



Wayne State College

2018-2019

Student Handbook

Student Life • Kanter Student Center, Room 201
Wayne State College • 1111 Main Street • Wayne, NE 68787 • 402-375-7213



Wayne State College
Member of the Nebraska State Colleges
Student Handbook
2018-2019

Dear Student,

It is my pleasure to welcome you to Wayne State College and this dynamic community of learners. Our faculty, staff, and administration are committed to providing you an educational experience that focuses on quality learning, student success, and regional service. We are a student-centered campus that encourages and supports students as they work toward their goal of earning a WSC degree.

This handbook provides you with valuable information to help you have a successful year. It is our sincere hope that this will be a transformational educational experience that stretches you academically, socially, and personally. One of the key ingredients to having a successful year is to engage yourself in the classroom, connect with your faculty, be involved in clubs and organizations, participate in service learning activities, and utilize the resources and services such as tutoring, academic advising, and the writing help desk.

Again welcome to the 2018-2019 academic school year. I look forward to meeting many of you at formal and informal functions. If I can be of any assistance as you navigate Wayne State, please let me know. Feel free to stop by office on the second floor of Hahn Hall room 217, send me an email at marames1@wsc.edu or give me a call at 402-375-7200.

Cordially,

Dr. Marysz Rames
President



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Administration

Marysz Rames, President
Hahn 217.....(402) 375-7200
marames1@wsc.edu

Steven Elliott, Vice President for Academic Affairs
Hahn 204.....(402) 375-7208
stellio1@wsc.edu

TBA, Vice President for Student Affairs
Kanter Student Center 201.....(402) 375-7213

Angela Fredrickson, Vice President for Administration and Finance
Hahn 201.....(402) 375-7220
anfredr1@wsc.edu

Kevin Armstrong, CEO Wayne State Foundation
Hahn 311.....(402) 375-7510
kearmst1@wsc.edu

Phone Directory for Frequently Called Offices

Academic Success Center.....	(402) 375-7496
Academic Advising.....	(402)-375-7496
Admissions.....	(402) 375-7234
Athletics.....	(402) 375-7520
Campus Security	(402) 375-7216
Career Services.....	(402) 375-7425
Financial Aid.....	(402) 375-7230
Library.....	(402) 375-7258
Records and Registration	(402) 375-7239
Residence Life	(402) 375-7318
Student Accounts (Student Financial Services).....	(402) 375-7229
Student Affairs.....	(402)375-7213

Mission Statement

Learning Excellence, Student Success, Regional Engagement

Wayne State College is a comprehensive institution of higher education dedicated to freedom of inquiry, excellence in teaching and learning, and regional service and development. Offering affordable undergraduate and graduate programs, the College prepares students for careers, advanced study, and civic involvement. The College is committed to faculty-staff-student interaction, public service, and diversity within a friendly and collegial campus community.

Equal Opportunity Statement

Wayne State College is an equal opportunity institution. WSC 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 admissions 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:

David M. McMahan, J.D.
Assistant Dean and, Title IX Coordinator
Wayne State College
1111 Main Street, Wayne, NE 68787
Phone: (402) 375-7213, Emergency Cell (423) 470-2919
dammcmah1@wsc.edu

I. Introduction

The [Wayne State College Student Handbook](#) is distributed to WSC students online at www.wsc.edu/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 Nebraska State College System Board of Trustees' policies are updated on a continual basis, and practices and activities are reassessed periodically. Please refer to the most recent [NSCS Board Policy](#) available online at www.nscs.edu and to the Vice President for Student Affairs office for clarification of any material found in the Wayne State College Student Handbook. WSC reserves the right to update this handbook at any time.

II. Services and Resources

The Vice President for Student Affairs is the chief student affairs officer at Wayne State College and coordinates the following student services – Academic Success Center and Advising, Athletics, Campus Security, Career Services, Counseling, Multicultural and International Programs, Residence Life, Student Activities, Student Health Services, and TRIO Student Support Services. Additionally, other services provided to students include - coordination of campus judicial proceedings, liaison with food service, liaison with Greek social organizations, liaison with Student Senate, liaison with campus bookstore, student directory assistance, student absences, and withdrawal from Wayne State College. Each of these offices and programs is described in this section of the Handbook. Students who encounter problems which cannot be resolved with the appropriate program director are encouraged to contact the Vice President for Student Affairs Office, located in the Kanter Student Center, Room 201.

Academic Calendar

Complete [academic calendar](http://www.wsc.edu/academic-calendar) available online at: www.wsc.edu/academic-calendar

Academic Success Center

Phone 402-375-7496

U.S. Conn Library, Room 232

www.wsc.edu/hasc

The Holland Academic Success Center provides academic support to WSC students. Non-degree credit courses are offered and listed under General Studies (GST) in the [General and Graduate Catalog](#) and on the Wildcats Online website. The Freshmen Experience course prepares students for their first year challenges. It is designed to improve student performance in the classroom and teaches adaptability in a changing environment. This course helps students develop strategies to improve academic performance, approach new ideas and subjects and perform better in discussions and on tests. Students will be encouraged to become involved in campus activities and receive information on the various campus services that may benefit them throughout the college experience. The course is not required but is highly recommended for all new Wayne State College students.

Academic Advising - Academic Advising is where students receive one-on-one guidance during their Wayne State College experience. We will help you: develop an education plan, arrange the best possible class schedule, register you for classes for the upcoming term, work with Career Services to help you determine your major or career, complete a change of major/advisor form, prepare for graduation, listen to any concerns you have about college. We advise students who are still exploring majors, freshmen, transfer students and walk-in WSC students who have an advising question. For more information about the Advising Service, please email Nancy Travnicek at natravn1@wsc.edu.

Academic Coaching - Holland Academic Success Center coaches create a personal and confidential relationship with the student which focuses on his/her academic goals. Specific plans for these goals are structured in weekly individual meetings throughout the semester. Academic coaching motivates the student to take ownership of their academic success, identifies the steps to reach those goals, develops time management skills and encourages the use of all available campus resources.

Writing Help Desk - The Writing Help Desk Staff work one-on-one with a student on writing assignments; make suggestions regarding usage, word choice, and sentence structure. The student and staff may work together to brainstorm with a student regarding possible topics for an assignment or determine if a student has a strong thesis and support for that thesis. The Writing Help Desk is a free service provided by the Holland Academic Success Center and is available to all students. It is located in Conn Library, Room 120. Students can submit papers to the Writing Help Desk staff online at onlinewritinghelpdesk@wsc.edu.

Holland Help Desks - Help Desk staff assist students with their questions regarding General Studies courses. Highly qualified upper level students work with individuals or small groups to answer any questions, clarify concepts or review for exams. Wayne State College has 15 Help Desks to assist students in science, math, history, education, Spanish, etc. The Holland Help Desks are free to all Wayne State students.

Myers-Briggs Personality Type Indicator Workshops - MBTI testing and evaluation assists the student in understanding his or her unique personality type, appreciating differences in people and determining vocational strengths.

