

**PERU STATE COLLEGE STUDENT HANDBOOK 2017-18**  
**MEMBER INSTITUTION OF THE NEBRASKA STATE COLLEGE SYSTEM**  
**WELCOME**

Dear Student,

Welcome to Peru State College! As Nebraska's first college, we have a long tradition of academic excellence in an engaging student-centered environment. Personalized attention, relevant coursework and flexible scheduling are just a few of the hallmarks of a Peru State education.

In recent years, more than \$65 million has been invested in the infrastructure of our Campus of a Thousand Oaks to ensure that students have access to state-of-the-art facilities. The college offers engaging education opportunities in 13 undergraduate programs with 47 options (including 20 teaching endorsements), 23 minors, 17 pre-professional programs, nine online programs, and two online Master's degrees in education and organizational management. With more than 45 clubs, organizations, music ensembles, theatre productions, intramurals and athletic teams, there are a variety of ways to be actively involved in campus life.

We are proud that you have chosen to be part of the legion of Bobcat students who have called Peru State College home. Congratulations on being part of the tradition that has made this institution great for 150 years. We are committed to helping you find success as a student and in life so that you can achieve all of your goals. Your future begins at Peru State College.

Sincerely,

Dan Hanson, Ph. D.

President

**ADMINISTRATION**

Dr. Dan Hanson, President

Administration, Room 307

(402) 872-2239

[dhanson@peru.edu](mailto:dhanson@peru.edu)

Dr. Tim Borchers, Vice President for Academic Affairs

Administration, Room 304

(402) 872-2222

[tborchers@peru.edu](mailto:tborchers@peru.edu)

Ms. Kathy Carroll, Vice President for Administration and Finance

Administration, Room 311

(402) 872-2224

[kcarroll@peru.edu](mailto:kcarroll@peru.edu)

Dr. Jesse Dorman - Vice President for Enrollment Management and Student Affairs

Administration, Room 315

(402) 872-2224

[jdorman@peru.edu](mailto:jdorman@peru.edu)

Dr. Paul Hinrichs, Dean - School of Arts & Sciences

Hoyt Science, Room 120

(402) 872-2237

[phinrichs@peru.edu](mailto:phinrichs@peru.edu)

Dr. Ellie Kunkel, Dean - School of Education  
TJ Majors, Room 215 (402) 872-2244  
[ekunkel@peru.edu](mailto:ekunkel@peru.edu)

Dr. Greg Seay, Dean - Graduate Programs  
TJ Majors, Room 106 (402) 872-2314  
[gseay@peru.edu](mailto:gseay@peru.edu)

Dr. Greg Galardi, Dean – School of Professional Studies  
TJ Majors, Room 248 (402) 872-2232  
[ggalardi@peru.edu](mailto:ggalardi@peru.edu)

TBD, Dean of Student Life  
Student Center, Room 121 (402) 872-2246

## 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 (CATS) .....	872-2425
College Theater.....	872-2291
Spirit Shop – CAT Cave .....	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 .....	872-2252
Library.....	872-2311
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 (TRIO-SSS) .....	872-2377
<i>Times</i> 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, sexual orientation, gender identity, 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 II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

## **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 – Student Handbook” 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](http://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. The most up to date and official form of the Student Handbook can be found on the College’s website.

## **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 their officially assigned advisors but are also required to work with one of the College's probation advisors located in CATS to complete an academic contract focused on guidance and support to promote academic success. 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**

[www.peru.textbookx.com](http://www.peru.textbookx.com)

Peru State College has partnered with an online bookstore provider, Akademos, to serve student needs for textbooks and course materials. Students may log into the Akademos website, [www.peru.textbookx.com](http://www.peru.textbookx.com), with NUID and password to make purchases. It is important that orders are placed at least 2 to 3 weeks prior to the start of the semester.

The bookstore website has information available for students who have pre-registered for the term. This information includes textbook name, edition, author, publisher, ISBN and price. Students are encouraged to consult this resource when purchasing textbooks and course materials.

Students may use their anticipated financial aid to purchase textbooks and course materials if the financial aid is in excess of tuition, fees, room and board charges for the semester. If students have excess financial aid, they will be eligible to receive a voucher. The College will notify Akademos of the financial aid voucher amount and students will receive an email notification from Akademos with a unique voucher code. The voucher code will be entered during the Akademos checkout process when prompted to pay for online purchases.

## **BUSINESS OFFICE**

Phone (402) 872-2211

Administration, Room 204

[businessoffice@peru.edu](mailto:businessoffice@peru.edu)

### **Billing & Payment**

Payment for tuition, fees, room and board is due two weeks after the beginning of the semester for both fall and spring terms. Pending financial aid does not extend the payment deadline. The College does offer a payment plan option, managed through Higher One, Inc. (CashNet). Enrollment in the payment plan is not available until after the first financial aid disbursement of the semester, which will be Tuesday of the second week of the semester. The payment plan offers four monthly installments each for fall and spring semesters. Enrollment in the payment plan is only accessible through MyPSC > Student Accounts > Payment Plan-Enroll/Pay link.

An online billing statement is available in MyPSC self-service at the end of each month (paper statements are not available). To view billing charges online, navigate to the Student Account tab and click the MyBills links. It is the student's responsibility to view their account charges in MyPSC, share the information with person(s) responsible for payment, and make payment by the published payment deadline. Students are responsible to payment whether or not they access their account information online. An email communication will be sent to the student's campus email address as soon as the semester charges are available to view online. Important timelines including payment deadlines, financial aid disbursement, and student refunds are included in the email.

Direct deposit of student refunds is available for student participation. The direct deposit process will expedite the receipt of funds, which will be deposited into bank accounts within 3 days of refund processing, and eliminates the possibility of lost checks through mailing or waiting in line at the Business Office. To participate in direct deposit, log into MyPSC and navigate to the Student Account tab and click "My Bank Info" link to enter bank routing and bank account numbers. Students will receive email notification as soon as the banking information has been entered, edited, or deleted.

Online debit/credit card payment may be made with VISA, MasterCard or Discover, through self-service only in MyPSC. A convenience fee is charged by CashNet on debit/credit card payments. E-check payment may also be made online by entering bank routing and bank account numbers. A convenience fee is not charged by CashNet on e-check payments.

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 participating in the payment plan, or
- The student has not completed the financial aid process in order to receive funds to cover their account balance.

For complete billing and payment information, please visit the College website at [www.peru.edu](http://www.peru.edu).

### **CAMPUS ASSESSMENT RESPONSE AND EVALUATION TEAM (CARE)**

Phone (402) 872-2224

Administration, Room 315

[www.peru.edu/care](http://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, Director of Residence Life, ADA/Tutorial Coordinator, Licensed Student Counselor(s), Security Supervisor, 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.

### **CENTER FOR ACHIEVEMENT AND TRANSITION SERVICES (CATS)**

Phone (402) 872-2425

[www.peru.edu/cats](http://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: See Career Services**

**Counseling Services: See Counseling Services**

**Disability Services: See Disability Services**

**Mapworks-Early Alert Program:** Peru State College has partnered with Skyfactor's Mapworks to provide a comprehensive student retention and success program designed to support students and help them successfully transition into college whether a first year or transfer student. 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. Mapworks provides an early alert and referral system for faculty to continuously evaluate new students throughout the academic year by combining course performance and class attendance.

Additionally, Mapworks empowers faculty and campus professionals to identify at-risk students early, evaluate all students throughout the semester, enhance interactions, and refer students to members of the campus community who have the programs and resources to help. Lastly, Mapworks has survey tools to support and engage students through personalized feedback to share with advisors and other campus professionals.

**Academic Support Advising and Probation Resources:** Peru State College provides a support network to help students on academic probation succeed in their courses and achieve good academic standing. Academic probation advisors from the CATS team provide guidance, access to services, and facilitate input from instructors regarding course progress. Part of this support network includes meetings with your academic probation advisor to review the Academic Probation Con-

tract and Self-Assessment, create a plan for success, and set achievable goals. To continue at Peru State College, students who are on academic probation must agree to the provisions of an Academic Probation Contract, which include but are not limited to enrollment restrictions, and academic probation advisor meetings. Failure to meet any of these requirements may be subject to administrative withdrawal.

