Staff will notify students when it is safe to return to their rooms.

4. Failure to evacuate as directed by College staff may result in life safety situations as well as you being subject to disciplinary action.

V. RIGHTS AND RESPONSIBILITIES

ADMINISTRATIVE WITHDRAWAL

Students will be administratively withdrawn from college if:

- The student account balance is not paid in full by the end of the fourth week of the term, or
- The student/parent is not currently paying on a payment plan, or
- The student has not completed the financial aid process in order to receive funds to cover their account balance.

EDUCATIONAL COMMUNITY

All members of the academic community have the responsibility to create and support an educational environment which will achieve the basic purposes of an institution of higher learning. Each member of the community should be treated with respect and dignity. Each has the right to learn which imposes a duty not to infringe upon the rights of others.

The academic community environment is designed to encourage a variety of thoughts, behaviors, and values within the educational goals of the community. An important aspect of the community is the recognition of differences between individuals. In all instances, including informal College activities and associations, each individual should be treated in a fair and unbiased manner. Each member of the academic community shall actively encourage practices that insure that all persons are welcome at the Colleges and are extended all the privileges of the academic community to which they are entitled.

STUDENT RIGHTS

Freedom of Expression

Students have the right of expression in the classroom and the responsibility to learn from the course of study according to the standards of performance established by the faculty. Student behavior in a classroom should contribute to the learning process.

Instructional and Grading Procedures

The faculty determines the character of courses which includes content and instructional and grading procedures. Students have the right to be informed at the beginning of each course of the nature of the course, course expectation, evaluation standards, and the grading system.

Each student has the right to a course grade based upon a sound academic evaluation and upon a specified grading procedure. A student has the right to receive upon request a clarification of the grade received. The faculty of each department, school, or program shall provide a committee to consider the appeal of those cases in which a student feels the performance evaluation exhibited prejudice or bias and was based on factors other than student performance. Colleges shall provide standing committees to consider cases in which the student or faculty member chooses to appeal the initial decision. Any of these committees shall have the authority to recommend, to the Vice President responsible for Academic Affairs, changes in the grade based upon its findings.

Faculty-Student Consultation

Faculty should be available on a regular basis for consultation with students. Students may ask for an evaluation of their performance during the progress of a course. If a student conveys information of a confidential nature to a member of the faculty, this confidence should be respected.

Student Evaluation of Instruction

Students can contribute significantly to the evaluation of instruction. The faculty has the obligation to solicit students' evaluation of their educational efforts and to make changes in accordance with their best judgment. To assist the faculty in the task of providing the best possible education, students should express their reactions and opinions about quality and relevancy of the instruction to the department or College involved. Each College should establish a standing procedure through which student evaluations can be expressed.

Rights and Responsibilities in Other Instructional Settings:

Freedom of Expression

The acquisition, understanding, and interpreting of knowledge can be facilitated by the study and evaluation of controversial issues and positions. Free expression in the academic community shall not be abridged by special restrictions or censorship on publications, speakers or broadcasting. Any student group shall be allowed to invite and hear any person of its own choosing. Those procedures required by the institution before a guest speaker appears on campus should insure orderly scheduling of facilities and adequate preparation for the event. The event should be conducted in a manner appropriate to an academic community. The institutional control of College facilities should not be used as a device of censorship.

It should be made clear to the academic and larger communities that sponsorship of events and speakers does not necessarily imply approval or endorsement of the views or actions by either the sponsoring group or the College. Participation in the exchange of ideas through these media is a normal expectation of the academic community. See **Board of Trustees Policy 3250 Student Rights and Responsibilities**

Student Organizations

Each of the Colleges shall have structured student organizations, including an organized student government, which shall be the principal entity for student participation in the decision-making process of the College. All recognized student organizations shall have a charter agreement and/or constitution that is approved by the Student Senate and the Vice President responsible for student affairs.

Students shall be encouraged to participate in the student organizations.

All applicable state and federal laws and regulations, Board policies and College rules shall be followed in the operation of all student organizations. At no time will membership requirements or an organization's activities violate the College's non-discrimination policy.

For additional policy information, see **Board of Trustees Policy 3300 – Student Organizations**.

Right to Due Process

It is the policy of the Board to grant procedural due process to students accused of misconduct under the terms of Board Policy 3100. Regarding allegations of academic dishonesty; grade appeals; failure to pay a financial obligation; or, academic performance, achievement, probation and suspension each College will devise its own adjudication procedures. However, for allegations of misconduct identified in Policy 3100 that may result in disciplinary sanctions, the due process procedures outlined in Board Policy 3200 shall be followed. See **Board of Trustees Policy 3200 Due Process: Students**

Procedure

The student shall be notified in writing by an appropriate College official that he/she is accused of misconduct. The student shall be made aware of grounds which would justify such action by way of the student handbook or other published

College regulation.

2. The student shall be notified that he/she may elect one of three courses of action. The student shall be advised of a date (deadline) by which such an election must be communicated to the appropriate College official.
 - a. The student may admit the alleged violation and request, in writing, that the appropriate College official take whatever action seems appropriate.
 - b. The student may admit the alleged violation in writing and request a hearing before the appropriate hearing panel designated by the College.
 - c. The student may deny the alleged violation, in which case, the appropriate College official shall refer him/her to the appropriate hearing panel designated by the College.

NOTE: If the student fails to respond to the appropriate College official in a timely manner according to the date (deadline) and/or fails to elect one of the three courses of action, the appropriate College official may address the alleged misconduct without providing further due process.

3. Under option 2a noted above, the College may address the alleged misconduct without providing further due process. The student's decision can be binding, if freely and knowingly made, even though suspension, expulsion or the imposition of a stigmatizing sanction might result. Students should be advised in writing of all risks associated with any waiver of due process rights and provided a reasonable amount of time to consider their decision and to confer with a family member or advisor.
4. If the student selects either option 2b or 2c as noted above, a hearing shall be conducted in accordance with the following procedure within ten (10) class days, unless the student requests an extension in writing, which shall not be unreasonably denied. Students studying abroad shall be under the direction of the accompanying College official until his/her return to campus, at which time, if needed, the due process procedures will commence.
 - a. Prior to the hearing, the student shall be entitled to the following:
 - Written notification of the time and place of the hearing with reasonable time allowed for grievant to prepare a presentation and defense.
 - A written statement of the allegations (incident or behavior) with sufficient particularity so that the student may prepare his/her defense.
 - The grounds which would justify disciplinary action cited in the student handbook or Board Policy and the possible sanctions that may be imposed.
 - Written notification of the names of the witnesses who are directly responsible for having reported the allegations, or, if there are no such witnesses, written notification of how the allegations came to the hearing panel's attention, and
 - A copy of all documentary evidence to go before the hearing panel.