CORE Academic Skills for Educators Test Preparation - The CORE exam assesses readiness of a student to enter the teacher education program. The Holland Center provides preparation for this exam in reading, writing and math skills. Students can also seek assistance to prepare for this exam from the Education Help Desk.

Susan Thompson Buffett Scholar Support - The Holland Center provides support, information and a connection between Wayne State Buffett scholars and the Susan Thompson Buffett Foundation.

Alcohol and other Drug Prevention Services

Phone 402-375-7557

Kanter Student Center, Room 103

www.wsc.edu/counseling-center

All entering students are required to take an online assessment called the Electronic Check-up To Go. Instructions for taking this online assessment will be distributed to students prior to the beginning of their first semester at WSC.

Substance Abuse Counseling - The use of alcoholic beverages is a personal decision, which each student must make for himself or herself. Students are encouraged to call or visit the Counseling Center anytime they experience difficulty with their use of alcohol or other drugs.

Evaluation - Alcohol evaluations are available to students to determine the seriousness of an individual's situation. Court ordered evaluations are referred to off-campus agencies. Services provided by the Counseling Center are free and confidential. Education programs, speakers and other presentations promoting healthy lifestyles and good decision making about alcohol use are offered to the campus. Several student organizations advocate alcohol free activities and advocate for responsible use of substances.

Wildcat Wheels - A Safe Ride Program: The goal of Wildcat Wheels is to deter driving while under the influence and provide a safe ride for WSC students on selected evenings during the academic year. Contact WSC Campus Security for more information at 402-375-7216. Specific dates and hours of operation are available online at www.wsc.edu/wildcat-wheels.

Behavioral Intervention Team (BIT)

Phone 402-375-7213
Kanter Student Center, Room 201

Wayne State College is committed to providing a safe educational environment for all students and employees. The Behavioral Intervention Team serves as an information clearinghouse and early intervention vehicle to assess and manage potentially dangerous situations and to assist students experiencing difficulty. The team also serves as a resource to faculty, staff, and students who may have a concern about another member of the campus community. Referrals to the BIT may be made by any member of campus community by contacting the Student Affairs office. Information received will be handled confidentially, with the purpose of assisting the student, faculty, or staff person named. The regular meetings allow each part of the team to react in a timely manner to campus issues.

The Behavioral Intervention Team (BIT) members include WSC Campus Security, Counseling, Residence Life and Student Affairs representatives.

Bookstore

Phone 402-375-7099
Kanter Student Center
www.bkstr.com/waynestatestore

The Wayne State College Bookstore, operated by Follett, is the place for official Wayne State College apparel, gifts, textbooks, computers, and supplies. Get ready for class by renting or buying new and used textbooks and other course related items.

Monday-Thursday..... 8 a.m. - 6 p.m.
Friday..... 8 a.m. - 5 p.m.
Saturday..... 10 a.m. - 2 p.m.

Summer Hours
Monday-Friday..... 8 a.m. - 5 p.m.
Saturday - closed

Breast-Feeding or Lactation

Phone 402-375-7258
Library Circulation Desk

Wayne State College is committed to supporting individuals who are breast-feeding or expressing breast milk. A lactation room is available on campus for WSC students, employees and guests to use to express breast milk and/or breastfeed while on campus. It is located in the Library Room 017. For reservations and available hours, please contact the Library at 402-375-7258 or asklibrary@wsc.edu or in person at the Circulation Desk. The room has a sink and a refrigerator to store breast milk while on campus.

Career Services

402-375-7425
Kanter Student Center, Room 101
www.wsc.edu/career-services

The Career Services Office offers a variety of services and programs to assist with the career development, job search and employment needs of WSC students, graduating seniors and alumni. Career Search assistance is offered in developing career search techniques and strategies and in assisting with resumes, cover letters and interviewing techniques. Employment information and job opportunities are available for part-time and summer jobs, internships, and full-time opportunities.

Computing and Technology

Phone 402-375-7107
Campus Services Building
www.wsc.edu/nats

Network and Technology Services (NATS) provides and maintains computing, networking, and telecommunications resources used by students for academic success. Services include student computing, wireless technology, academic and distance education technology, copyright compliance, computer labs, and acquisition and support of State owned hardware and licensed software.

Use of the Wayne State College campus network, computers and user access to the Internet is a privilege that should be respected and used wisely. Failure to do so may result in disciplinary action. The guidelines below provide a brief description of WSC's appropriate and ethical use procedures, a more complete presentation of [WSC technology procedures](#) may be found online at www.wsc.edu/nats-procedures.

1. Keep your login and passwords private: use by anyone other than yourself creates a security risk for both your own files and the network. Hacking, intentional misuses or abuse of computer facilities, is prohibited. Use of your email account by anyone other than yourself is strictly prohibited. If you forget your password or can't get into your network account, seek help from [Network and Technology Services](#).
2. Always log out of the network when you leave your computer so that your files, your password, and your network access is protected from abuse by others.
3. Do not eat, drink, or use tobacco near your computer or in computer labs.
4. Release your computer to others who need it if you have completed your academic work requirement for that session. Academic use will always take priority over personal or recreational use.
5. While connected to the WSC computer network do not: run services, such as web servers, ftp servers, online game servers, or other similar systems/programs; run additional networks from your computer; use the WSC computer network for use in illegal or unethical activities (e.g., information theft, computer hacking, illegal file transfers, copyright infringements, etc.).
6. Do not load software on the network because its use interferes with network operation.
7. Messages, statements, declarations or data bases sent or received via computers must meet the same standards as tangible documents or instruments with regard to laws governing privacy, copyright, sexual harassment, plagiarism or forgery.
8. All students are required to read and comply with [WSC technology procedures](#)

Responsible and appropriate behavior is expected of all users. If you have questions about what constitutes responsible and appropriate behavior, please feel free to discuss the questions/issues with your instructor/division leader.

Technology Procedures

Wayne State College students are required to comply with federal law and College policies. The following links provide additional information and are in effect in regard to computers and computer usage on the Wayne State College campus:

[All Technology procedures](#)

[Electronic Publishing Procedures](#)

[Residence Hall Technology FAQ](#)

[RIAA](#) Anti-Piracy (Recording Industry Association of America)

[MPAA](#) Anti-Piracy (Motion Picture Association of America)

[DMCA](#) (Digital Millennium Copyright Act)

[State of Nebraska Acceptable Use Policy](#)

[Federal Family Educational Rights and Privacy Act](#)

Counseling Services

Phone 402-375-7321

Kanter Student Center, Room 103

<https://www.wsc.edu/counseling-center>

Confidential counseling services are available, free of charge to all Wayne State College students.

Personal Counseling: Personal counseling is available for many issues such as new student adjustment, personal growth, values clarification, stress management, human sexuality, alcohol related concerns, and interpersonal relationships. Counseling is also available for specific issues such as drug abuse, eating disorders, and variety of possible crisis situations, e.g. rape, relationship breakup, or threats of suicide. Referral to other resources such as Student Health, hometown mental health centers, Title IX Coordinator, Vocational Rehabilitation and Alcoholics Anonymous is provided upon request.