For additional information on Academic Probation and the full services provided, please visit the website at <http://www.peru.edu/cats/academic>

**Student Success Services:** See Student Success Services section.

### **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 and for self-assessment. Some fees may apply for repeated testing. To take the Accuplacer, inquire at the CATS.

*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.

### **Tutoring Services:**

*Walk-in Labs:* All PSC students are welcome to use walk-in tutoring on posted weekdays in the CATS at no charge. The CATS offers multi-subject 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 the Writing and Speaking Lab located on the upper level of CATS as well as in Math. The tutoring schedule is available online at [www.peru.edu/cats/tutoring.htm](http://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 are available in a variety of subjects, and can be requested through CATS depending upon tutor availability. 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 all PSC students. Peer tutors provide tips and feedback via e-mail, telephone, and/or Skype or similar online connection tools. Find the distance tutoring request form online at [www.peru.edu/cats/tutoring.htm](http://www.peru.edu/cats/tutoring.htm).

## **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

Campus Services, Room 204

### **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 PSC Library has 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 Student 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 checkout 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. Any individual providing their personal log-in credentials to another individual for use may have their password changed or access to the wireless system terminated by

Computer Services without prior notice as this violates College policy. Log-in credentials should not be shared.

Online Library Resources:

The Peru State College Library provides 24/7 access to online databases for listing books, eBooks, and articles from journals, magazines, and newspapers. Access is available from the library's website ([www.peru.edu/library](http://www.peru.edu/library)) on and off campus. To access off-campus, you will be prompted to log in with your MyPSC login. Contact the library at 402-872-2311 if you need assistance.

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) 872-2436(2369)

CATS, Second Floor Room 203/204

<http://www.peru.edu/cats/counseling>

Services:

Mental Health Counseling

Drug and Alcohol Education

Life Coaching

Undeclared Advising

Career Counseling

Student Support

Students sometimes feel the need to seek assistance in dealing with issues whether they are personal, vocational, educational, or social. Licensed (or provisionally licensed) counselor(s) will be available in the CATS building at Peru State College for student counseling sessions during the academic year. Counseling services are free and confidential. 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 counseling services can telephone the counselors at (402) 872-2436(2369) or email at [counseling@peru.edu](mailto:counseling@peru.edu). Minimal paperwork will be required in order to enter a counseling relationship with one of the Licensed Student Counselors. Referrals may be made by the counselor for more extensive services to external partners.

**CAREER SERVICES**

(402) 872-2436

CATS, Room 204

[www.peru.edu/careerservices](http://www.peru.edu/careerservices)

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.

## DISABILITY SERVICES

Phone (402) 872-2440

CATS, Room 102

[www.peru.edu/cats/disability](http://www.peru.edu/cats/disability)

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.

## DINING SERVICES

(402) 872-2256

Student Center

[www.peru.edu/dining](http://www.peru.edu/dining)

### *Dining Hall Hours of Operation*

Breakfast	07:15 a.m. - 09:30 a.m.	Monday-Thursday
Continental Breakfast	09:00 a.m. - 10:30 a.m.	Friday Only
Brunch	11:00 a.m. - 01:00 p.m.	Friday Only
Brunch	11:30 a.m. - 01:00 p.m.	Saturday-Sunday
Lunch	10:30 a.m. - 01:00 p.m.	Monday-Thursday
Dinner	05:00 p.m. - 07:00 p.m.	Monday-Thursday
Dinner	05:00 p.m. - 06:00 p.m.	Friday-Sunday

### *Bob Inn Hours of Operation*

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

### *Bobcat Den Hours of Operation*

7:30 am to 5:00 pm	Monday-Thursday
7:30 am to 2:00 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 several meal plan options for students. The 23-Meal Plan and the 15-Meal Plan are the two options available for students living in the residence halls. Students living in Nicholas or Pate apartments have the option of selecting a 10-Meal Plan, 15-Meal Plan or 23-Meal Plan. Oak Hill residents have an additional option of the 5-meal plan. If interested, commuting students can choose any of the resident meal plan options. All students living in the Residence Halls must select a meal plan option. Any meal plan change must be made through the Office of Residence Life by the designated deadlines of the end of the first day of classes for fall term and December 15th for spring term. Incoming freshmen must purchase the 23-Meal Plan for their first year.

The **23-Meal Plan** offers students twenty-three (23) meals per week (1 per meal period) in the main dining hall, the Bob Inn, or the Bobcat Den. All incoming freshmen must participate in the 23-Meal Plan for their first year at Peru State College.

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

The **10-Meal Plan** offers ten (10) meals per week in the main dining hall, the Bob Inn, or the Bobcat Den plus \$50 in Bobcat Bucks each semester. Only students living in Nicholas and Pate Halls, the Oak Hill Apartments, or commuting

students are eligible for this plan.

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

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

**Meals During Scheduled Breaks:** Dining Services does close during certain holidays and over scheduled College breaks. Dates of closure can be found in the Student Planner. Students planning to remain on campus during scheduled breaks when Dining Services is closed will have the option to purchase ahead of time meals during these scheduled closures through the Student Life Office. Deadlines and costs associated with meal purchases will be communicated by the Student Life Office. During breaks where the Residence Halls are also closed, permission will be necessary to remain in the Residence Halls. Permission may be requested through Student Life. Students not pre-purchasing meals during these breaks will not have Dining Services available during the break.

**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 \$25 charge for card replacement. You can pay in cash or check at the Office of Resident Life or use a credit/debit card 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, and 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 \$5.50; Lunch \$6.50; Dinner \$6.50.

**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.

**Dietary Needs:** If residents have any special food limitations or special needs, please contact the Dining Services Office. Students who believe that individual circumstances warrant an exemption to the meal plan requirement should contact the Office of Residence Life.

**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 cash balance.
- 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, 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 to have your receipt.

**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](http://www.peru.edu/financialaid)

The Financial Aid Office assists students in reaching their educational goals by providing federal and state financial aid to eligible students.

The first step to apply for financial aid is to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The preferred filing deadline is March 1<sup>st</sup> each year. Listing Peru State College's school code (002559) on the FAFSA results in your processed FAFSA data being sent to us. When we receive your FAFSA data, we determine if additional documents are needed and if so, the documents will be listed on your MyPSC To Do List.

When students are notified that they have been awarded financial aid, they can review and accept their aid at MyPSC.

**PLEASE NOTE:** Pending financial aid does not extend the payment deadline and late fees will be applied to past due accounts. It is therefore very important that your financial aid award is ready in time for your aid to post to your student account by the payment deadline. Please file the FAFSA no later than March 1<sup>st</sup> each year and submit all requested documents by June 30.

Students must maintain satisfactory academic progress to be eligible for financial aid. The satisfactory academic progress policy identifies the minimum standards for cumulative grade point average, cumulative credit completion rate, and the maximum time frame for completing your degree. The complete policy can be found at [www.peru.edu/financialaid/sap](http://www.peru.edu/financialaid/sap).

Enrollment changes (adding, dropping, repeating classes and not attending classes) can affect your financial aid award amount, your balance due to the college, and/or your satisfactory academic progress. Before you change your enrollment for a term, please discuss the change(s) with the Financial Aid Office.

Questions about financial aid should be referred to the Financial Aid Office at 872-2228.

## **HEALTH SERVICES**

(402) 872-2229

AWAC Second Floor

[www.peru.edu/healthcenter](http://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 Monday through Thursday or make an appointment to see a doctor on Tuesdays or Thursdays. Services are contract with Auburn Family Health Center. 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 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. 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) 872-2246

[reslife@peru.edu](mailto:reslife@peru.edu)

Student Center, Room 114

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

New Student ID Cards will be distributed during check-in for residential students. Commuter students proceed to the Office of Student Life, Room 114 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 can pay cash or with check at the Office of Resident Life or use a credit/debit card at the Business Office to pay for his/her replacement card (\$25 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 show 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 retail discounts. If you have a meal plan, you will present your card to Dining Services for each meal.