- b. The student shall be entitled to appear in person before the hearing panel, and may call witnesses in his/her behalf. If the student does not appear before the hearing panel, the hearing shall be held in his/her absence.
 - c. The student shall be entitled to be accompanied by a person of his or her own choosing from the College community to assist in the proceedings or by counsel at the student's expense. An attorney or advisor, if present at the request of the student, may be present to counsel the student, but may not directly participate in the hearing by making oral presentations or arguments, examine or cross-examine a witness, or object to testimony of a witness or to introduction of other evidence.
 - d. The student shall be entitled to ask questions of the hearing panel or any witnesses.
 - e. The student shall be entitled to an expeditious hearing of the case.
 - f. The student shall be able to request that the hearing be either open or closed to the public. This request shall be made to the chair of the hearing panel.
 - g. A record of the hearing will be kept by the hearing panel.
 - h. The student shall be entitled to an explanation in writing of the reasons for any decisions rendered against him/her and the discipline imposed, and shall be given access to the hearing panel's decision for his/her personal records.
5. The hearing panel designated by the College shall be composed of College administrators, faculty, staff, and/or students. Such selection shall be at the approval of the President or designated Vice President. Individuals serving on this panel need not be disqualified because they have superficial knowledge of the background of the case, or because they may know the participants. The basic test shall be whether or not the panelist can judge the case fairly, without bias or prejudice, and solely on the evidence presented.
 6. The hearing panel shall be the decision-making body acting independent of the President.
 7. Technical rules of evidence or procedure need not be employed in hearing proceedings. A student's misconduct shall be determined by a preponderance of the evidence (i.e., it is more likely than not that misconduct occurred). Hearing decisions need not be unanimous. A simple majority vote shall be sufficient. Hearsay evidence is not required to be excluded, but a finding of misconduct on hearsay evidence alone is not appropriate in hearings, including a serious disciplinary case such as suspension or expulsion.
 8. Members of the hearing panel shall have the opportunity to examine the case file beforehand, and to question the accused and witnesses at the hearing.
- The student shall be notified of his/her right to appeal the decisions of the hearing panel to the Vice President responsible for student affairs/services. Appeals must be in writing and are due to the Vice President within five (5) class days after the

student received the hearing panels' decision. If the Vice President was a member of the hearing panel, this step of the appeal process is not applicable and the student may appeal directly to the President. Appeals to the Vice President must be based on one of the following grounds:

- a. Procedural due process was violated;
 - b. The sanction was excessive;
 - c. The evidence did not support the decision; or,
 - d. Substantive new information is available that was not available at the hearing.
10. The student shall be notified of his/her right to appeal the decisions of the Vice President to the President, who has final authority. Should the student appeal, any action assessed by the hearing panel shall be suspended until acted upon by the President. Appeals to the President are due within five (5) class days after the student receives the Vice President's decision. Appeals to the President must be based on one of the following grounds:
- a. Procedural due process was violated;
 - b. The sanction was excessive;
 - c. The evidence did not support the decision; or,
 - d. Substantive new information is available that was not available at the hearing.
11. Appeals of the President's decision may be submitted to the Chancellor but shall be limited to allegations that fair procedural process has not been provided in accordance with Board Policy 3200. Appeals to the Chancellor must be in writing and are due within five (5) class days after the student receives the President's decision. Should the student appeal, any action assessed by the hearing panel shall be suspended until acted upon by the Chancellor.

In the event that a concurrent civil or criminal action for the same behavior which forms the basis of misconduct allegations under the provisions of this policy is in progress, the accused student may request in writing to the Vice President responsible for Student Affairs, or equivalent administrator, that the College delay the continuance of the due process procedures. By requesting to delay until the external civil or criminal proceeding has concluded, the student agrees that he or she shall not attend any College classes or College-sponsored events or activities or shall not enter or use College property without specific written authorization from the Vice President. See **Board of Trustees Policy 3100 Conduct & Discipline: Students**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. The Act provides for a student's right to review education records, the right to seek to amend those records, and to limit disclosure of information from the records.

Colleges may disclose directory information on a student without violating FERPA, unless a student has restricted the disclosure of his/her directory information in the Student Information System. Directory information consists of:

- *Student's name*
- *Permanent Address: limited to the identification of city, state and country*

- *Participation in officially recognized activities and sports*
- *Weight, height and photographs of athletic team members*
- *Degrees, honors, and awards received*
- *Major field of study*
- *Dates of attendance (only beginning and end dates of semesters)*
- *Year in School*
- *Enrollment status (full/part-time)*
- *The most recent previous educational agency or institution attended*

Right to Review Records: With certain exceptions, a student has a right to review records which are directly related to him/her and are maintained by the College. A student request to see his/her file is to be sent to the office which maintains the file and will be honored within forty-five (45) days. Students must pay for the cost to make copies of any records. Parents of dependent students have the right to review information about their children, such as grades, bills, and other information without having to gain students' consent as long as dependency is documented to the College.

Right to Seek to Amend Records: If a student believes that any of the education records relating to her or him contain information that is inaccurate, misleading, or in violation of her or his rights of privacy, she or he may ask the College to correct or delete such information by submitting the request to the Vice President for Student Affairs. A student may also ask that additional explanatory material be inserted in the record. The request must clearly identify the part of the record that the student wants changed. It must specify why the record is inaccurate or misleading. There is no obligation on the part of the College to grant such a request. If the College declines to amend the records as requested by the student, it will so inform the student, and the student may request a hearing. The right to challenge the contents of an education record may not be used to question substantive educational judgments that have been correctly recorded. For example, a hearing may not be requested to contest the assignment of a grade.

Releasing Information Pursuant to Student Consent: Official transcripts of academic records are released only upon the written request of the student.

Releasing Information Without Student Consent: College employees, representatives and officials who have a legitimate educational interest, may look at a student file in any office (except the Health Center) in order to advise and assist students. Information concerning students obtained through counseling activities will not be made available to unauthorized persons without the expressed written consent of the student involved, except under legal compulsion or where the safety of others is involved or as otherwise addressed in FERPA.

Students may voluntarily waive their right to inspect and review three types of confidential recommendations: 1) application for admission to an educational institution, 2) for employment or 3) for honors or awards. The student must indicate or be notified in advance of the names of all persons making recommendations, including all those solicited by the institution or volunteering their comment. This may not be a general permanent

waiver; it must be provided for at the appropriate time for each of the three types of confidential statement or recommendation.

The College may, upon written request, release non-directory personally identifiable education records without student consent in accordance with FERPA and federal regulations. A record of such releases must be maintained by the College.

The College may also release, upon written request, and without student consent, to the victim and/or the general public the final result of a campus disciplinary proceeding involving a violent crime or non-forcible sex offense where the accused was found to have violated College rules or policies.

Colleges shall provide access to education records of students who apply for admission and/or transfer within the NSCS whenever such records are requested by another NSCS College without obtaining student consent for such a release.

Filing Complaints : Persons wishing to file complaints regarding this policy or its implementation may do so with the U.S. Department of Education. See the Vice President for Student Affairs for further information regarding such matters.