Career Planning: The Counseling Center offers opportunities for students to develop career goals that closely match individual interests, abilities, values and previous experience. Students may assess their interests and skills and investigate their life and career options via a career planning class, computer exploration systems, workshops, seminars and individual career planning activities.

Testing: Counseling Center staff are responsible for administering several testing programs. Information about those exams relevant to new students is listed below. A one credit hour Career Planning Class is offered each semester.

Testing: Counseling Center staff are responsible for administering several testing programs. Information about those exams relevant to new students is listed below.

Advanced Placement Program of the College Entrance Examination Board - A student may be awarded advanced placement and college credit on the basis of scores on the College Entrance Examination Board tests. Students who earn grades of 3, 4 or 5 may receive credit for corresponding college courses, which are most nearly equivalent to the test, as approved by the department chair of the area concerned, the Dean of the School and the Records and Registration Office. Contact your high school counselor for further information about enrolling in Advanced Placement (AP) courses and sending official AP scores to WSC.

Credit by Institutional Exam - Students who believe they are knowledgeable in a particular subject may request to challenge that course. The student must demonstrate a comprehensive mastery of course material. Students interested in this option should consult the college catalog for specific procedures.

ACT - The ACT exam is required for all new freshmen who have graduated from high school within the last year. The test is not used to determine whether or not to admit students to Wayne State College; rather, the results of the ACT aid Wayne State College advisors to initially place students in appropriate classes.

CLEP - The College Level Examination Program (CLEP) provides an opportunity for students to earn college credit by passing an exam rather than completing course work. The CLEP Program is applicable to over thirty courses offered at WSC.

Disability Services

Phone 402-375-7496

Conn Library 232

www.wsc.edu/disability-services

Accommodations for Students with Disabilities

Nebraska State College System Board of Trustees Policy 3700

Individuals with disabilities have the right to an equal opportunity to participate in and benefit from all programs offered by the Colleges. The Colleges are committed to providing students with disabilities the same opportunity to achieve academic success as they provide for all students.

The services provided to students with disabilities are established in Section 504 of the Rehabilitation Act of 1973 and the regulations implementing Title II of the Americans with Disabilities Act. Services will be provided with the understanding that students with disabilities may require unique accommodations and must have their needs assessed on a case-by-case basis.

Accommodations may be requested for academic needs, student activities, campus housing and/or general accessibility issues.

Confidentiality

The College maintains appropriate confidential records that identify students with disabilities. These records are considered "education records" protected by the Family Educational Rights and Privacy Act (FERPA) and its regulations. Information about the student may be released with the student's informed written consent in accordance with FERPA or other application legislation.

Accommodation Process

Students with disabilities are responsible for initiating the accommodation process by identifying themselves as needing reasonable modifications to the environment, auxiliary aids and/or services in a timely manner. Students seeking accommodations must meet with the Disability Services Staff, Conn Library 232, 402-375-7496.

After a request for accommodation has been made, an interactive process between the student and the College will begin to determine what, if any, accommodation should be provided. A student requesting an accommodation must provide information about the condition on which the request is based, including the exact nature of the condition and why reasonable accommodation is necessary. The College may need to obtain additional information to determine if the student's condition qualifies as a disability or to determine what would be an effective accommodation. Such information may not be necessary if an effective accommodation is obvious.

Personal Care Attendants

Students who require a personal care attendant (PCA) are responsible for making arrangements for their PCA service. If a PCA is needed, the student is responsible for hiring, training, scheduling, supervising, paying, and replacing the attendant as necessary. The Colleges are not responsible for any coordination or financial responsibilities for personal care attendants. In addition, the College students and employees are not expected to provide the services of a PCA. Students requiring a PCA are strongly recommended to find services of an impartial PCA who is not a family member or close friend.

PCAs with access to residence halls will need to complete a background check before arriving on campus. Access to College residence halls will not be granted until a background check has been completed. Any PCA that fails to abide by College policies and procedures may be subject to removal from the residence halls and College campus, loss of all privileges and any other action the College may consider appropriate.

Service Animals

Service animals are trained to do work or perform tasks for a student with a disability, and the work is directly related to the individual's disability. Service animals may accompany the student in any and all locations where students are allowed.

Students with disabilities who are accompanied by service animals must comply with the same College rules regarding conduct, noise, safety, disruption, and cleanliness as people without disabilities. The ADA stipulates that service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the student's disability prevents using these devices. In that case, the student must maintain control of the animal through voice, signal or other effective controls.

The College is not responsible for the care or supervision of service animals. Individuals with disabilities who are accompanied by service animals are solely responsible for the cost, care, supervision and well-being of the animal at all times.

Students with disabilities accompanied by service animals are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.

Cleaning up after the animal is the sole responsibility of the student with disabilities that is in possession of the service animal. If the individual is not physically able to clean up after the animal, it is then the responsibility of that individual to hire someone capable of cleaning up after the animal in a timely, hygienic and respectful manner.

Therapy and Support Animals

Even though therapy or support animals do not qualify as service animals, the College shall provide reasonable accommodations for emotional therapy/support animals in College housing. Emotional support/therapy animals are animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being.

Students qualify for reasonable accommodation when (1) health care professional(s) have recognized and documented the therapeutic effect of animal companionship; and (2) the therapy animal is an integral part of a person's treatment process to assist in alleviating the symptoms of an individual's disability.

Requests to have an emotional therapy/support animal in campus housing are considered requests for accommodation and will be reviewed on an individual basis.

Under the federal Fair Housing Act, accommodations for emotional support/comfort animals must be reasonable. Animals can pose no direct threat to the health and safety of others; cause substantial damage to the property of others; post an undue financial and administrative burden; or fundamentally alter the nature of the provider's operation.

Food Allergies

Food allergies may constitute a disability under the Americans with Disabilities Act (ADA). Students with food allergies may have light to severe reactions as a result of contact with a particular food source. The College will develop individualized plans for students who request reasonable accommodations due to a food allergy. Depending on the individual circumstances, the College may allow students to be exempt from the mandatory meal plan, eat in a separate location, or partake of meals made without specific allergens within the College's regular dining halls.

Complaints

ADA compliance issues and complaints may be directed to:

David M. McMahan
Assistant Dean of Students and,
Title IX Coordinator
Wayne State College
1111 Main Street,
Wayne, NE 68787
Phone: 402-375-7213, Emergency Cell 423-470-2919
dammcmah1@wsc.edu

Emergency Services

Academic Emergency

In the event that an emergency (illness, accident, family problem) requires your absence from campus, you should contact each of your instructors as soon as possible. If this is not possible, you may call upon the Student Affairs Office for assistance. If the emergency should cause an extended absence, it may be possible to make arrangements with your instructors to complete your coursework at a later date. This is called an "Incomplete" in a course. See the WSC General Catalog for detailed information on procedures. If your absence has caused specific academic concerns for you, it is recommended that you request assistance from the Holland Academic Success

Center located in the U.S. Conn Library Room 232 or from your advisor.