## **CENTER FOR ENGAGED LEARNING**

Phone (402) 872-2207

[jtaylor-costello@peru.edu](mailto:jtaylor-costello@peru.edu)

Library, Room 103

The Mission of the Center for Engaged Learning shall be to create and/or facilitate partnerships between Peru State College students, faculty and staff and the community (campus, local, regional, national and international) in order to provide engaged learning opportunities. The Center for Engaged Learning implements best practices in engaged learning so that PSC students have experiences that are consistent with the college's academic mission, vision, values and goals. As a result, the Center for Engaged Learning should be known as a resource for students, faculty, and the community in which individuals are able to develop and apply their leadership, critical thinking, project management, and communication skills while engaging in learning opportunities.

PeruQuest - "PeruQuest" is a scholarship supported international studies experience that is directly integrated with the College's general studies program. Students can earn academic credit while developing global perspective and skills valued by employers and important for civic leadership. Trips typically take place over spring break and are based on participating in service learning activities in the country to which we travel. PeruQuest also offers a limited amount of partial scholarships available to be applied towards the travel costs.

Internships - Internships give students opportunities to apply and extend the theoretical knowledge acquired in the classroom to practical experiences, while allowing them opportunities to view and evaluate careers to which their major may lead. Ideal internships establish positive contacts with prospective employers and are keys to building professional networks for students. Internships have been found to encourage personal growth and increased confidence in students. They can add meaning to academic study, aid in the development of "going to work skills," and create laboratory for skill development and knowledge relevant to employers and graduate programs. To register for an internship, you should first speak with your advisor, then complete the forms found on the internship website.

Community Development Course (SOC 395) - This course explores common issues and opportunities at the community level and a variety of techniques available to promote community development.

Students will have an opportunity to research a community issue and, considering the needs, politics, culture, and capacity of that community, develop and professionally present recommendations to interested parties. This will require that students work effectively in groups and independently, gather and process data, think critically, problem solve, and communicate effectively. This course satisfies the Community, Regional, and Global Studies requirement in the General Studies Program.

## **INTERNATIONAL STUDENT SERVICES**

PDSO – (402) 872-2226, Admin 108

International Student Advisor – (402) 872-2440, CATS 102

International Students are admitted through the Office of Admission and issued an I-20 form. The Primary Designated School Official (PDSO) will sign I-20 forms for student travel out of the country, register students in SEVIS each semester, assist with CPT and OPT processing, and provide guidance to international students for all I-20 related issues and questions. The PDSO is the Registrar and is located in the Student Records Office on the lower level of the Administration Building. The International Student Advisor is located in the CATS Building room 102. The International Student Advisor plans a new international student orientation program prior to the start of classes each semester, assists students in adjusting to life in the United States, provides academic support services and referrals, and supports international students with other problems or special needs.

## **LIBRARY**

Phone (402) 872-2311

library@campus.peru.edu

[www.peru.edu/library](http://www.peru.edu/library)

The Library provides information services to the College community and Nebraska residents. The Library houses books, journals, magazines, curriculum materials, DVDs, and newspapers. Many eBooks, journals, magazines, and newspapers are available online through databases that can be accessed on and off-campus. To access them off-campus, you will be prompted to log in with your MyPSC login. 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.

## **LOST AND FOUND**

Lost and found is offered at the College Security Office. The Office is located in the Campus Services Building, Room 228. All items in the lost and found will be disposed of at the end of each semester.

## **MAIL SERVICE (POST OFFICE/MAIL ROOM)**

Phone (402) 872-2257

Campus Services Building

All students living in the residence halls have the option to sign up for a mailbox located in the Student Center. Students will need to come to the Campus Services office with their student id in order to register for a box key. Mail is delivered daily (Monday thru Friday, no weekend delivery) to the mailboxes. Students will be notified via their student email if they receive a package(s) which must then be picked up by the student in the mail room in the Campus Services building. Students must bring their student id when picking up a package, only the student to whom the package is addressed may pick it up and any packages left in the Mail Room for longer than two (2) weeks will be returned to sender. Stamps are available for purchase at the mail room, however, outgoing packages will need to be mailed through the U.S. Post Office, which 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](http://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](http://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 911 from any 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](http://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
- Residence Life Staff to include:
  - 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.

## **SPIRIT SHOP**

The CAT Cave Spirit Shop is located in the Student Center and is your source for college-branded apparel and gifts.

## **STUDENT EMPLOYMENT**

Students seeking part-time employment through work-study at PSC may apply by indicating their interest on the FAFSA form. 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 315 or at (402) 872-2224.

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) 872-2377

CATS, Room 010

[www.peru.edu/cats/trio-sss/](http://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 income eligible 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/veteran.htm](http://www.peru.edu/studentrecords/veteran.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. Directions to complete the application via the web and other pertinent information can be

obtained through this office. Please call or e-mail to set up an appointment with the Assistant Registrar.

### **III. STUDENT ACTIVITIES AND ORGANIZATIONS**

#### **ATHLETICS**

(402) 872-2350

AWAC Second Floor

[www.peru.edu/athletics](http://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 (Heart). 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.

The Nebraska State College System does not require gender confirming surgery or legal recognition of a player's transitioned sex in order for transgender players to participate on a team corresponding to their gender identity. The College will follow the NAIA policy regarding participation by transgender athletes.

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.

#### **CAMPUS ACTIVITIES BOARD (CAB)**

Phone (402) 872-2329

Student Center – Student Organizations Office

[www.peru.edu/student\\_activities/cab.htm](http://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.

#### **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. Community members must obtain an ID for a fee. A Fitness Center User Agreement form must be completed each academic year and turned in to the Security Office for activation. 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.

#### **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. Students must use their Student ID to gain access to the Game Room. The game room includes billiards, foosball, ping pong, air hockey, shuffleboard, Xbox One, Wii, darts and a variety of board games.

#### **INTRAMURAL SPORTS**

Phone (402) 872-2252

Student Center – Student Organizations Office

[www.peru.edu/student\\_activities/.htm](http://www.peru.edu/student_activities/.htm)

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.

## **STUDENT CENTER**

Offices located in the Student Center:

- Bobcat Spirit Shop
- Conferencing Services/Room Reservations
- Dining Services
- Game Room
- ID Services
- Residence Life
- Student Activities
- Student Life
- Student Lounge
- Student Organizations (Student Senate, Campus Activities Board, Residence Hall Association)
- Student Organization Resource Room

## **STUDENT CLUBS AND ORGANIZATIONS**

Phone (402) 872-2252

Student Activities Office

[www.peru.edu/student\\_activities](http://www.peru.edu/student_activities)

Want to have fun, learn new things and meet new people? There are over 34 student clubs at Peru State College. For a complete list of all student clubs and organizations, please access the website listed above.

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 for Enrollment Management and 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.

If you are interested in forming a new club or organization, please review [the student activities website](#) for additional information.

For additional policy information, see [\*\*Board of Trustees Policy 3300 – Student Organizations\*\*](#)

## **STUDENT FUNDRAISING**

Student organizations wishing to conduct any event or activity that raises private funds, items, or gifts for your organization or on behalf of your organization to donate to a cause 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. Fundraising to the general public may require Peru State Foundation authorization as well. Student fundraising requests to be held during events on College property but contracted by external entities (i.e. athletic tournaments, conferences, weddings, etc.) will not be approved with the exception of concession sales by the Athletic Department if requested by the external entity.

If the fundraiser location is an athletic competition, a maximum of three (3) fundraisers will be approved per athletic competition. Fundraiser requests must be submitted a minimum of 2 weeks prior to the date of the competition for approval. Student Organizations will be allowed to conduct a fundraiser at one (1) home competition per sport, per season. Additional requests beyond the one (1) fundraiser limit will be considered only if the maximum number of fundraisers for a competition has not been met. Fundraisers involving the sale of food will not be permitted, unless special permission is

granted, because such fundraisers compete with concession sales.

Fundraiser requests must be submitted a minimum of 2 weeks prior to the start date of the fundraiser. 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/](http://www.peru.edu/student_activities/).