See **Board of Trustees Policy 3650 Student Records**

MISSING STUDENT NOTIFICATION POLICY

This policy, in compliance with the Higher Education Opportunity Act of 2008, provides students with a procedure and information for reporting a missing person. The policy applies specifically to students who reside in College-owned housing facilities.

Confidential Contact Person: Resident students 18 years of age or older and emancipated minors have the option, upon moving into the residence hall, to identify a specific contact person who will be notified within 24 hours if that student has been reported missing. The identity of that contact person will remain confidential with the exception of staff designated to respond to missing person reports. For resident students under the age of 18 and not emancipated, the College is required to notify a custodial parent or guardian within 24 hours of the time that student is reported missing.

This policy establishes a framework for cooperation among members of the Peru State College (PSC) community aimed at locating and assisting students who are reported missing.

A student shall be deemed missing when he or she is absent from PSC for more than 24 hours without any known reason.

All reports of missing students shall be directed to the Vice President for Enrollment Management and Student Affairs, the Dean of Student Life, the Assistant Director of Residence Life and/or Campus Security who shall investigate each report. The Vice President for Enrollment Management and Student Affairs will make a determination whether the student is missing in accordance with this policy.

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by PSC no more than 24 hours after the time that the student is determined to be missing. Unless otherwise specified by the student to Student Records, the College will consider the parent/guardian or other primary emergency contact provided to the College by the student to be the person to be contacted in the event the student is determined to be missing. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. A designation will remain in effect until changed or revoked by the student.

At any point during a student's enrollment, he or she may choose to register or change Emergency Contact information with PSC by updating this information in myPSC. This information is confidential but may be released to PSC Campus Security and the Nemaha County Sheriff's Department and/or the State Patrol and their staff as necessary to carry out the purposes of this policy.

If a missing student is under the age of 18 and not emancipated, the Vice President for Enrollment Management and Student Affairs is required to notify the custodial parent(s) or guardian(s) of the missing student no later than 24 hours after the determination by the Vice President for Enrollment Management and Student Affairs and Campus Security that the student is missing.

No later than 24 hours after a student is reported missing, the Vice President for Enrollment Management and Student Affairs, or his designee, will be responsible for contacting the appropriate Emergency Contacts as established above.

The Vice President for Enrollment Management and Student Affairs will also notify the Nemaha County Sheriff's Department no later than 24 hours after it determines that the student is missing.

The Vice President for Enrollment Management and Student Affairs, or designee, shall have the responsibility to make provisions of this policy and the procedures set forth below available to students.

The Vice President for Enrollment Management and Student Affairs, or designee, will be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation.

The Vice President for Enrollment Management and Student Affairs, or designee, will organize support personnel when a student is determined missing and make appropriate contacts within and external to the College.

PARKING

Parking on campus is a privilege and requires a permit which can be obtained in the Business Office. Cooperation and compliance with the established rules and regulations will help ensure convenience for everyone. Every motorized vehicle on campus must be registered and display a current parking permit on the vehicle's rear view mirror. There are designated parking lots for commuting students, resident students, staff and visitors.

Parking Permits: Permits may be purchased for one school year at a cost of \$20.00. They are obtained from the Business Office in the Administration Building.

Campus Parking: A number of visitor-designated and restricted parking areas exist on campus. Motorists attempting to find convenient parking during class times may have to park adjacent to campus and walk the additional distance. Every vehicle must display a parking permit or be subject to ticketing and impounding. Visitors to the campus must obtain visitors' passes at the Security Office.

Parking for Disabled: Spaces are designated in each lot on campus with distinctive blue and white signs and are reserved for the exclusive use of students with physical impairments displaying the appropriate HCP permit/license issued by the State of Nebraska Division of Motor Vehicles.

Vehicles parked in non-designated areas of the permit holder or restricted areas will be ticketed and may be impounded at a cost to the owner. College parking tickets can be paid by mail or in person at the Business Office. Tickets must be paid within 14 days of the date issued to avoid being charged penalties. Copies of the Peru State College Motor Vehicle Regulations are available at the Security Office or online at <http://www.peru.edu/security/regulations.htm>.

SMOKING AND TOBACCO USE POLICY (NEBRASKA CLEAN INDOOR AIR ACT)

In compliance with the Nebraska Clean Indoor Air Act, smoking is prohibited in all indoor campus areas including, but not limited to, all administrative and educational buildings and all residence halls. All smoking and/or tobacco use is prohibited inside every residence hall, including all individual student rooms.

TITLE IX

Title IX is the federal law prohibiting sex discrimination in educational institutions. It is from the Higher Education Act of 1965, amended in 1972 and 1987. Title IX forbids sex discrimination in all College student services and academic programs including, but not limited to admissions, financial aid, academic advising, housing, athletics, recreational services, college residential life programs, health services, counseling and psychological services, Registrar's Office, classroom assignments, grading and discipline. The Title IX Coordinator for Peru State College is Ms. Eulanda Cade, Director of Human Resources. Contact Ms. Cade at (402) 872-2230. Her office is located in the Administration Building, room 312.

VI. CODE OF CONDUCT

AUTHORITY FOR DISCIPLINARY ACTION

The Board grants authority to the Presidents to designate appropriate officers, establish representative college committees, render initial decisions and provide appeal procedures in regard to allegations of academic dishonesty; grade appeals; failure to pay a financial obligation; or academic performance, achievement, probation and suspension. All disciplinary sanctions imposed for misconduct identified in this policy are to be governed by terms of this policy and the due process requirements set forth in Board Policy #3200. Acceptance of this policy by the student is implied as a condition of his or her enrollment.

EXPECTATIONS FOR STUDENTS AND THEIR BEHAVIORS

Students are responsible to obey the laws of the state and nation, the regulations and policies of the Nebraska State College System Board and of the Colleges; and to refrain from any conduct injurious to themselves, to others, or to the reputation or interests of the College. See *Board of Trustees Policy 3100 Conduct & Discipline: Students*

OFF-CAMPUS CONDUCT

Student misconduct identified under Board Policy 3100 or in violation of College regulations or policy, whether occurring on or off the campus, may result in disciplinary action being taken against the student.

DISRUPTIVE BEHAVIORS

No student shall engage in any disorderly behavior with intent to disrupt the College's educational environment or the provision of College services. Faculties have a responsibility to maintain an effective learning environment in their classrooms and to deal with any disruptions that interfere. If a faculty member feels that a student is interfering with the right of other students to profit from attendance in that classroom or if they feel that they are being unreasonably hindered in the presentation of subject matter, the faculties have every right to eject the offending student from the class. Prohibited behavior includes, but is not limited to, fighting, making unreasonable noise, refusing to obey a reasonable request by the faculty, using abusive or obscene language or gestures in class, harassment, or threats.

REFUSING A REASONABLE REQUEST

A student shall not ignore a summons from the president or other officer of administration of the College, or from a member of the faculty.