Contacting Campus Security

The Security Office is located at 1119 Walnut Street in the Alumni House. If you need assistance, Security can be contacted at this address or by calling 402-375-7216. If you need additional assistance in reporting a crime, you may call the Wayne Police Department at 402-375-2626. In cases of EMERGENCY call 911 from any phone. The BLUE LIGHT EMERGENCY PHONES are located in several parking lots across campus. These are activated by simply depressing one button. You will be connected with Campus Security or the Wayne Police Department.

Financial Emergency

If you are experiencing financial problems and cannot meet your obligation to the College, you should visit with staff in Student Financial Services, Hahn Administration Building, Room 104. The staff can address student account and financial aid concerns and provide available options and resources specific to your situation.

Fire Emergency

If you are the first person to observe a fire in a campus building, do not try to put it out. Activate the building fire alarm through the nearest alarm box. Leave the building using the nearest evacuation route. Buildings are to be reentered only after the appropriate officials have indicated that there is no longer an emergency. Turning in a false alarm, or tampering with alarm equipment, in addition to being a state violation, is interpreted as endangering the lives of others and may result in suspension from the College and/or civil court action.

Health Emergency

In addition to the services in the Student Health Office during regular operating hours, Providence Medical Center is equipped for 24 hour-a-day emergency care (cost is not covered by the student health fees). If you cannot get there under your own power and cannot find someone to take you, call Campus Security (if you are on campus) or call the local ambulance service. (See page 4 for crisis telephone numbers.)

Outpatient health care is available through Wayne Family Medicine located at 615 E. 14th Wayne, NE Telephone: 402-375-2500. They prefer to work by appointment but emergency care is available when necessary. Office visits and emergency care are **not covered by the student health fee** and are the responsibility of the student.

Tornado Information

Tornado watches and warnings are issued by the National Weather Service when the possibility of a tornado exists. Watches are generally used for wider areas exposed to a rapidly developing threat. The time period covered will normally be several hours. Not every watch will result in severe thunderstorms or a tornado, but one may result in some part of the watch area. During a tornado watch you should be aware of changing weather conditions and should be prepared to move to a place of safety. Tornado warnings are issued for much smaller areas and for shorter periods of time than watches. When a tornado warning is issued, seek shelter or move to a safe area immediately.

If you are Indoors...

- A. Move immediately from your classroom, work area, or residence room to an interior place of greater safety, closing doors as you leave.
- B. In multi-story buildings or residence halls, move to the basement or interior hallways on lower floors. Upper stories of buildings are unsafe. Close draperies and move away from exterior windows or glass.
- C. In classrooms or work areas move to the basement, interior hallways, stairwells, or other areas which are directly supported and are free from exterior windows and glass. Avoid: a) top floors of buildings, b) elevators (power may fail), c) food service areas and d) auditoriums, gymnasiums or other places with wide, free span roofs.
- D. Stay close to the floor and cover your head with a jacket, blanket, pillow, etc. and shield yourself from flying debris by staying under heavy furniture.
- E. If time permits and you are able to move to shelter, take a flashlight and a battery powered transistor radio to supply you with accurate information.

If you are Outdoors...

- A. Seek indoor shelter if possible (Parked motor vehicles are unsafe.)
- B. If you cannot get indoors, lie flat in a ditch or low spot.
- C. If you are on flat ground and are caught in the path of a tornado, always move at an angle from the path of the storm.

Remain in a place of shelter until you hear the clear signal or until you are sure the danger has passed.

Severe Weather Cancellations

If the college needs to alter normal business hours or cancel or delay classes or other campus events, then we will notify students, staff and faculty by way of:

- college website at www.wsc.edu
- college social media accounts on [Facebook](https://www.facebook.com/waynestate) at www.facebook.com/waynestate and [Twitter](https://twitter.com/waynestcollege) at <https://twitter.com/waynestcollege>
- your official college email address
- the college's text message alert system
- area media outlets

Please monitor these outlets to ensure you know the latest information regarding the college's status during weather emergencies.

Financial Aid (Student Financial Services)

402-375-7229

Hahn 104

www.wsc.edu/financial-services

Student Financial Services is available to assist students in reaching their educational goals with the financial programs available. Student Financial Services provides personalized, quality service in an accurate, timely and equitable manner, in a way that also complements WSC's recruitment and retention efforts.

Wayne State College participates in all of the Federal and State of Nebraska financial aid programs for which we are eligible. These programs include Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Nebraska Opportunity Grant (NOG – Nebraska Funds), Federal Work-Study (FWS), Federal Direct Stafford Loan, and Federal Direct Parent Loan for Undergraduate Students (PLUS). Numerous scholarships and grants are also available from state, institutional and private resources. The application process for all types of financial aid must be completed annually. Students are encouraged to visit Student Financial Services, Hahn Administration Building, Room 104, for financial aid assistance, information or counseling.

[Financial Aid Satisfactory Academic Progress Policy](#)

Federal financial aid regulations require Wayne State College to establish and enforce standards of Satisfactory Academic Progress (SAP). To be awarded and continue receiving Federal and/or State financial aid, students must meet the minimum requirements set in Wayne State College's Satisfactory Academic Progress Policy. Wayne State College measures satisfactory academic progress at the end of each semester (payment period). Summer is considered a separate semester. The full policy is available at www.wsc.edu/info/20044/financial_aid/386/staying_eligible

Food Service

402-375-7418

Kanter Student Center

<https://www.wsc.edu/dining>

Chartwells food service operates the College cafeteria and food court, Cats Corner, in the Student Center and Jitters coffee shop in the Library. Cats Corner features Papa John's Pizza, Grillnation, Mondo Subs, "Outtakes" On-the-Go, and Wild Greens salads. Jitters in the Library features We Proudly Brew Starbucks Coffee, Red Mango Smoothies, and a nice variety of "Outtakes" On-the-Go.

Under the food service program, students may select from a combination of cafeteria meal plans including the 19 meals per week plus \$90 flex, 15 meals per week with meal transferability, and 12 meals per week with the meal plan week starting every Sunday, students may eat any 12, 15 or 19 of the 19 meals served Sunday through Saturday Flex dollars are declining balance dollars on your Student ID Card that can be used at any food service point of sale on campus. Flex dollars may also be added at any time during the semester. To add dollars, go to the Chartwells Office located in the Cat's Corner room 017. Students indicate their choice of meal plan on the application for On-Campus Housing.

Three Block Meal Plans are also available: 150 meal block per semester plus \$200 flex, 45 meal block per semester plus \$40 flex and 8 meals and \$8 flex per month. Block Plans can be used seven days a week Sunday through Saturday. The 45 meal block and the 8 meals per month plans are only available for students who do not reside in a residence hall. These plans can be purchased at the Residence Life Office in the Kanter Student Center Room 201.

For an additional charge, students on the 19-meal, 15-meal, 12 meal and 100 meal plans may add additional meals and flex in the following amounts: 10 meals; 10 meals plus \$10 flex; 20 meals; and 20 meals plus \$20 flex. Students may add meal transferability to any plan for an additional charge. These additions can be purchased from Chartwells food service.