## **STUDENT GOVERNMENT (STUDENT SENATE)**

Phone (402) 872-2329

Student Center – Student Organizations Office

[studentsenate@campus.peru.edu](mailto:studentsenate@campus.peru.edu)

[www.peru.edu/student\\_activities/senate.htm](http://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 18-member panel (listed below) elected by the student body. The Senate has members serving on the following campus-wide committees: Faculty Senate, Safety Committee, Council for Inclusion, Teacher Education Committee, Assessment Committee, Retention Committee, Budget Committee, and Academics and Curriculum Committee.

The Student Senate positions include: president, vice president, nine senators-at-large, one nontraditional representative, one commuter representative, one representative from the freshman class, and one representative from each occupied residence hall (Morgan, Delzell, Oak Hill, and the Centennial Complex). The active Student Trustee and a member of the CAB executive committee are ex-officio members of Student Senate. Information on the committees within the Senate is available from the Student Organizations Office located in the Student Center.

## **IV. RESIDENCE HALL POLICIES/PROCEDURES**

(402) 872-2246

[reslife@peru.edu](mailto:reslife@peru.edu)

[www.peru.edu/residencelife](http://www.peru.edu/residencelife)

### **OUR RESIDENCE HALLS**

Eliza C. Morgan Hall: Eliza C. Morgan Hall, named after Miss Eliza C. Morgan, was opened in 1929 and completely renovated in 2012. Morgan Hall is an all-female Hall, located at the northwest corner of campus. Each room measures approximately 12' X 12' and includes a set of bunkable extra-long twin beds, a dresser, two desks, two desk chairs, closet, and a vanity with sink, mirror and medicine chest. Bathrooms are centrally located on each floor. Microwaves are also located on each floor. The main lobby is comfortably furnished and includes amenities such as a flat screen TV and fireplace available for visitors or study groups to use. The kitchen is located in the basement with amenities including an oven, full refrigerator, sink, microwave, and cabinets with counter space. The basement lounge serves as a central gathering area for students hosting a recreational/study area with a fireplace, gaming tables, and televisions. The basement also includes a classroom and free laundry facility for residents.

W.N. Delzell Hall: W.N. Delzell Hall was named after W.N. Delzell, a faculty member and Dean of Men at Peru State College from 1905 to 1939. Delzell Hall is newly renovated for 2017. Delzell Hall is an all-male hall, located at the northeast corner of campus. Delzell contains mostly double rooms, with some triple rooms and one quad occupancy room. Each room includes a set of bunkable extra-long twin beds (loft kits provided in triple and quad rooms), two dressers, two desks, and two desk chairs. Rooms on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors have a closet and sink area with a vanity and mirror. Basement rooms do not have closets or sinks, but students are provided a wardrobe for storage. Microwaves are located on each floor. The 1<sup>st</sup> floor contains the Great Hall, which includes a large fireplace, comfortable furniture, and a big screen television. The Game Room is located in the basement and includes a large projection screen, sound system, pool table, ping pong table, and comfortable seating. 2<sup>nd</sup> and 3<sup>rd</sup> floor have smaller study lounges with televisions. The kitchen is located in the basement with amenities including an oven, full refrigerator, sink, microwave, and cabinets. The basement also includes free laundry facilities for residents.

Centennial Complex: The Centennial Complex was named after the celebration of the College's Centennial year. The Centennial Complex is a co-educational, suite-style/apartment-style living community, which opened in 1967 and is located at the southwest side of campus. Each suite-style unit (Clayburn, Mathews, Palmer, and Davidson Halls)

includes two or three bedrooms, living room, and a full bath. Each apartment style unit (Nicholas and Pate Halls) includes a kitchen, one or two bedrooms, living room, and a full bath. All units contain a love seat and arm chair in the living room and a dresser, built in desks, two desk chairs, closets, and a set of bunkable extra-long twin beds in each bedroom. The Game Room is located in Palmer Hall, with amenities including a flat screen TV, gaming system, pool table, and other recreational items. Free laundry facilities for residents are located in the basement of Clayburn Hall, Davidson Hall, and Nicholas Hall.

Oak Hill Apartments: The Oak Hill Apartments are located across the Oak Bowl from the northeast side of campus and reserved for juniors and seniors participating in the Neighbors Learning Community. Students should apply through the Housing Link found on their myPSC account under the Admissions tab.

The 11 units each have a kitchen, living room, bathroom, and one or two bedrooms. Apartments are furnished and equipped with standard appliances and are non-air conditioned. A centralized laundry room is provided with free machines. Basic cable, electricity, gas heat, water, and trash removal are included in the monthly rate.

### **LIVING LEARNING COMMUNITIES (LLCs)**

Freshmen Fusion (LLC)

Location: Delzell Hall (males) and Morgan Hall (females)

The Freshmen Fusion LLC is offered to Peru State College first-year students wanting to partake in an experience-rich environment. This LLC will benefit individuals in various ways, including confidence development through daring discussions. Daring discussions also help students see other individual's point of view on various relevant topics. Freshmen Fusion allows individuals to focus on academics, develop social and leadership skills while creating a healthy living style. In the past the Freshmen Fusion LLC has also gone on trips to museums and to social activities in Omaha, Kansas City, and Lincoln.

Students in the Freshmen Fusion LLC take the following courses together in the Fall Semester:

SPCH 152: Fundamentals of Speech

HIST 113: American History Before 1865

(These classes are general studies credits towards most majors at Peru State)

Discovery (Undeclared) (LLC)

Location: Morgan Hall 2nd Floor (females) and Delzell 2nd Floor (males)

The Discovery LLC is offered to Peru State College Freshmen who are entering college without a declared or decided major. The community focuses on exploring major and career options, the adjustment to college, and skill development that helps students succeed. Students will have the opportunity to participate in career exploration activities and will get exposure to the many different majors at Peru State College.

Students in the Discovery LLC take the following courses together in the Fall Semester:

SPCH 152: Fundamentals of Speech

MUSIC 211: Music Appreciation

COLL 101: College 101

(These classes are general studies credits towards most majors at Peru State)

### **THEMED LIVING COMMUNITIES (TLCs)**

Wellness Community (TLC)

Location: Morgan Hall Basement

The Wellness Community is a space for students to connect with peers who are excited about working towards lifelong health and well-being. Students in this community will have the opportunity to participate in activities that will contribute to a healthy lifestyle. Activities will be focused around fitness, emotional support, intellectual support, stress-relief, healthy diet, and other wellness areas.

Bobcat Spirit (TLC)

Location: Delzell Hall 1st Floor

The Bobcat Spirit Community is a space for incoming Freshmen to form a bond through Bobcat Athletics. Members of this community will broaden their college experience by attending Bobcat sporting events as a group and may even have opportunities to take trips to away games as a group. Members of this community will also have the opportunity to take part in intramural sports with floor teams.

## **RESIDENCE LIFE STAFF**

Resident Assistants: A Resident Assistant (RA) is an undergraduate student staff member of Residence Life who reports to the Hall Director, and lives in the halls/apartments. The RA serves as a peer advisor to students and residents, and assists the Hall Director with administrative duties. They help encourage an atmosphere promoting educational and personal growth, mutual respect, citizenship, and an appreciation of diversity. RAs are responsible for programming and floor activities, checking students in and out of the Residence Hall, ensuring compliance with housing policies and acting as a resource for residents. RAs have been trained to assist in the creation of positive living environments. Your RA will help keep you up-to-date on campus and housing events and will help facilitate programming to enhance your academic experience outside of the classroom.

LLC Mentors: An LLC Mentor is an undergraduate student staff member of Residence Life who reports to the Assistant Director of Residence Life. The Mentors live with their designated community as part of the living learning community program and serve as peer advisors to students and residents. They help encourage an atmosphere promoting educational and personal growth, mutual respect, citizenship, and an appreciation of diversity. Mentors are responsible for one on one meetings with their mentees, programming and floor activities, and acting as a resource for residents. Mentors have been trained to assist in the creation of positive living environments. Your Mentor will help keep you up-to-date on campus and housing events and will help facilitate programming to enhance your academic experience outside of the classroom.