Students suspended or expelled from one of the State Colleges may be admitted to another Nebraska State College only under the same conditions that they would be readmitted to the College from which they were suspended. See *Board of Trustees Policy 3100 Student Conduct and Discipline*

CONDUCT AND DISCIPLINE

Misconduct

The following acts shall be considered to constitute misconduct for which an offending student or student organization may be subject to disciplinary sanctions.

1. Participation in a demonstration on College property which materially and substantially disrupts or obstructs the normal operations, activities or functions of the College, including unauthorized occupation of College premises;
2. Failure to evacuate College facilities or willfully ignoring any emergency or alarm signal or request to evacuate by appropriate emergency personnel;
3. Falsification or willful suppression of any information for or on an application for admission, or falsification or misuse of College identification and other documents;
4. Misuse of computers or computing resources, including, but not limited to, violating the following federal regulations: the Copyright Act of 1976 and the Fair Use Guidelines, the Digital Millennium Copyright Act of 1998, and the Technology, Education and Copyright Harmonization Act of 2002;
5. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption, manufacture, or being in the presence of any alcoholic beverage, including empty bottles/cans or any alcohol container on any part of College property including outdoor areas and parking lots;
6. Alcohol consumption that endangers the health, safety, or property of oneself or another, or requires medical treatment or College staff intervention;
7. Unlawful or unauthorized possession, use, distribution, delivery, dispensing, manufacture or sale, or being in the presence of any drug; being in possession of paraphernalia for drug use, except as expressly permitted by law, or being unlawfully under the influence of any drug unless directed by a licensed physician; inflicting unwanted physical contact on another person; conduct that intimidates, harasses, or threatens the safety, health, property, or life of others or oneself; participating or contributing to an incident of abuse or assault; causing, provoking or engaging in any fight, brawl or riotous behavior; or inflicting willful and repeated harm through the use of computers, cell phones, and other electronic devices;
9. Any act occurring on College property or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or group of persons;
10. Sexual harassment, assault or any other uninvited behavior of a sexually explicit nature;
11. Conduct which is unreasonably dangerous to the health or safety of other persons or oneself;
12. Theft or attempted theft of any property or receipt of stolen property;
13. Damaging or attempting to damage property of the College or of another individual;

14. Using or possessing bombs, explosives, incendiary devices, or fireworks;
15. Setting or attempting to set any fire on the campus or on the premises of any student housing unit, except in fireplaces or other facilities designated for fires;
16. Failing to report a fire or any other extremely dangerous condition when known or recognized on College property or on the premises of any student housing unit;
17. Possessing or selling firearms, ammunition, weapons, explosives, or dangerous chemicals on College property or on the premises of any student housing unit;
18. Obstructing or failing to comply with the directions of a law enforcement officer, firefighter, or College official in the performance of his or her duty on College property, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization;
19. Hazing any person. Consent of the victim of the hazing will not constitute a defense to an allegation of misconduct for hazing. Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization;
20. Committing any unlawful act of indecent exposure or public indecency;
21. Participating in any gambling activity in violation of the laws of the State of Nebraska or of the United States;
22. Unauthorized use of any College property, facilities, equipment or materials;
23. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock;
24. Serious traffic violations on the campus, including, but not limited to, operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving;
25. Violation of any student housing unit policy, rule or regulation; Failure to redeem or make arrangements to redeem, within one week after receipt of written notice, an insufficient funds or no account check submitted to the College for cash or for payment of College goods or services;
27. Abuse of College disciplinary proceedings which includes, but is not limited to, failure to obey a request to appear before a disciplinary officer or committee, falsification of testimony, disruption or interference with the orderly conduct of any hearing, attempting to discourage any person from using College disciplinary procedures or participating in such procedures, attempting to influence the impartiality of a member of a disciplinary committee prior to any proceeding, filing a malicious or frivolous complaint, verbal or physical harassment or intimidation of a member of a disciplinary committee prior to, during, or after a proceeding, failure to comply with any sanction imposed, influencing or attempting to influence another person to commit an abuse of disciplinary proceedings, and a violation of the privacy rights of any student or College employee in regard to a disciplinary proceeding;
28. Any act by a student which occurs on the campus, while studying abroad, on the premises of any student housing unit or at any activity or event sponsored

by the College or an organization which is in violation of any ordinance of the municipality in which the College resides, shall constitute misconduct;

29. Falsely setting off or otherwise tampering with any emergency safety equipment, fire alarm, or other device established for the safety of individuals and/or college facilities;
30. Discriminating against any student, faculty or staff member on the basis of race, color, national origin, sex, disability, religion or age; and
31. Any other activity or conduct prohibited by the College in published policies.

Unreasonably Dangerous or Threatening Conduct Toward Self

Student behaviors and actions that are unreasonably dangerous to self or which threaten the student's own safety or health may constitute misconduct under this Policy and may be addressed by the College administration through the disciplinary process. When practicable and appropriate, efforts will be made to advise students regarding voluntary withdrawal options in lieu of initiating disciplinary due process as set forth in **Board of Trustees Policy 3200 Student Conduct and Discipline**.

At the discretion of the Vice President for Enrollment Management and Student Affairs, a student may be allowed to voluntarily withdraw when continued enrollment no longer appears to be in the best interests of the student and/or College in conjunction with mutually agreed upon conditions that will be required for the student to reapply for admission.

Sanctions

Disciplinary sanctions may include warnings, demands for restitution or reimbursement, fines, a period of probation, remedial behavioral requirements, remedial educational requirements, suspension, or expulsion.

STUDENT COMPLAINT PROCEDURES

Student Grievance Procedures:

Section 1. The grievance procedure set forth herein is designed to provide a method for a student to resolve a request or complaint with the College. Time lines should be adhered to unless modifications are agreed to by the parties to the grievance.

Section 2. A grievance is defined to be a request or complaint by a student not covered under faculty or staff grievance procedures. Issues involving academic dishonesty; grade appeals; failure to pay a financial obligation; or, academic performance and achievement, probation or suspension for which the College has established appeal procedures are not eligible for grievance under this policy. Issues of student misconduct for which appeal procedures are available pursuant to Board Policy 3200 are not eligible for the grievance procedure under this policy.

Section 3. In reducing a grievance to writing, it should include the exact nature of the grievance, the act(s) of commission or omission, the date(s) of the act(s), the identity of the grievant, the identity of the party(ies) alleged to have caused the grievance, provisions of any agreement, bylaws, rules, policies or practices that are alleged to have been violated, and the remedy that is sought.

Section 4. The grievant shall, at his/her expense, have the right to assistance by a person of his/her own choosing from the College community, or to legal counsel in any step of the grievance procedure.