Meal plan contracts are made for a period of one academic year. Each semester, prior to the deadline date listed on Wildcats Online, changes in the type of meal plan may be made at the Residence Life Office in the Kanter Student Center Room 201. Any questions, please call 402-375-7418.

Hours of Operation

The Main Cafeteria in the Kanter Student Center offers continuous dining during the following hours:

Monday through Thursday: 7:15 a.m. to 7:00 p.m.
Friday: 7:15 a.m. to 6:30 p.m.
Saturday and Sunday: No continuous service

Main Cafeteria meal periods are:

Monday thru Friday
Breakfast.....7:15 a.m.-9:29 a.m.
Continental Breakfast.....9:30 a.m.-10:44 a.m.
Lunch.....10:45 a.m.-4:59 p.m.
Dinner Mon-Thu.....5:00 p.m.-7:00 p.m.
Dinner Fri.....5:00 p.m.-6:30 p.m.

Saturday:

Brunch11:30 a.m.-1:00 p.m.
Dinner5:30 p.m.-7:00 p.m.

Sunday:

Brunch11:00 a.m.-1:00 p.m.
Evening Dinner.....5:00 p.m.-9:00 p.m.

Cats Corner Food Court (lower level):

Monday-Thursday.....7:30 a.m.-9:00 p.m.
Friday.....7:30 a.m.-4:00 p.m.
Saturday and SundayCLOSED

Jitters in the Library featuring

We Proudly Brew Starbucks Coffee and Serve Red Mango Yogurt & Smoothies

Monday-Thursday.....7:30 a.m.- 11:00 p.m.
Friday.....7:30 a.m.- 4:00 p.m.
Saturday.....CLOSED
Sunday.....7:00 p.m.-11:00 p.m.

Students living in the residence halls must participate in the food service program of the College. Students who believe that individual circumstances warrant an exemption to this requirement should contact the Residence Life Office.

Health Services

402-375-7470

Kanter Student Center, Room 104

www.wsc.edu/student-health

Student Health Services offers an opportunity for the students to receive competent medical consultation and treatment. Minor illnesses or injuries are treated and referral is made, when necessary, for more extensive evaluation for diagnosis and/or treatment. The intent of Health Services is not merely to "cure the sick" but to help students achieve optimal wellness. Student Health Services maintains all student health records in compliance with FERPA (Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, as amended) and HIPAA (Health Insurance Portability and Accountability Act of 1996) requirements. Student Health hours are divided between two locations.

The campus location is in the southwest corner of the Kanter Student Center, Room 104. The other location is in Providence Medical Center (hospital), east of campus. An R.N. is available 8 a.m. to 5 p.m. Monday through Friday during regular sessions. A Physician's Assistant is available two hours per day Monday through Friday by appointment only. Because of the two locations and different procedures done at each location, students must call 402-375-7470 for an appointment. This number will ring at both locations. Please do not call the hospital.

Student Health Services is closed during weekends, holidays and breaks. Summer hours: available only for students enrolled in the current on campus summer session. The Physician's Assistant is available only by appointment. Please call 402-375-7470 for an appointment.

Illness does not constitute an excuse from class or work. Students are responsible for contacting instructors to arrange for making up any work which is missed during an absence. Students with known serious medical conditions (diabetes, asthma, etc.) should wear medical-alert identification, and notify Student Health at the first sign of any medical imbalance.

Services offered to students at no additional cost include:

- All services offered by the College nurse. Including: Assessments, HIV/UTI/Pregnancy/STD testing, weekly allergy shots, annual flu shots, etc.
- Services by the Physician Assistant during his/her schedule at the hospital (Monday-Friday), excluding surgical procedures, fracture care, and prenatal care
- Over the counter medications given at the Student Health Center
- Crutches rental as needed
- Health related presentations to campus groups upon request

Services offered at the student's expense:

- X-rays
- Laboratory testing
- Cost of prescription medications
- Any Physician or Physician's Assistant care received other than that scheduled in Student Health
- Emergency care by hospital personnel

Except as provided in Procedures a and b below, all entering students must show a valid immunization record for measles, mumps, and rubella (MMR). Prior to their first day of attendance in classes, applicants from foreign countries also are required to present a record of a TB skin test (Mantoux) or FDA-approved IGRA blood test (Quantiferon Gold or T-spot TB) completed within six (6) months prior to their first enrollment in addition to the above required record of immunization. If either of the tests is positive, a chest X-ray is required. The cost of the X-ray is borne by the student. If a student lives in a country which does not offer the TB tests, the student must undergo testing upon arrival at the College.

It is recommended that first year students living in College housing receive a meningococcal vaccination, but it is not required.

- a. A person qualifies for a medical exemption from the requirement to show proof of immunization when the person files a bona fide statement signed by a physician licensed to practice medicine within the United States verifying that the physical condition of the person seeking admission makes the required immunization unsafe and indicating the specific nature and probable duration of the condition. The exemption shall not extend beyond the period of the condition, which contraindicates immunization. A person qualifying for this exemption must sign a waiver form provided by the College stating that, if an outbreak of measles or rubella occurs at the College or surrounding community, the person may be subject to exclusion from the campus and College related activities during the outbreak period.
- b. A person qualifies for a religious exemption when the person files a notarized affidavit on an approved form that immunization is contrary to the religious tenets and practices of the signer. A person qualifying for this exemption must sign a waiver form provided by the college stating that, if an outbreak of measles or rubella occurs at the College or surrounding community, the person may be subject to exclusion from the campus and college related activities during the outbreak period.
- c. A person qualifies for an exemption from the requirement to show proof of immunization when enrolled only in off-campus courses or courses offered off-campus by distance learning technology. This exemption will be revoked if, at any time, the student enrolls in on-campus courses. At that time, the student will be required to show proof of immunization during the first semester the student is enrolled on-campus.
- d. According to guidelines established by the Center for Disease Control and Prevention, a person born before 1957 need not submit proof of immunization for measles, mumps or rubella.

Identification Cards

Phone 402-375-7107
Service Center, Library 1st floor
www.wsc.edu/cat-card

ID cards are issued to all new students. ID cards are issued once, students do not receive a new card each year. Replacement of a lost card will cost \$20. A damaged card may be turned in for replacement at no cost. This card should be kept in your possession at all times. It will be required at the library (for checking out books), admittance to Recreation Center, paying bills, for admittance to various activities on campus, and serves as a student's meal card.

New students will have their photo taken for their ID during a New Student Registration date in the summer. IDs can be picked up during Week of Welcome, beginning the weekend prior to the start of fall classes. If you did not attend a New Student Registration date, you may

have your photo taken during Week of Welcome. Your ID will be available for pick up the first week of classes at the Service Center located on the first floor of the Library near Jitters Coffee Shop.