Hall Director: The Hall Director (HD) is a staff member of Residence Life that lives in the halls/apartments. The HD is responsible for the overall administration and operations of his/her assigned residence hall. He/she is co-responsible for the supervision, training, performance, and management of their student staff (RA). As a HD, he/she in conjunction with the hall staff implements programming, enforces all College policies, regulations and procedures, and works closely with a variety of other offices/departments on campus to ensure the academic, social, and interpersonal well-being of our residential students. Additionally the HD serves as a judicial hearing officer for Residence Life related policy violations, serves in an on-call emergency capacity, and may assist with other Residence Life operations such as staff selection, training, and campus-wide activities.

Assistant Director of Residence Life: The Assistant Director of Residence Life provides leadership in several major functions of the Residence Life department. The Assistant Director for Residence Life administers the comprehensive living-learning environment in the residence halls and serves as the primary professional staff member available in the residence halls for student contact. The Assistant Director is responsible for facilitating community development through the Reflective Engagement Model (REM) to enhance academic success and personal growth. The Assistant Director also is responsible for implementing programming in the halls to stimulate student growth and development and serves as a judicial officer for the College. The Assistant Director oversees the day-to-day operations of the residence hall environment in conjunction with other department staff and serves as an emergency responder in an on-call rotation.

Director of Residence Life: The Director of Residence Life is responsible for the overall operation of the residence halls and campus apartments. He/she works with the ADRL, HDs, RAs, Mentors and others to implement policies and regulations of Peru State College. He/she serves as judicial hearing officer for the residence life related policy violations, works closely with the ADRL and HDs regarding the supervision, training, building management, staff selection, performance management, and more. He/she coordinates activities and services between various campus departments,

reviews/revises all written forms and publications, responds to housing emergencies, oversees the coordination of conference services, and responds to all on-campus student requests and needs.

Dean of Student Life: The Dean of Student Life has oversight for residence life and its operations. The Dean is also the College's Chief Judicial Officer responsible for development, implementation, and enforcement of College rules and regulations.

## **RESIDENCE LIFE POLICIES AND PROCEDURES**

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 College staff. 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. Please refer to the Room Entry, Privacy, and Security section for more details.

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. 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, hoverboards, 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. If break housing is available, Residence Life will communicate information to students on how to apply. All students staying over break will be responsible for a daily fee. 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 the Student Center or 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, including a room condition report to assess existing room damages.

Check-Out: Whether you are leaving College housing or just changing rooms, you must check-out of your current room. 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. Full instructions on how to complete the check-out process will be provided by your Resident Assistant and is also available from the Residence Life Office. Residents are responsible for following the provided procedures.

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. During the time frame between the closing of the halls and the 30 days, the personal property may be relocated to facilitate College business. During such 30 day period, Peru State College employees and agents shall not be responsible for damage or theft of the property. After the 30 days Peru State

College may dispose of the property without compensation and charge the student for labor, lost labor, and materials involved in removing trash or property. Peru State College may sell or otherwise dispose of such property in any manner without liability.

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 subject to a fine.

If you are leaving College housing, an Independent Living Request 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 or ADRL, in consultation with the 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 or ADRL in writing.

Contract Cancellation: The housing and meal plan agreements are for an entire academic year. All cancellations must be approved through the Office of Residence Life. The housing 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. Meal Plans cannot be cancelled after the cancellation deadline if a student is still enrolled at the college.

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 an RA.

Early Arrivals: As a general policy early arrivals for fall or spring semester are 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, via the e-form.

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: Causing 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, 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 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, unless granted prior permission in writing from the Residence Life Office. Anyone found in the building during break time may be subject to a fine. Residents should also be aware that rooms will have health and safety inspection as part of official staff closing process of each building.

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. Please see the Room Entry, Privacy, and Security section for more details.

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, unless provided by Residence Life. 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, ADRL 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 or access cards not issued to you is a violation of Campus policy.

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 Hall Director or ADRL approval. Instruments should not be played during finals week. We strongly encourage students 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 should 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.

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 through the student disciplinary process.

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 (please see Residence Life staff for procedure to gain approval for this type of accommodation). 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.

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 signs 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.

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 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. The College will always attempt to secure permission of at least one resident prior to entry unless 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 attempt to give ample 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.
- The College reserves the right to inspect residence hall rooms under certain circumstances. The room may be entered without permission in case of emergency, officially announced inspections, for the upkeep of physical facilities, or if there is reason to believe that a law or College regulation is being violated. In all other circumstances, entry will be made only with the permission of the student. As a condition of living in the College dorms/campus housing, students understand and agree that all property and possessions contained in campus housing are subject to College searches and inspections for "health and safety" considerations as well as "institutional-purpose

searches," which include monitoring and enforcement of drug, alcohol and weapons policies. Students consent to such searches and inspections and agree to unlock any safe, lock box, locked cabinet etc. for purposes of allowing College personnel to conduct such searches. Failure to unlock and provide access into a safe, lock box, locked cabinet etc. will be grounds for the container to be confiscated and removed from the College premises

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. Failure to comply with such requests may be grounds for further disciplinary action.

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 and/or ADRL.

Single/Private Room Policy: There are a limited numbers of single/private rooms in our housing system. Private 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 tamper with, 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 and Tobacco Use: Please see Smoking and Tobacco Use Policy in section V (5) of Student Handbook for details.

Solicitation: Please see the Solicitation on Campus Policy in section VIII (8).

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, ADRL or the 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-Wednesdays. From 12:01 to 9 a.m. on Thursday is a non-visitation period. Starting at 9 a.m. Thursday 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 Thursday, Friday and Saturday evenings with the approval of the roommate/suitemates prior to the guest's arrival and must register by emailing the respective Hall Director or ADRL by 6pm. Any exceptions to the overnight policy must be approved by the Hall Director or ADRL 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 by emailing the respective Hall Director or ADRL by 6pm. Any exceptions to the overnight policy must be approved by the Hall Director or ADRL in advance.

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

*\*24-Hours Visitation does not mean co-habitation.* Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if he or she were living there beyond the permitted period of time. Cohabitation is a violation of the housing policies and is not permitted. Examples of this may include, but are not limited to, accessing the room or apartment while the assigned residents are not present, utilizing a key to enter a room or apartment to which one is not assigned, keeping clothing and/or other personal belongings in the residence hall or apartment, sleeping overnight in the room or apartment on a regular basis, and using the bathroom and shower facilities as if they lived in that room or apartment. You may only have a guest or non-assigned student in your on-campus housing for three consecutive nights or for a maximum of ten nights in one semester. A roommate or suitemate(s) may declare his/her bedroom off-limits to any guest(s) at any time.

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

Weapons/Explosives: PSC prohibits all persons who enter college property from carrying or possessing a handgun, firearm (including pellet guns and air soft guns), 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(s) and/or employee(s) 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.

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: Anyone requesting a window air conditioner for should contact the Office of Residence Life for approval. This applies only to Oak Hill apartments as all other residence halls have central air conditioning. Please note, a fee may be charged to residents for rental of a window air conditioning unit.

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. If a student's screen falls out, it is the responsibility of the student to notify Residence Life as soon as possible to avoid any fees.

## **RESIDENCE LIFE PROCEDURES**

The College is committed to finding appropriate housing for all students living on campus, regardless of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age. If you would like to discuss specific housing concerns, please contact the Director of Residence Life. The College will address individual needs on a case-by-case basis.

ADA/Special Needs Procedure for Housing Accommodations: Any student requiring special accommodations in the residence hall/housing can acquire the Special Housing Request Forms from the Residence Life Office. The appropriate forms should be completed and submitted to Residence Life. Documentation should be current and comprehensive in light of the request and must consist of an evaluation by an appropriate professional that describes the current functional impact of the condition or disability as it relates to the housing modification or accommodation requested. All requests must be submitted by the specified deadline to provide the College ample time to review and make a decision on the request.