Procedure

Step 1. The grievant shall first discuss the grievance with the appropriate College administrator, faculty or professional staff member or with the person at the first level in the chain of command within ten (10) working days of the occurrence giving rise to the grievance in an attempt to settle the grievance. The College administrator, faculty or professional staff member or the person at the first level in the chain of command shall then have ten (10) working days in which to respond and give a written answer to the grievant.

Step 2. A grievance not settled in Step 1 may be filed in writing with the appropriate person in the next level higher in the chain of command in accordance with Section 3 above to discuss and attempt to settle the grievance. If the grievance is with the school dean or department chair, the grievant shall discuss the matter with the Vice President responsible for Academic Affairs.

Step 3. A grievance which has not been settled in Steps 1 and 2 and which the grievant wishes to pursue shall be appealed to the Vice President responsible for Student Affairs, within ten (10) working days of the receipt of the response given in Step 2. The appeal shall include the written grievance and all responses given in the first two steps.

The Vice President responsible for Student Affairs may conduct a conference with the grievant.

Within ten (10) working days of receipt of the grievance the Vice President responsible for Student Affairs shall render his/her written decision. If such findings and recommendations are not submitted within that time or if the grievance is not satisfied, then the grievant may proceed to the next step within ten (10) working days.

Step 4. Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the President, within ten (10) working days of the receipt of the response in Step 3, by filing the grievance and all prior responses with the President.

Step 5. Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the Chancellor, within thirty (30) working days of the receipt of the response in Step 4, by filing the grievance and all prior responses with the Chancellor. The Chancellor will only consider whether basic procedural fairness was offered. The Chancellor may request additional information from the grievant and the College in order to render a decision. The Chancellor will issue a written decision within twenty (20) working days after receipt of the appeal.

Step 6. If the grievant is not satisfied with the decision made by the Chancellor, the grievant may seek relief under applicable State and Federal laws. **See Board of Trustees Policy 3210 Grievance Procedures - Students**

TEMPORARY SUSPENSION

Students may be ordered to leave the College under a temporary suspension pending disciplinary action due process per Board Policy 3200 in the event the student's continued presence is believed to threaten the safety or health of another person or for other reasons at the discretion of the Vice President responsible for Student Affairs. Such order shall be given in writing by the Vice President responsible for Student Affairs.

VII. SELECTED ACADEMIC POLICIES

The Vice President for Academic Affairs is the chief administrative officer in the areas of academic policy, curriculum, and the conduct of classroom instruction and professional

personnel engaged therein. Students are encouraged to contact this office, or the appropriate Dean, for assistance with special academic problems. The office of the Vice President for Academic Affairs is located in the Administration Building, Room 304.

ACADEMIC APPEALS (GRADE APPEALS)

Students who disagree with the assignment of a final grade by an instructor may file an appeal under these procedures.

Grade Decision Review: This process is available only to review allegedly unfair final course grade decisions, not mere differences of opinion regarding the professional judgment of the instructor who made the grade decision, or to dispute grades on assignments, tests, or other work within a course. A grade decision may be considered unfair if the decision:

- Was based on factors other than performance in the course and/or compliance with course assignments and requirements;
- Involved more exacting or demanding standards than were applied to other students in the same course section; or
- Constitutes a substantial departure from the instructor's standards as articulated in the course syllabus, catalog descriptions, and/or other written materials

Procedures: A student who wishes to appeal a grade decision must proceed as follows:

1. **Informal Meeting:** The student must attempt to resolve the matter directly with the instructor through a personal conference as soon as possible after the grade decision is known, but no later than the end of the first full week of the following regular academic term. If the student is unable to arrange a conference or is not satisfied with the instructor's explanation of the grade, the student may request in writing that the Dean of the school which offered the course convene a conference with the student and instructor. If the instructor is unavailable or unwilling to confer with the student, the student may request a formal review by the appropriate Dean. (See section 2c below.)
2. **Dean Review:** If the student and the instructor cannot reach a mutually satisfactory resolution to the problem, the student may file a formal appeal. The appeal must be presented in writing, together with relevant documents, to the appropriate Dean no later than the 20th day of College instruction in the following semester. The student must describe the appeal, identify which of the three (3) reasons the appeal is based on (See Grade Decision Reviewed), detail the reasons the student believes the decision unfair, and document the student's attempts to resolve the appeal informally.
 - a. For purposes of this section, fall semester and spring semester shall each constitute an academic term. The student shall send a copy of the appeal to the instructor. The instructor shall have ten (10) working days to respond after receipt of the appeal. If the instructor does not respond within that time frame, the Dean will consider the appeal and documents formally submitted by the student.
 - b. The Dean shall review the appeal and all of the submitted documentation, interview persons relevant to the appeal when necessary, and render a written decision within ten (10) working days of receipt of the instructor's response. A copy of the Dean's decision will be given to the instructor and the student. If the Dean is also the instructor whose grade is the subject of the appeal, the Vice President for Academic Affairs shall select another Dean to conduct the appeal process.
3. **Faculty Senate Review:** The student or the instructor may appeal the Dean's decision. Such appeal must be filed in writing and submitted to the Vice President for Academic Affairs within five (5) working days of receipt of the Dean's decision, with copies to the instructor, the student, and the Dean. The written appeal shall deal only with the part or parts of the Dean's decision that the appellant disputes. New evidence, information, or supporting documents cannot be included as part of the appeal

except when, by clear and convincing evidence, it is established that such information was not available at the time of the original appeal. The Vice President for Academic Affairs will submit the appeal to the Faculty Senate for review. The Faculty Senate may interview the student, the instructor, the Dean and other appropriate persons, but only to discuss the issues in dispute in the appeal. The Faculty Senate will submit a written decision to the student, the instructor, and the Dean within ten (10) working days of receipt of the appeal. The decision of the Faculty Senate is the final decision of the College. There is no appeal to the Board of Trustees.

ACADEMIC INTEGRITY

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend for two semesters students found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member needs to present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

ATTENDANCE AND SCHOLASTIC ATTITUDE

Students are expected to attend classes regularly, to arrive punctually, and to complete all assigned work. Attendance is a privilege and a responsibility represented not only by the student's investment, but also by a significant investment by the State of Nebraska.

When it is necessary for a student to miss class, he/she has the responsibility to notify his/her instructor in advance whenever possible. Faculty members have the prerogative of allowing students to make up and complete work missed during the absence.

Students are considered "no shows" if they do not attend or log in to a 16-week course

during the first two weeks of class (or one week for eight-week courses). Upon receiving attendance records, Student Records will administratively drop and notify those students not attending or participating in their courses. Students receiving scholarships/financial aid may need to return some or all of their awards. Students may be re-admitted to a course upon completion of the appropriate form and with the instructor's permission.

Instructors have the right to base a portion of a student's grade on attendance.

Instructors must present their grading practices and attendance policies to students in writing during the first week of the semester.