International Student Services

Phone 402-375-7749

Kanter Student Center, Room 010

www.wsc.edu/international

International Students are admitted through the Admissions Office. The International Student Advisor is located in the Multicultural and International Programs Office. The International Student Advisor assists students in adjusting to life in the United States and with other problems or special needs of International Students. International students must meet with the International Student Advisor after arriving on campus for the first time to receive information about immigration regulations and submit the required immigration documents (I-94, passport, health insurance, copy of visa).

Library

Phone 402-375-7258

Conn Library

www.wsc.edu/library

WSC's Conn Library completed a major renovation in 2017. The renovation has created a modern collaborative and learning space for the WSC community. New amenities include 20 group and individual study rooms, new technology labs, and a variety of study spaces and furniture to accommodate different learning preferences. Jitters Coffee Shop provides food and drink on site.

Information and instructional resources are provided to support undergraduate and graduate programs and to improve the intellectual environment of the college. The library has a wide variety of print, video, and electronic resources. Resources not available in the Conn Library may be borrowed from other libraries through the Interlibrary Loan Department.

Laptop computers are available to check out for use within the library. Off campus students can access library databases using their WSC login and password. Students use WSC's Cat Card when checking out library materials, printing, or photocopying.

Reference Librarians are available for walk-in assistance to all students at scheduled times or by appointment. Reference Librarians can be contacted by emailing asklibrary@wsc.edu.

The Library also houses the Holland Academic Success Center and its Help Desk services. Help Desk staff are available to support classes across the curriculum. The Writing Help Desk is also available to evaluate and improve student's written work and research papers prior to final submission for their classes.

The Instructional Resource Center (IRC), located on the library's second floor, has collections which include PK-12 children's books, textbooks, curriculum guides, and kits and games. The IRC offers lamination, large format printing, binding, button maker, vinyl cutter, die cuts, and 3D printing. The IRC circulates equipment such as digital cameras, camcorders, and voice recorders. Additional technology resources are available at the TLTC Multimedia Lab, adjacent to the Instructional Resource Center.

The Library's Zahniser Film Collection contains many classic and popular feature films on DVD, Blu-ray, and VHS that are available for checkout.

The WSC Archives are located in the lower level and serve as the institutional memory of the college, providing access to a wealth of resources that chronicle the history of the institution.

The Library is also host to the [Nordstrand Art Gallery](#). The Nordstrand presents exhibits from a series of guest artists throughout the year. The gallery is also an exhibition space for student and faculty shows.

Library Hours

Monday through Thursday.....7:30 a.m. to midnight

Friday.....7:30 a.m. to 5:00 p.m.

Saturday.....1:00 p.m. to 6:00 p.m.

Sunday.....3:00 p.m. to midnight

(hours may change - call 402-375-7570 for an hours recording or refer to the Conn Library website)

Lost and Found

Contact Info: 402-375-7216

The Lost and Found Department is located at the Security Office, 1119 Walnut Street. Anyone (student, staff, faculty) finding a lost article on campus is encouraged to immediately take the item to the Lost and Found Department. The item will be tagged and dated. Anyone who has lost anything on campus should contact this office to report/claim the lost item. You are encouraged to call ahead (402-375-7216). Articles not claimed by the owners within one academic semester become the property of the individual who found it or, if not

claimed, donated to charity.

Mail Services (Post Office)

Campus Mail Room: Phone 402-375-7416

Hahn 101

Mail is delivered directly to the residence halls unless it is a big package, registered, certified, priority mail, special delivery or postage due mail. In such cases, it will be waiting for you at the College mail room located just inside the east entrance to Hahn Administration Building and directly to the right, Room 101. Any mail that requires a student's signature (certified mail, insured, delivery confirmation, etc.) needs to be signed for and picked up at the at the Hahn Building mail room. Students having mail to sign for will receive a bright green paper notice in their campus mailbox or students may call 402-375-7416.

Fed Ex and/or UPS packages are delivered to and can be picked up at the Kanter Student Center Room 201.

The U.S. Post Office is located at 120 Pearl Street in downtown Wayne.

Multicultural Services

Phone 402-375-7749

Multicultural and International Programs, Kanter Student Center 010

www.wsc.edu/multicultural

The mission of the Office of Multicultural and International Programs is to nurture an environment for students, faculty and staff to celebrate and enhance diversity and inclusiveness in our community. Several student organizations promote the mission with membership open to all WSC students. In collaboration with the President's Council for Diversity, the Office of Multicultural and International Programs encourages the WSC Community to: engage in discussions on current issues; share the cultural heritage of various ethnic and social groups; participate in the diversity of cultures conversations; collaborate with faculty and staff to sponsor speakers from diverse backgrounds; and sponsors an annual student leadership conference in collaboration with Peru State College.

The Office of Multicultural and International Programs sponsors several student organizations from the underrepresented groups on campus with membership open to all students. These organizations plan and offer culturally enriching programming to further understanding, dialogue and interactions with the campus community. They include: Interfaith Action Group, PRIDE, Black Students Association, Native American Student Alliance, Latinos Uniting, and the International Club. There is no membership fee and everyone is invited to join.

Publications

The Wayne Stater

Phone 402-375-7501

Humanities, Room 402

<https://thewaynestater.com>

The Wayne Stater is the official student newspaper of Wayne State College. It is published by the Wayne State College Department of Communication Arts. For the latest edition of The Wayne Stater, please access the website listed above.

Records and Registration (Registrar)

Phone 402-375-7239

Hahn 116

www.wsc.edu/records-registration

"Academic Bookkeeping" occurs in the Office of Records and Registration. The following suggests some of the information provided by this office: credit evaluations for transfer students, registration and drop-add assistance, verification of enrollment for loan deferments, verification of "good student" for discounts on car insurance, enrollment verification for Veteran's benefits, degree audits, academic probation or suspension, student teaching eligibility, graduation, Dean's list, and official transcripts.

Recreation Center

Phone 402-375-7482

Recreation Center, Room 206

<https://www.wsc.edu/rec-center>

The Wayne State College Recreation Center, opened in 1987. The 50,000 square foot Recreation Center arena is the main attraction and features three college regulation basketball courts surrounded by a 160-meter, six lane mondo track that was installed in the summer of 2001. The arena also has the capability to provide setup for five volleyball courts, three tennis courts, nine badminton/pickleball courts, plus options for a wide array of other activities. The complex also houses three separate weight training areas complete with 38 pieces of

cardiovascular equipment. In January of 2009, a new student free weight room opened on the lower level of the Recreation Center. The new free weight room area includes half racks, a dumbbell area, bench area, and a core/stretching area..

The Recreation Center also houses locker rooms for students/faculty/staff as well as for Wildcat athletics and offices for the Wayne State athletic department. The facility has hosted such events as the Northern Sun Conference Indoor Track and Field Championships (2004) along with numerous high school and college track meets along with indoor baseball, basketball, volleyball and softball camps.

In the summer of 2013, air conditioning was installed in the Recreation Center and all office areas. Improvements since 2013 include newly renovated Recreation Center locker rooms, an individual work out room, a functional training room (completed in the summer of 2017) and a Fitness on Demand program that is now online. State of the art software, readers and turnstiles were installed in the summer of 2017 that provide automated access and equipment check-out.