Requests received after the deadline will be considered on an as-available 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 a room condition report to note the condition of the room. When residency in the hall is terminated, a Residence Life staff member 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:

Option 1-Normal Check Out

- *Make an appointment with your hall staff for checking out*
- *Remove all possessions*
- *Clean the room thoroughly*
- *Turn in all keys to Residence Life staff member*
- *Sign the check out form*
- *If you are leaving housing permanently, you must complete a "Independent Living Request Form"*

Option 2-Express Check Out

- *Remove all possessions*
- *Clean the room thoroughly*
- *Turn in keys to Residence Life Office M-F 8:00am-5:00pm or to Hall Staff M-F after 5:00pm or on weekends*
- *Sign Express Check-out form*
- *If you are leaving housing permanently, you must complete a "Independent Living Request Form"*

*These guidelines and any updates will be provided by your Resident Assistant and will also be available in the Residence Life Office. 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. 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 and are subject to Early Arrival daily charges. 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.

Emergencies: Call 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 Residence Life Professional Staff Member, College Staff member, or Security. In any emergency situation always contact the Hall Director/ADRL 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 or from 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. Any occupants who willfully remove, damage, destroy or disable a smoke detector, fire alarm, or its contents, will be charged current replacement costs and may be subject to disciplinary action.

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.

Independent Living Policy: Peru State College acknowledges that there are students who desire to live within the local community in a safe and responsible manner. As such, a student can seek an “independent student” status as long as (s/he) meets at least one qualification of the 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 "Independent Living Request" form (available on the Residence Life Webpage). The Request form must be submitted annually.

#### *Definition/Policy*

An independent living student is a student who meets at least one of following criteria by August 15 (Fall enrollees) or December 15 (Spring enrollees):

- The student is living locally with parent(s) or a permanent legal guardian(s) permanent residence within fifty (50) driving miles. (Court documentation required for permanent legal guardian.)
- Student is married
- Student has a dependent minor(s)
- Student teaching
- Student has met the 2 year (4 semesters) residency requirement
- Student is 21 years or older.
- Student is enrolled in 100% online classes

#### *Exceptions*

Acceptable reasons to appeal for cancellation of contract:

- Change in Family Status (marriage or children)
- Graduation
- Student Teaching
- Call to Active Military Service
- An unforeseen extreme financial hardship. (A written appeal for an extreme financial hardship must be submitted and approved by the Office of Residence Life before an agreement may be cancelled. Each appeal will be reviewed based on pre-set criteria for determining extreme financial hardship)
- Other requests may be considered with supporting documentation submitted to the Office of Residence Life
- 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:

- Complete the “Independent Living Request” form and submit it for approval by August 15 (Fall semester) or December 15 (Spring semester).
- Supporting documentation will be required to confirm Independent Living qualifications.
- 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 appropriate College related fees as outlined in the housing contract.

### *Special Note*

- New students who have applied for admittance after August 15 or December 15 (when applicable) must submit the “Independent Living Request” form by the first day of classes or will be subject to the housing contract cancellation fees as listed in the housing contract.
- Students not meeting the above criteria will need to meet the on-campus residency requirement and pay all associated charges. 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.
- Students must update/renew their status each academic year.
- Meal plans cannot be cancelled through this process if the student is still enrolled at Peru State College.

For questions please contact the Office of Residence Life at 402-872-2246 or email [reslife@peru.edu](mailto:reslife@peru.edu).

\*Fee subject to change by NSCS

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

Maintenance Request Procedures: Residents with a routine request (malfunctioning heating or cooling system; broken or malfunctioning building components such as window, doors, toilets, light bulb replacements, etc.) should contact their Hall Staff (RA, HD, or ADRL) or the Office of Residence Life. This will ensure that your Work Order is accurately reported and minimize duplicate reports.

For emergencies or significant after hours requests, (water leakage, exposed wiring, shattered glass, loss of heat, etc.) please contact your hall staff, Security, 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.” At any time, 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.

Room changes must adhere to the Room Change process outlined online. 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 assessed 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 private 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. If available, pay for current room as a private. The private room rate would be pro-rated from the day paperwork was completed with the Office of Residence Life.
2. Find a new roommate.
3. Move into a different room with a roommate.

**Room Re-Assignment:** The College reserves the right to reassign students within and between residence halls and rooms as deemed necessary, and to immediately terminate the contract by written notice if the student fails to comply with any of the terms and conditions of the contract or, if in the judgment of Student Services staff, continued residence would have a seriously negative effect on the student and/or fellow residents, or if a student does not show 'active academic participation' within the College community.

**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. Students should immediately proceed to an area of safety previously identified by postings and Residence Life Staff :
  - A. Eliza C. Morgan Hall- basement corridor
  - B. W.N. Delzell Hall- basement corridor (east and west)
  - C. Complex- basement corridors of your building.
  - D. Oak Hill- Interior room of building with no windows (bathroom)
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

## **RESIDENCE LIFE INFORMATION**

**Cable Television:** Cable is available in all student rooms. Cable and premium channels are provided. A television with a QAM tuner is required to receive these channels. For service related to cable problems, contact your Hall Director, ADRL 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 through a wired connection plug. In addition, wireless internet is available in all residence halls. PSC Campus Apartments have a wireless internet connection.

There are computer labs located across campus for student use in TJ Majors, AV Larsen, CATS and the Library. Free printing is available in the residence halls through use of the central computer and printing station located in the Delzell Lobby, the Morgan Hall Conference Room, and the Centennial Complex Game Room. If the printer is out of paper or

low on ink, please report this to the Residence Life Office, your HD, or your RA. 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 free for residents only. 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 or the Residence Life Office.

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

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 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 23-meal plan.
  - b. All returning students may choose either the 23-meal plan or 15 meal plan.
  - c. Nicholas/Pate residents are required to participate in the 10 meal plan at a minimum but may self-select the 15 or 23-meal plan.
  - d. Oak Hill residents are required to participate in the 5 meal plan at a minimum but may self-select the 10, 15, or 23-meal plan.

Independent Living Policy: *See the process and guideline stated in the section titled Residence Life Policies and Regulations*

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 fall/spring when air conditioning is operational in the building and in the winter when the heating system is operational in the building.
- 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:

### Roommates/Suitemates Rights:

- To privacy
- To respect
- To open communication
- To mutually clean living quarters
- To personal safety and security of possessions
- To comfortable sleep and study conditions
- To be asked before their possessions are used
- To stay true to their own values
- To agree and disagree
- To ask residence life staff for assistance when needed
- To be treated civilly
- To have a comfortable living space
- To receive their messages in a timely manner
- To a room free of policy violations

### Roommates/Suitemates Responsibilities:

- To respect one another's privacy
- To respect themselves and others
- To communicate openly with their roommate and discuss potential conflicts proactively
- To keep their living space neat and clean
- To lock doors and maintain personal/possession safety
- To maintain a comfortable environment for sleep and study purposes
- To treat one another's possessions with care and ask before borrowing personal items
- To respect differences
- To compromise
- To enlist the help of residence life staff when a roommate issue arises
- To be kind and civil with no intent to harm
- To check with one another before having overnight guests
- To pass on messages to their roommate in a timely manner
- To abide by all residence hall rules and regulations

*This declaration outlines basic rights and responsibilities that will help healthy roommate relationships develop. RE-MEMBER: To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that your roommate employs these rights.*

Rights of Others: Residents should consider the rights of all others at all times in order to prepare them for their post residence hall living experience. In a considerate environment, any resident can expect the following residence hall rights:

- The right to be able to study or sleep without undue disturbance or noise.
- This right supersedes all other rights because of its importance in an individual's education.
- The right to expect others to not engage in distracting behaviors in the hallways or common areas.
- The right to expect more stringent stipulations on the approach of finals week.
- The right to tactfully confront the inappropriate behavior of fellow students without negative repercussion.
- The right to be free from discrimination or threats, whether overt or hidden.
- Some halls have designated game rooms or TV lounges. While it is a tolerant atmosphere to be noisy and playful, they are not occasions to become obnoxious or disrespectful.

### **EMERGENCY NUMBERS**

Emergency	911
Campus Security	402.872.2411, 24 hr. number
Residence Life Office	402.872.2246, 24 hr. number
Nemaha County Sheriff	402.274.3139
Nemaha County Hospital	402.274.4366
Roads	1.800.906.9069

## **LIST OF STANDING FEES/SERVICE CHARGES/FINES**

Please refer to the Residence Life website to view a current list of fees, service charges, and fines that may be incurred by students living in the Residence Halls online at [http://www.peru.edu/residence life](http://www.peru.edu/residence%20life). Please note, all fees, service charges, and fines are subject to change.