Whenever absences or other elements of scholastic attitude (regardless of cause) become detrimental to the student's standing in class and/or the success of the class as a whole, the instructor may confer with the student. The instructor and the student may mutually agree that the registration in the course should be withdrawn, or the instructor may issue the student a "scholastic alert." Future conferences for the same or related reasons may result in the instructor withdrawing the student from the class. If the student requests, the Dean of the School may be asked to participate in the decision. The grade will be a "W" if the course withdrawal is prior to the last date to withdraw with a "W". An "F" will be recorded after this date.

At Peru State College, the mission and related instructional goals are taken seriously and our commitment to continuous improvement is genuine. Given this commitment, we have adopted the course evaluation process as one tool among many so you can play a direct role in helping the administration, faculty and staff, improve the educational experience. One of the College's goals is to prepare you to assume greater social and civic leadership roles. Providing feedback to a public organization is an excellent way to develop appropriate skills and the habit of effective citizenship. Consequently, participating in the course evaluation process is mandatory. We have redesigned the process to make it as streamlined and as directly valuable as possible. Please be thoughtful and specific in your comments as we cannot use information that we do not understand. The process is conducted online, even for courses on campus. Course evaluations are completely anonymous. No one at the College can connect an individual's responses to a name. A summary of the evaluations is provided to the instructor, the Dean and the Vice President for Academic Affairs after the term is over and final grades have been posted.

COLLEGE CATALOG

The Peru State College Catalog is available online at www.peru.edu, search on *catalog*. Please refer to the College Catalog for a complete resource for academic policies and procedures.

ELECTRONIC AND RECORDING DEVICES IN CLASS

Electronic devices, including cell phones, MP3 players, computer equipment, and other devices may be used in the classroom only for appropriate academic purposes, as defined by the professor. Using videotaping or audio taping equipment in a classroom or in any other academic activity requires the prior permission of the course instructor. Failure to comply with this requirement may result in disciplinary action. In instances where accommodations may be required because of handicap or disability, the student must notify the institution and the course instructor in advance.

DISRUPTIVE STUDENTS

Faculty have a responsibility to maintain an effective learning environment in their classrooms and to deal with any disruptions that interfere. If a faculty member feels that a student is interfering with the right of other students to profit from attendance in that classroom or if they feel that they are being unreasonably hindered in the presentation of

subject matter, the faculty have every right to eject the offending student from the class. Prohibited behavior includes, but is not limited to, fighting, making unreasonable noise, refusing to obey a reasonable request by the faculty, using abusive or obscene language or gestures in class, harassment, or threats.

If a student is ejected from the class, the student must meet with the appropriate Academic Dean before returning to class. When possible, such meetings will be scheduled in order to limit class sessions missed to one. The faculty member should immediately submit a written report of the incident to the Academic Dean with a copy to the student and the Vice President for Academic Affairs. (If the incident involves physical violence, a report should also be made to Campus Security.) Upon receipt of the report, the Academic Dean will schedule an interview with the student to discuss the incident. Any subsequent incident report to the Vice President for Academic Affairs involving the same student in any class will result in a student administrative hearing. The consequences of such action may include denying the student further access to the class or other disciplinary action, including dismissal from College (see Due Process section).

VIII. GENERAL POLICIES

ANTI HARASSMENT POLICY

It is the policy and practice of Peru State College to provide an educational setting and workplace free of an atmosphere of tension created by inappropriate conduct including but not limited to: annoyances, threats or demands, badgering, and intimidation; discriminatory remarks and acts on the basis of national origin, race, color, sex, age, disability, or religion; animosity; unwelcome sexual advances or requests for sexual favors. Harassment, in any form, of students, employees, job applicants, or visitors to campus by other students or employees is prohibited.

Harassment includes, without limitation: verbal harassment; derogatory comments; slurs and/or negative stereotyping; threats, coercion, intimidation; antagonism and/or the use of “fighting words” to challenge or encourage others to fight; physical harassment/assault, physical interference and/or other conduct that threatens or endangers the health or safety of any person; visual harassment - posters, cartoons, drawings, or improper written or graphic material.

For information on the College’s Sexual Harassment Policy, *please see Sexual Violence/Harassment Policy under General Policies in the Student Handbook.*

If you have a complaint of harassment, individuals may report to one of the following individuals:

- President
- Vice Presidents
- Deans
- College Title IX Coordinator (*contact information is listed below*)
- Dean of Student Life
- Housing/Residence Life Staff to include:
 - Assistant Director of Residence Life
 - Hall Directors
 - Resident Assistants
 - Residence Hall Mentors
- Coaches and Assistant Coaches
- Campus Security Officers

RESIDENCY CLASSIFICATION

Out-of-state students interested in Nebraska residency status for tuition purposes must

first meet minimum requirements as established by the state of Nebraska. Additional information can be found Board Policy 3050.

DANCE POLICY

Campus organizations must reserve their preferred room with the Residence Life Office in advance. They must notify the Security Office, Residence Life Office and Student Activities Office of the date, time and location of the event.

If the dance is held in the Student Center, they must also notify Dining Services to ensure the dining area is prepared.

The campus organization is responsible for work orders, any decorating, meeting band or DJ, clean up, etc. Posters and publicity must include name of sponsoring group. If there are reasons why an area cannot be cleaned immediately after dance, be sure campus personnel approve time when you plan to clean it so it is ready for use. For example: It might be approved to clean up after a Saturday night dance on Sunday at 9:00 am. Campus groups must pay for any cleaning charges if necessary.

The dance must be sponsored and attended by at least one campus personnel. The campus organization is responsible for cost of repair of any damages. Dances must adhere to all other campus policies and procedures.

If you have any other questions, please contact the Student Activities Office (402) 872-2252.

INDEPENDENT LIVING POLICY

Peru State College acknowledges that there are students who desire to live within the local community safely and in a responsible manner. As such, a student can seek an "independent student" status as long as they meet a qualification of this policy. Additionally, students must seek and receive approval from the Office of Residence Life in order to live off-campus or commute within the given parameters by completing the "Housing Status Change Request" form.

Definition/Policy: An independent living student is a student who meets at least one of following criteria:

1. The student is living locally with parent(s) or a legal guardian(s) permanent residence within a fifty (50) mile radius. (Court documentation required for legal guardian.)
2. Student is married
3. Student has a minor child(ren)
4. Student teaching
5. Student has met the 2 year (4 semesters) residency requirement
6. Student is 21 years or older.
7. Student enrolled in 100% online classes

Exceptions: Acceptable reasons for mid-year cancellation:

1. Change in Family Status (marriage or children)
2. Graduation
3. Student Teaching
4. Call to Active Military Service
5. Other requests may be considered with supporting documentation submitted to the Office of Residence Life
6. Transfer to another institution (documentation required)

Process: If you meet at least one of the above criteria by the first day of classes for fall or spring semester:

1. Complete the “Housing Status Change Request” form and submit it for approval by the ***applicable agreement cancellation date*** as published by the Office of Residence Life.
2. A decision will be sent to your College provided email account.