Health, Human Performance, and Sport classrooms and staff offices are located in the lower level of Rice Auditorium. Rice Auditorium is the home of the Wayne State College Volleyball and Men's and Women's Basketball teams. Rice is connected to the Recreation Center. In December 2005, the Wildcat Sports Medicine Center was opened on the upper level of the Recreation Center. The Center provides athletic training and treatment coverage to Wayne State students.

Student/Employee ID cards are required for admittance. Individuals must present/swipe their card at the lower entrance to the arena and the student free weight room.

Safety and Security (Campus Security)

Phone 402-375-7216

Alumni House, 1119 Walnut Street

www.wsc.edu/campus-security

Wayne State College Security believes that every member of the campus community should be educated and aware of their responsibility to assist in preventing, recognizing and reporting safety and security concerns. The College security program is designed to enhance the safety and security of individuals and property while located on the campus grounds or in College facilities. The goals of the campus security staff can be stated as follows:

1. Provide for the safety of individuals.
2. Protect personal and state property.
3. Enforce College regulations.
4. To apply crime prevention practices.
5. Investigate and report incidents.
6. Maintain campus order.

Campus Security Responsibilities

- 1, Ensure a response is made to calls for assistance.
2. Investigate accidents, provide aid, call for assistance (if required) and report each occurrence.
3. Provide assistance in transporting individuals requiring medical attention or related disabling conditions.
4. Enhance the security of property by locking buildings and facility gates at prescribed times.
5. Patrol campus grounds, parking lots, and all facilities to ensure the enforcement of all College regulations.

Contacting Campus Security

The Campus Security Office is located in the Alumni House, 1119 Walnut Street, and may be reached by dialing 402-375-7216 - 24 hours a day, 7 days a week. If you need additional assistance in reporting a crime, you may call the Wayne Police Department at 402-375-2626. In cases of EMERGENCY, call 911 from any phone. The BLUE LIGHT EMERGENCY PHONES are located in several parking lots across campus. These are activated by simply depressing one button. You will be connected with Campus Security or the Wayne Police Department.

Campus Security Authority

Wayne State College Security Officers are WSC employees and do not have arrest powers. However, the Wayne Police Department is contracted to assist in providing adequate campus coverage and has arrest powers. WSC Security shares dispatch services with the Wayne Police Department and works closely with the municipal, county, state and federal law enforcement agencies.

Crime Prevention

Wayne State College Security believes that a community committed to the prevention of crime promotes the safest possible environment. Throughout the year a variety of programs will be presented on campus for staff and student participation to provide information that will be helpful in dealing with personal or security related concerns. Examples of these programs include: self-defense, and alcohol awareness. Other programs will be scheduled as required. Security information will also be presented through various campus media sources.

Escorts

Campus Security will provide transportation to students with a physical disability during inclement weather or emergencies. Ill students may also receive assistance to and from the Health Center when they are unable to find their own transportation. During late evening hours, students may request Campus Security escort services to key campus locations. Transportation assistance is restricted to the College campus unless special arrangements have been approved by the Director of Security. The latest edition of the [Wayne State College Security and Crime Prevention Policies and Statistics](#) report is located online at www.wsc.edu/info/20173/institutional_data/140/student_right_to_know.

Student Accounts (Student Financial Services)

Phone 402-375-7229

Hahn 104

www.wsc.edu/financial-services

Students frequently need to work with student accounts personnel. The functions and services provided include disbursing financial aid checks, maintaining student account records, collecting extra fees for parking violations, library fees, damages, etc., issuing parking permits, assistance with financial problems, and general information.

Student Employment

Human Resources

Phone 402-375-7403

Hahn 220

www.wsc.edu/hr

For more information on student employment, please see the website listed above.

TRIO Student Support Services

Phone 402-375-7500

Kanter Student Center, Room 12

<https://www.wsc.edu/trio>

Wayne State College is proud to be the recipient of a federal TRIO grant from the U.S. Department of Education that allows us to provide services designed to help disadvantaged students earn a college degree. We provide a comprehensive package of academic and support services that help eligible students succeed in college - all at no cost to the student.

In order to participate in the program, students must meet the following eligibility requirements:

1. Be a citizen or national of the United States (or meet requirements for federal financial aid);
2. Be
 - a) a person with low-income; or
 - b) a first generation college student (neither parent has a 4-year degree); or
 - c) a person with a disability
3. Have a need for support in order to successfully pursue a college degree.

TRIO Student Support Services students are expected to make a serious commitment to their education. This commitment includes regular attendance in class, attendance at scheduled tutoring appointments, and regular contact with a TRIO Student Support Services advisor.

Some of the services provided by the program include: help with selecting a major; advisement on which courses to take to complete degree requirements; one-on-one tutoring and homework assistance; a peer mentor program; assessment of personal learning style; strategies for improving test-taking skills; and personal and financial aid counseling.

Students who use this program's services remain enrolled and graduate at a higher rate than other comparable students. To honor academic achievement, TRIO Student Support Services holds an annual Freshman Convocation for freshman honor roll students, we sponsor a chapter of Chi Alpha Epsilon National Honor Society for those students who achieve a 3.0 (or higher) grade point average for two consecutive semesters, and sponsors "TRIO Celebrates Graduates" for TRIO Student Support Services students.

If you would like to request an application or if you need more information, please contact the TRIO SSS Office at 402-375-7500 or e-mail trio@wsc.edu.

Veterans Services

Phone 402-375-7256

Hahn 116A

Veterans Affairs is available to veterans to answer questions and provide assistance to veterans and their dependents including processing of all enrollment certifications for G.I. Bill benefits. Information and benefits eligibility requirements can be obtained through the Records and Registration Office.

III. Student Activities and Organizations

Athletics

Phone 402-375-7520

Recreation Center, Room 206

www.wscwildcats.com

The intercollegiate athletic program at WSC includes football, basketball, baseball, track, and cross-country for men and volleyball, basketball, softball, track, soccer and cross-country for women. All sports are governed by the National Collegiate Athletic Association (NCAA) at the Division II level. WSC is a member of the Northern Sun Intercollegiate Conference (NSIC). For a list of athletic teams, coaches, rosters, and schedules, please access the website listed above.

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 NCAA policy regarding participation by transgender athletes.

Athletic Director

Phone 402-375-7520

Recreation Center, Room 206

Intramural Sports

Phone 402-375-7482

Recreation Center 206

www.wsc.edu/intramurals

Wayne State College sponsors an extensive intramural sports program that includes over fifty team and individual activities involving nearly two-thirds of undergraduate students. To participate, students must register at IMleagues.com which may be found on the [WSC Recreation Center web page](#). The goals of the Intramural program are to maintain healthy lifestyles, develop friendships, reduce or minimize stress, teach cooperation and teamwork, and develop life-long recreational skills. The Intramural program cannot assume responsibility for injury incurred during participation in any of the scheduled activities and sports.