## **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 of 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**

## **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 certain disclosures of information from records.

Colleges may disclose directory information relating to 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:**

Except as authorized by this policy, non-directory information (as defined below) will be released only upon the written request of the student.

When information is released from a student's file, pursuant to the student's written consent, the consent document, the reason(s) for the release, and the name of the recipient of the release must be attached to the copy of the data released, which is kept in the file. The recommendation or data released must include a statement that the information is not to be released to anyone else without the student's written consent.

#### **Releasing Information Without Student Consent:**

Colleges 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 to third parties must be maintained by the College. No consent from the student is required for the release of, or access to, an education record or personally identifiable information under the following circumstances:

- By school officials who have a legitimate educational interest. School officials include a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health center staff); a person serving on a board or committee; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review a record in order to: fulfill his or her professional responsibilities for the College. This includes, but is not limited to, performing an administrative task outlined in that official's duties; performing a supervisory or instructional task directly related to a student or the College; or performing a service or benefit for the student or the College such as health care, job placement, security, residential services, the acquisition of learning materials or student financial aid.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the College, in order to: (i) develop, validate, or administer predictive tests; (ii) administer student aid programs; or (iii) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of students or other persons.
- 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.
- To an official of another school, school system, or institution of higher education in which a student seeks or intends to enroll. 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.
- Directory information, as described above.
- Other disclosures not listed above as permitted by FERPA and other applicable laws.

**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 Enrollment Management and Student Affairs for further information regarding such matters.

For more information, 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**

Campus Security  
Phone (402) 872-2411  
[www.peru.edu/security](http://www.peru.edu/security)

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:** All students will be issued a Parking Permit for their assigned parking lot based on their Resident Hall or commuter status.

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 must be paid in person at the Business Office. Tickets must be paid or appealed within 10 days of the date issued to avoid being charged penalties. Parking regulations and parking maps are available at the Business Office, Security Office and on line at <http://www.peru.edu/security/regulations.htm>. There is a color coded parking map available as well as the appeals process e-form to file an appeal is available on the Security page.

## **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. Smoking is prohibited inside every residence hall, including all individual student rooms. The use of electronic cigarettes is permitted in College buildings; however, faculty may restrict use in classrooms. Chewing tobacco is prohibited in all College buildings with the exception of residence halls. Cigarette butts, packaging, chew containers, chew bottles, and other tobacco debris must be disposed of properly in appropriate waste receptacles.

According to the Nebraska Clean Indoor Air Act, smoking is permitted in outdoor public spaces but must remain 10 feet away from all building entrances. Ashtrays must remain outside of the 10 foot perimeter of each building.

Smoking must remain 50 feet away from all entrances to day care facilities and outdoor play areas. At Peru State, this means smoking will not be permitted within 50 feet of the outdoor play area behind TJ Majors not can smoking occur within a line of sight of the outdoor play area. In addition, smoking in front of TJ Majors must be 50 feet away from each entrance.

Failure to comply with these regulations may result in disciplinary action.

## **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. Sex discrimination can include Dating Violence, Domestic Violence, Sexual Assault, Sex Harassment, Sexual Violence, and Stalking. Please see Board Policy 3020 for more information. The Title IX Coordinator for Peru State College is Ms. Eulanda Cade, Director of Human Resources. Contact Ms. Cade at (402) 872-2230 or [ecade@peru.edu](mailto:ecade@peru.edu). Her office is located in the Administration Building, room 312.

## **VI. CODE OF CONDUCT**

### **BOARD POLICY**

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.

### **MISCONDUCT**

Students are responsible to obey the laws of the state and nation, the regulations and policies of the 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.

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.

Student misconduct as identified under this policy or a violation of College regulations or policy, whether occurring on or

off College property, may result in disciplinary action being taken against the student.

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.

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.

**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;
8. 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 Violence or Sex Harassment Reporting, as Board Policy #3020 defines those terms;
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;
26. 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, false 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. Harassing or discriminating against any student, faculty or staff member, as defined in Board Policy 3021, 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 Policy #3200.

At the discretion of the Vice President responsible for student affairs/services, 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.

**Disciplinary 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.

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.

## **ANTI HARASSMENT POLICY**

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, including unlawful harassment. The Board specifically prohibits unlawful discrimination (including harassment) based on students' race, color, religion, national origin, disability, age or any other class protected by

applicable federal, state, or local law. (The Board has a separate policy, Board Policy 3020, concerning unlawful Sexual Violence or Sex Harassment.) The Colleges will take appropriate action to prevent, correct, and discipline discriminatory behavior that is found to violate Board policies and principles of equal opportunity and access. Harassment based on a protected class (i.e., race, color, religion, national origin, disability, age, or any other protected class) may take many forms, including unwelcome verbal acts, name-calling, derogatory comments, slurs, coercion, intimidation and/or negative stereotyping; graphics and written statements, which may include use of cell phones or the Internet; or other physically threatening, harmful, or humiliating conduct. Harassment does not have to include an intent to harm, be directed at a specific target, or involve repeated incidents. (Conduct is unwelcome if the student did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome.)

Students who believe they or others have been subjected to unlawful discrimination should immediately report their concerns to any College President, Vice-President, Dean, Title IX Coordinator, staff member of Housing/Residence Life (including Directors, Managers, Assistant Directors, Senior Residence Hall Advisors, and Residence Hall Advisors), Coach, or any Campus Security Officer.

The Board of Trustees will follow the processes and procedures described in Board Policies 3100 and 3200 to investigate and address discriminatory behavior. See **Board of Trustees Policy 3021 Unlawful Harassment (Other) Reporting, Policies, and Procedure.**

## **SEXUAL VIOLENCE/SEX HARASSMENT REPORTING, POLICY & PROCEDURE**

[www.peru.edu/titleix](http://www.peru.edu/titleix)

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 sex harassment are prohibited by law and by Board policy and the Colleges will not tolerate sexual violence or sex harassment in any form, including, but not limited to, sexual assault; stalking; dating violence; domestic violence; 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 sex harassment, and what the Colleges will do if such violence or harassment occurs. A student alleged to have committed sexual violence or sex 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 sex harassment.

The Colleges have a responsibility to respond to reports of sexual violence or sex harassment and attend to the needs of the students who are involved. Reports of sexual violence and sex 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

**Dating Violence:** Dating violence is violence (*violence includes, but is not limited to sexual or physical abuse or the threat of such abuse*) committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, (iii) the frequency of interaction between the persons involved in the relationship.

Dating violence can occur when one person purposely hurts or scares someone they are dating. Dating violence can be physical, emotional, and/or sexual abuse.

**Domestic Violence:** Domestic violence shall mean felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the do-

mestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws.

Domestic violence includes patterns of abusive behavior in relationships used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, blames, hurts, injures, or wounds someone.

*Under Neb. Rev. Stat. §28-323, domestic assault occurs when a person; (a) intentionally and knowingly causes bodily injury to his or her intimate partner; (b) threatens an intimate partner with imminent bodily injury; or, (c) threatens an intimate partner in a menacing manner. Intimate partner means a spouse; a former spouse; persons who have a child in common whether or not they have been married or lived together at any time; and persons who are or were involved in a dating relationship.*

**Sexual Assault:** Sexual assault shall mean an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault is contact or sexual penetration that occurs without the consent of the recipient.

Sexual contact means the intentional touching of a person's intimate parts or the intentional touching of a person's clothing covering the immediate area of the person's intimate parts. Sexual contact also includes when a person is forced to touch another person's intimate parts or the clothing covering the immediate area of the person's intimate parts. Sexual contact shall include only such contact which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.

Sexual penetration means sexual intercourse in its ordinary meaning, cunnilingus, fellatio, anal intercourse or any intrusion of any part of the person's body or of a manipulated object into the genital or anal openings of another person.