Late Independent Living Request: The Office of Residence Life may approve a request after the deadline based on supported conditions. Any approvals will be subject to any appropriate College related fees.

Special Note:

1. New students who have applied for admittance to the College during the 20 days prior to the first day of classes who do not submit a “Housing Status Change Request” form will be subject to the housing contract cancellation fee.
2. Students not meeting the above criteria will need to meet the on-campus residency requirement. Additionally, if a student’s residency situation changes, the student must notify the Office of Residence Life or they may be subject to meet the on-campus residency requirement and pay all associated charges.
3. Students must update/renew their status each academic year.

For questions please contact the Office of Residence Life at 402-872-2246 or email Reslife@peru.edu

LITTER POLICY

Any student found guilty of dumping, throwing, dropping, depositing, discarding or otherwise disposing of litter, all forms of trash including candy wrappers and cigarette butts, upon the campus of Peru State College shall be subject to a \$30.00 fine if they refuse to pick up such trash when given a verbal warning. The same individuals are also subject to applicable state fines for the violation. Students violating this policy will be afforded due process per Board Policy 3100.

OPEN FLAME POLICY

Open Flames, Candles, and Halogen Lamps: The definition of an open flame for this category shall constitute any lighting or heat-generating device, which produces a flame that is not protected. Some examples are wax or gel candles, tiki lamps, oil lamps, torches, etc. (This also includes halogen lamps). Open flame devices are strictly prohibited within PSC buildings and property. Authorization shall be obtained from the Security Office for candle use in theatrical events and food service areas.

SCHEDULING CAMPUS FACILITIES POLICY

To schedule facilities for a special occasion, important meeting or conference, our flexible space provides a wide variety of options for business and social gatherings. We will help you select the ideal location for your event. Our fully-equipped meeting rooms are spacious and comfortable. Please contact the Residence Life Office at (402) 872-2246 for assistance in reserving your room(s).

SEXUAL VIOLENCE/HARASSMENT REPORTING, POLICY & PROCEDURE

The Board of Trustees of the Nebraska State Colleges is committed to providing an environment in which all students who participate in College programs and activities can work together in an atmosphere free from unlawful discrimination, harassment, or violence. Sexual violence and sexual harassment are prohibited by law and by Board policy and the Colleges will not tolerate sexual violence or sexual harassment in any form, including, but not limited to, sexual assault; acquaintance, date or stranger rape; non-consensual sexual intercourse; sexual cyber harassment or sexual bullying. The Colleges will take appropriate action to prevent, correct, and discipline harassing or violent behavior that is found to violate Board policies and principles of equal opportunity and access.

This policy provides guidance for what students should do if they have been victims of sexual violence or sexual harassment, and what the Colleges will do if such violence or harassment occurs. A student alleged to have committed sexual violence or sexual harassment can be disciplined under the Code of Student Conduct and/or prosecuted under Nebraska criminal statutes. Additional Board Policies, Employee Handbooks and Collective Bargaining Agreements, also apply to employees alleged to have committed sexual violence or sexual harassment.

The Colleges have a responsibility to respond to reports of sexual violence or sexual harassment and attend to the needs of the students who are involved. Reports of sexual violence and sexual harassment are taken with the utmost seriousness, and the student will be promptly referred to the appropriate persons or resources for assistance. The Colleges are also responsible to ensure that the individual charged with committing such violence or harassment is treated fairly. Individuals are presumed innocent unless proven responsible, and will also be referred to appropriate services for assistance.

Definitions

Sexual Harassment: Unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature. Sexual harassment of a student has the potential to deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in College programs. Sexual harassment of students is, therefore, a form of sex discrimination prohibited by federal law (Title IX).

Sexual Violence: Any intentional act of sexual contact (touching or penetration) that is accomplished toward another without his/her consent. Such acts may include, but are not limited to, forced oral sex, forced anal penetration, insertion of foreign objects into the body and any act of sexual intercourse "against someone's will." This includes, but is not limited to, the use of a weapon, physical violence or restraint, verbal threats, intimidation, and threats of retaliation or harm.

Consent: Positive cooperation in the act or expressing intent to engage in the act. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A person who is giving consent cannot be under the influence of drugs or alcohol, unconscious, passed out, coming in and out of consciousness, under the threat of violence, injury or other forms of coercion, and cannot have a disorder or disability that would impair his/her understanding of the act.

The presence or absence of consent is based on the totality of circumstances, including the context in which an alleged incident occurred. The fact that a student was under the influence of drugs/alcohol may be considered in determining whether that person had consented to the act in question. Consent may not be inferred from silence or passivity alone.

Student: An individual for whom the College maintains records and who is currently enrolled or registered in an academic program or who has completed the immediately preceding term and is eligible for re-enrollment.

Reporting: Reports can be filed by the alleged victim or a third party who is aware of allegations of sexual violence or harassment, including other students or College employees. Reports should be filed with one of the designated College administrators and/or employees responsible for student services, as follows:

- President
- Vice Presidents

- Deans
- College Title IX Coordinator (*contact information is listed below*)
- Dean of Student Life
- Housing/Residence Life Staff to include:
 - Assistant Director of Residence Life
 - Hall Directors
 - Resident Assistants
 - Residence Hall Mentors
- Coaches and Assistant Coaches
- Campus Security Officers

Reports to the above designated administrators or employees will constitute “notice” to the College for the purposes of considering an investigation and institutional response in conjunction with the Title IX Coordinator.

College employees (even medical or mental health professionals identified below) are required by law to report any allegations of sexual abuse or assault of a minor to either law enforcement or the Department of Health and Human Services.

Exception Regarding Employee Reporting: the law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional. Medical or mental health professionals employed by the Colleges (Licensed Student Counselors and Nurses) respect and protect confidential communications from students, faculty, and staff to the extent they are legally able to do so. Employees may have to breach a confidence, however, when they perceive an immediate and serious threat to any person or property.

Confidentiality: The College appreciates the privacy concerns inherent in allegations of sexual violence or sexual harassment. To protect students’ privacy rights, the names of students or other identifying information, especially that which is contained in written documents and notes, will only be disclosed to third parties if prior written permission is given by the student concerned, unless disclosure is otherwise required by law. If an alleged victim is under the age of eighteen (18) years, the College will obtain consent from the parents or guardians prior to beginning an investigation or disclosing information, unless otherwise required by law.

If the alleged victim requests confidentiality or asks that the report not be pursued, the College will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation.

Disciplinary Processes: Processes and procedures described in Board Policies 3100 and 3200 may be used subsequent to a sexual violence or sexual harassment investigation to address cases of student misconduct, due process and discipline. If the alleged perpetrator is an employee, other Board Policies or Collective Bargaining Agreements will determine the due process steps and disciplinary consequences.

Law Enforcement: Alleged victims should be advised that physical evidence can be collected at the same time as medical care is provided, but that medical evidence for a criminal prosecution cannot be collected without a report being made to local law enforcement. It is important that students make an informed decision regarding important physical evidence that can be preserved.

While students are not *required* to notify law enforcement authorities regarding a report of sexual violence or sexual harassment, reports still need to be filed with Campus Security to inform them that an act of violence may have occurred. Campus Security shall notify the Title IX Coordinator, who is responsible for coordinating the College response

to the reports of sexual violence and sexual harassment. Pursuant to federal law, the College has a legal responsibility for documenting and reporting an incidence of sexual violence and sexual harassment.

Regardless of whether or not the law enforcement authorities choose to prosecute a reported offense, the College can pursue formal disciplinary action against a student or employee alleged to have committed sexual violence or sexual harassment.

Investigation Procedures

Note: While this policy and procedures are written primarily for the benefit of students, the same procedures shall also apply in the event either the individual reporting the sexual violence or sexual harassment, or the alleged perpetrator, is not a student. Similarly, while the procedures assume that the incident occurred on or near College property or at an official College function or activity, some of these procedures may also apply if an alleged incident occurs off campus or in a setting unrelated to College functions/activities.

- 1) An initial report may occur by telephone, email, in writing or in person. When an initial report of sexual violence or sexual harassment is received by any designated administrator or employee (listed in this Policy under “Reporting”), the initial report shall be shared with the Title IX Coordinator as quickly as possible.
- 2) The Title IX Coordinator or designee will contact the alleged victim for the following purposes:
 - To ask questions in order to gain a better understanding regarding the nature of the incident;
 - To explain confidentiality and reporting requirements;
 - To explain the investigatory process, law enforcement options, and possible consequences;
 - To provide information about resources that are available to the individual; and,
 - To ask if the alleged victim wishes for the report to be pursued through an investigation or not. (If the alleged victim requests confidentiality, or asks that the report not be pursued, the College will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, if possible. The request will be evaluated and weighed against the College’s responsibility to provide a safe and nondiscriminatory environment.)
- 3) The Title IX Coordinator or designee, after consultation with the NSCS General Counsel, will determine if an investigation will be conducted.
- 4) If an investigation will be conducted, the Title IX Coordinator or designee will immediately begin an investigation and will take steps to complete the investigation within ninety (90) calendar days after receipt of the report, if possible. The College is committed to a complete and impartial investigation of reports of sexual violence or sexual harassment, including the opportunity for both parties to present witnesses and other evidence. Investigations will occur as quickly as possible, but the complexity of the investigation, the severity and the extent of the harassment or number of involved parties can impact the duration. The investigation shall consist of:
 - Reviewing all related written statements or reports;
 - Interviewing the alleged victim, alleged perpetrator and other witnesses;

- Reviewing applicable College records; and,
 - Reviewing other relevant material and evidence.
- 5) The Title IX Coordinator or designee will provide parties involved in the investigation with periodic updates while an investigation is pending, consistent with Family Educational Rights and Privacy Act (FERPA) restrictions.
 - 6) At the conclusion of the investigation, the Title IX Coordinator or designee will make a determination regarding the report using a “preponderance of the evidence” standard (more likely than not that sexual violence or harassment occurred) and will provide the recommendation to the Vice President responsible for Student Affairs and the President.
 - 7) Within ten (10) working days from receipt of the Title IX Coordinator’s or designee’s recommendation, the Vice President or President will issue a written statement to the alleged victim, the alleged perpetrator and the Title IX Coordinator regarding the outcome of the investigation and if disciplinary proceedings will commence. In the event that disciplinary proceedings commence at the conclusion of the investigation, the College has an obligation to disclose the outcome of the disciplinary proceedings to the student who reports being the victim of sexual violence.

Note: Title IX prohibits retaliation for reporting parties and any individuals participating in an investigation. The College will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.

Resources: The Title IX Coordinator will have available contact and referral information for counseling/mental health services, medical services, law enforcement, and educational resources.

Individuals may call 911, (if from on-campus, 9-911) which will put them in contact with the Nemaha County Sheriff’s Department. Individuals may go directly to the emergency room at Nemaha County Hospital in Auburn or any other hospital emergency room.

Off-Campus Services Available:

Project Response Sexual Assault Crisis Line - 1-800-456-5764
 Nemaha County Sheriff’s Department - 9-911 or 274-3139

Campus Educational Programs:

Educational programs and services dealing with sexual assault are provided at Peru State College through Student Affairs, the Residence Halls and the Student Health Center. Procedures outlined here apply to assistance available for both male and female sexual assault victims.

SIGN POSTING

Groups or individuals from the Peru State College community who find the posting of signs, bills, or posters a good and necessary way of publicizing events, activities, requests, etc., are asked to comply with the following guidelines:

- Be conscientious when hanging signs by using the available bulletin boards.
- Do not post on painted areas or on windows or doors.
- Signs posted in violation of the guidelines will be removed with no notice.
- Each person or group hanging signs is responsible for removing the same after they are no longer applicable (e.g., after an event has occurred, the sign should be removed). If you see any outdated signs, please remove them just as you would wish that someone seeing your old sign would remove it.
- Signs may be posted as early as two weeks prior to an event's occurrence.
- A contact name, which can be a group or an individual, and a campus phone exten-

sion number or local telephone number, must appear on every sign. If proper information is not displayed, the sign may be removed.

SOLICITATION ON CAMPUS

No solicitation or canvassing of any kind, including door-to-door solicitation or canvassing in residence halls, may be conducted on campus, nor may articles, goods or services be offered for sale on the campus by anyone. Additional information can be found in Board Policy 8025: Facilities Utilization: Non-College Purposes and Board Policy 8028: Facilities: Leasing or Renting On-Campus Space.

STUDENT FUNDRAISING

Students wishing to raise funds in the community for projects must receive approval from the Vice President for Enrollment Management and Student Affairs prior to initiating the fundraising program. If fundraising activities are to be held during athletic competition, the approval of the Athletic Director is also needed.

Please make requests for fundraising as early as possible, particularly when requesting fundraising to occur during athletic competition as space is limited. Approval is needed for each time the fundraiser is held and approval should not be assumed because the fundraiser has been approved in the past.

Fundraising requests can be submitted online through the Fundraising Request Form at http://www.peru.edu/student_activities/.

WEAPONS/EXPLOSIVES

PSC prohibits all persons who enter college property from carrying or possessing a handgun, firearm, explosives (including fireworks), prohibited weapons of any type or any item designed to cause injury or death *regardless of whether the person is licensed to carry the weapon or not*. Only certified law enforcement officials who have appropriate approval will be allowed to carry a weapon on campus property. Concealed weapons are not permitted at the college, in buildings, on the grounds, other PSC property or at PSC activities.

Student and/or employees who possess a weapon on PSC property are in violation of this policy and may be subject to disciplinary actions up to and including termination of employment or expulsion. Any violator may also be reported to law enforcement officials to face the possibility of criminal prosecution.