**Sex Harassment:** Sex harassment is unwelcome conduct of a sexual nature. Sex harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Federal law (specifically, Title IX) prohibits student-on-student discrimination, including hostile environment sex harassment and hostile environment gender harassment. (Gender harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, sex-stereotyping, sexual orientation, and/or gender identity even if those acts do not involve conduct of a sexual nature.) Harassment does not have to include an intent to harm, be directed at a specific target, or involve repeated incidents. (For instance, as detailed below, a single instance of unwelcome physical contact of a sexual nature could constitute unlawful sex or gender harassment.) Sex and/or gender harassment creates a hostile environment for the student-victim when it is so severe, pervasive, or persistent that it interferes with or limits the victim-student's ability to participate in or benefit from the Colleges' services, activities, or opportunities because of his or her sex or gender. Sex Harassment includes Dating Violence, Domestic Violence, and Stalking as defined in this policy.

**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. Sexual Violence includes Sexual Assault as defined in this policy.

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 incapacitated by 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, illness, or disability that would impair his/her understanding of the act or his/her ability to make decisions. A person who is giving consent cannot be forced, coerced or deceived into providing consent.

A person may express a lack of consent through words or conduct. A person need only resist, either verbally or physically, so as to make the person's refusal to consent genuine and real and so as to reasonably make known to the actor the person's refusal to consent. A person need not resist verbally or physically where it would be useless or futile to do so.

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.

**Stalking:** Stalking shall mean engaging in a course of conduct directed at a specific person that would cause a reasonable person to; (a) fear for his or her safety or the safety of others; or, (b) suffer substantial emotional distress.

Stalking includes a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking may include: repeatedly communicating with, following, threatening, or spreading rumors about a person who does not want the attention.

**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 sex 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 Students
- Housing/Residence Life Staff to include:
  - Directors
  - Managers
  - Assistant Directors
  - Senior Residence Hall Advisors
  - Residence Hall Advisors
- 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 sex 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; (a) prior written permission is given by the student concerned; (b) the disclosure is necessary to conduct an investigation; (c) the disclosure is necessary to pursue disciplinary action; or, (d) the disclosure is otherwise required by law.

Victims will be informed that the College has a legal duty to include information about reports of criminal sexual misconduct in annual security report statistics which do not identify either the person claiming to have been subject to criminal sexual misconduct or the alleged perpetrator.

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, asks that the report not be pursued, or declines to participate in an investigation or disciplinary proceeding, the College will document the request. The College will take reasonable steps to investigate and respond to reports consistent with such a request, if possible. Requests will be evaluated and weighed against the College's responsibility to provide a safe and nondiscriminatory environment.

### Disciplinary Processes and Consequences

Processes and procedures described in Board Policies 3100 and 3200 may be used subsequent to a sexual violence or sex 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.

Disciplinary consequences may include, but are not limited to: warnings, disciplinary probation, loss of privileges, restitution, remedial work assignments, remedial educational requirements, service requirements, remedial behavioral requirements, College housing relocation, College housing suspension, removal from College housing, suspension, and expulsion.

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

### Title IX Coordinator

Eulanda Cade  
Peru State College  
PO Box 10  
Peru, NE 68421-0010  
(402) 872-2230  
ecade@peru.edu

### 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 sex 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 sex 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 sixty (60) 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 sex 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 will issue a written statement to the alleged victim, the alleged perpetrator and the Title IX Coordinator regarding the outcome of the investigation and a decision as to whether or not 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.
  - 8) If the alleged victim and alleged perpetrator agree with the decision of the Vice President, the matter is considered resolved without any further rights of appeal by either party. If either the alleged victim or the alleged perpetrator object to the decision of the Vice President, either individual may appeal the decision in writing to the President within seven (7) calendar days. The President will review the matter and then issue his/her decision to; (a) affirm

the Vice President's decision; (b) refer the matter for further investigation; or, (c) refer the matter for disciplinary proceedings. The President's decision will be final.

**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 and Assistance

The Title IX Coordinator or Designee will have available contact and referral information for counseling/mental health services, medical services, law enforcement, judicial remedies/restraining orders, and educational resources, and will share resource information with victims and alleged perpetrators. Assistance options including, College no contact orders, changes in academic, living, transportation and working situations may be made available as remedies to protect victims or witnesses. See **Board of Trustees Policy 3020 Sexual Violence or Sex Harassment Reporting, Policies, and Procedure and/or [www.peru.edu/titleix](http://www.peru.edu/titleix) for additional information.**

### **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.

### **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.

### **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**

1. 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.
9. 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.
10. 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**

## **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**

## 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.<sup>1</sup>
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 considered "no shows" if they do not attend, log in to, complete a scheduled assignment and/or have an instructional interaction in a course during the first two weeks of class. 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 readmitted to a course upon completion of the appropriate form and with the instructor's permission.

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.

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 an "early warning." Future conferences for the same or related reasons may result in the student being administratively withdrawn from the class. If the student requests, the appropriate 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.

## **COLLEGE CATALOG**

The Peru State College Catalog is available online at [www.peru.edu](http://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 has 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 has 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**

## **DRONE USE**

The use of drones on campus can present significant risks to both people and property. The safety of students, faculty, staff and the general public is our priority. Drones may not be operated on campus for any purpose without prior written approval. Any student wishing to operate a drone on campus must first contact the Vice President for Enrollment Management/Student Affairs. The operation of drones near residence halls or other areas of campus in which people may have a reasonable expectation of privacy is not permitted. The unauthorized use of drones on campus is a code of conduct violation that may result in disciplinary action. If you see a drone being used on campus, please contact Campus Security at (402) 872-2411.

## **INDEPENDENT LIVING POLICY**

The Independent Living Policy applies to all PSC students enrolled on-campus. Please see the Residence Life section of this handbook for the complete policy.

## **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 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.

## **RECYCLING**

Peru State implemented recycling at the end of the spring semester in 2014 in an effort to enhance sustainability initiatives on campus. Recycling containers are available in every building on campus. The recycling program is run by students and relies on student volunteers to collect recyclable materials from each building on campus and deposit them in the recycling bins located behind the Student Center.

The following guidelines are provided to help the campus community understand what can and cannot be recycled.

**DO NOT MIX CATEGORY #1 AND #2 PRODUCTS!** When in doubt, throw it out. If you have any doubt about whether an item is recyclable, call 1-800-638-8492 for clarification. Or throw the item into your regular trash. This will help prevent contamination of the materials.

### **Category #1:**

**Preparation:** Remove and throw away cap and/or pump. Leave label on container and rinse clean.

**Plastic:** Any food or household chemical container which has the number “1” or “2” on the bottom or side such as soft drink, milk, water, juice, shampoo, etc. **NO plastic grocery bags please!**

**Tin:** Such as soup, vegetable, fruit, etc.

**Aluminum:** All aluminum cans such as soda, juice, etc.

**Additional Info:** NO beverage containers with only aluminum tops or bottoms.

### **Category #2:**

**Preparation:** Remove any plastic or waxed liner. Remove any metal larger than a staple. Flatten all empty boxes.

**Paper:** All clean, dry paper such as newspaper, cardboard, magazines, telephone books, etc.

## **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.

## **CAMPUS RESTROOM/LOCKERROOM FACILITY USE**

The College is committed to providing accessible campus restroom facilities. Students may use any restroom facilities that correspond to their gender identity. Please view the College website at [www.peru.edu/studentlife](http://www.peru.edu/studentlife) for the locations of all restrooms on campus, including single stall and gender inclusive restrooms. With respect to all restrooms, locker rooms or changing facilities, students may use any facilities that correspond to their gender identity. Please contact the Dean of Student Life if you have any questions or concerns.

## **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 Student Life Office at (402) 872-2246 for assistance in reserving your room(s).

## **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.
- Signs posted in the Student Center, including the dining hall, commuter lounge or anywhere outside of designated bulletin boards, must be pre-approved by the Student Activities Coordinator. Phone: 402-872-2252 Office: Student Center 111
- A contact name, which can be a group or an individual, and a campus phone extension 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 not be conducted on campus, nor may articles, goods or services be offered for sale on the campus unless the solicitation is part of an approved College fundraiser. Approval for fundraisers is through the Vice President for Enrollment Management and Student Affairs. 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.