Student Activities

Phone 402-375-7322

Kanter Student Center 154

www.wsc.edu/student-activities

Student Activities Board

Campus-wide co-curricular activities are organized by the Student Activities Board (SAB). SAB consists of students who plan and administer special events throughout the school year. Some events include Willy Wednesdays, Movies, Comedians, Concerts, and the ever popular Winter Wonderland.

Student Clubs and Organizations

The purpose of campus organizations is to provide learning opportunities for students participating in co-curricular activities which develop desirable social and personal qualities. Student organizations are important adjuncts to the academic life of the College. Wayne State offers a multitude of student groups engaged in activities related to academic, service, governmental, and social programs of the College. Students are encouraged to join organizations appealing to their interests.

For a full listing of the over 100 clubs and organizations at Wayne State College, go to www.wsc.edu/clubs.

Want to join or start a club? Contact the Student Activities Office to learn how!

Kanter Student Center

Phone 402-375-7322

Kanter Student Center 154

www.wsc.edu/student-center

Scheduling Campus Facilities

The scheduling of campus facilities in the Kanter Student Center (meeting rooms, dining rooms, atrium, etc.), Hoffbauer Plaza, and Willow Bowl for non-classroom activities is handled through the Student Activities/Student Center Office at 402-375-7322 or email activities@wsc.edu.

Student Government

Phone 402-375-7591 or 402-375-7337

Kanter Student Center 155

The Student Senate serves as the governing body for students. The Student Senate provides supervision of the student activities, a forum for the expression of student rights, student culture and social welfare improvements, and recognition of the rights and responsibilities of students to the College and Community.

IV. Residence Hall Policies and Guidelines

Residence Life

Phone 402-375-7318

Kanter Student Center, Room 201

www.wsc.edu/residence-life

Campus residence halls offer a supportive environment that fosters academic success, campus engagement and personal growth, all while living close to College resources and facilities. The residence hall experience helps students gain self-knowledge, celebrate difference, and develop leadership.

Our residential communities are safe, comfortable, and well-maintained facilities that create and promote inclusive environments for student development. Our staff is committed to student success at WSC. Through educational and social programs within the halls, residents will have the opportunity to create life-long relationships with students, staff, and faculty.

First-year students enrolled for 12 credit hours or more are required to live in a campus residence hall for one full academic year. Exceptions are made for students who are age 21 or older, married, living with parents or legal guardian (immediate family). Students who do not live on campus are required to submit an Application for Residence Hall Waiver and receive approval from the Director of Residence Life. First-Year students commuting from home who later decide to move to Wayne must move into a College residence hall for the remainder of the period of time that they are classified as a freshman.

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 at 402-375-7318. The College will address individual needs on a case-by-case basis.

More information about [living on campus](#) is available online by following the links below.

[Campus Life](#)

[Housing Rules and Regulations](#)

[Housing Application](#)

[Tips for Moving In](#)

V. Rights and Responsibilities

Administrative Withdrawal

Students will be administratively withdrawn from Wayne State 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 his/her account balance.

Educational Community

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

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

Student Rights

Freedom of Expression

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

Instructional and Grading Procedures

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

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

Faculty-Student Consultation

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

Student Evaluation of Instruction

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

Rights and Responsibilities in Other Instructional Settings

Freedom of Expression

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

It should be made clear to the academic and larger communities that sponsorship of events and speakers does not necessarily imply approval or endorsement of the views or actions by either the sponsoring group or the College. Participation in the exchange of ideas through these media is a normal expectation of the academic community. See the [NSCS 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 recognized as the principal entity for student participation in the decision-making process of the College.

Students shall be encouraged to participate in the student organizations. All organizations shall have a faculty/staff advisor and a constitution which must be approved by the appropriate College entity.

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.

Student organizations wishing to enter into agreements or contracts with persons, corporations or organizations external to the College community must have approval by the College chief business officer, or his or her designee, prior to entering into such an agreement or contract in order to reduce the risk of legal liability for the College and the Board of Trustees. Contracts that include the utilization of College facilities and/or other resources of the Colleges for an event must be approved in advance and signed by the College President or Vice President for Administration and Finance. See the [NSCS 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 disclosure 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

Non-directory information will be released only upon the written request of the student.

When information is released from a student's file, the student's written consent, 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

College employees, representatives and associates who have a legitimate educational interest, may look at a student file in any office (except the Health Center) in order to advise and assist students. A legitimate educational interest is defined as the need to review a student's educational record in order to: perform an administrative task outlined in that employee's, representative's or associate's duties; perform a supervisory or instructional task directly related to a student's education; or perform a service or benefit for the student such as health care, job placement, security, residential services, the acquisition of learning materials or student financial aid. Associates with a legitimate educational interest include third party providers from whom students have purchased content or services in conjunction with a College program, class or activity and for whom the College has an assurance of FERPA privacy protections on file.

Information concerning students obtained through counseling activities will not be made available to unauthorized persons without the expressed written consent of the student involved, except under legal compulsion or where the safety of others is involved or as otherwise addressed in FERPA.

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

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

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

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

Filing Complaints

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

Reporting a Missing Student

If a member of the Wayne State College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify WSC Campus Security at 402-375-7216.

Confidential Contact Person

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Wayne State College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Wayne State College will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through WSC Residence Life, Kanter Student Center 201, 402-375-7318. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

Investigation

Upon receiving a notification, Campus Security will generate a missing person report and initiate an investigation. Investigative efforts will include, but are limited to:

- Contact attempts via telephone, email, social media or other means;
- Welfare check of the missing person's residence hall room; and
- Identification of and contact with individuals who may have knowledge of the missing student's whereabouts.

Notification Procedures

After investigating a missing person report, should Campus Security determine that the student has been missing for 24 hours, Wayne State College will notify the Wayne Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, WSC will notify the student's parent or legal guardian immediately after WSC has determined that the student has been missing for 24 hours.

Parking

Parking on campus requires a WSC parking permit which can be obtained in the Student Financial Services Office, Hahn 104. Cooperation and compliance with the established rules and regulations will help ensure convenience for everyone. [Parking information](#) is available online at www.wsc.edu/parking.

Smoking and Tobacco Use Policy (Nebraska Clean Indoor Air Act)

Smoking and second-hand smoke have been found to pose definite health hazards. To provide a safe and healthy environment for working and learning, WSC restricts smoking on campus with the exception of designated outdoor areas. Smoking is prohibited in all indoor areas. Campus buildings are posted with "No Smoking" signs notifying all visitors of the smoke-free environment. Smoking is permitted within 20 feet of designated waste receptacles which are located in Parking Lots 1, 1.2, 3, 8, 9, 10, and 11. Please see www.wsc.edu/tobacco-use-map for a map of these receptacles.

Smoking is defined as the inhalation, burning, or carrying of any lighted tobacco or nicotine product that produces second-hand smoke. Cigarette butts, packaging, chew containers, chew bottles, and other tobacco debris must be disposed of properly in appropriate waste receptacles.

Vaping is prohibited in all residence halls due to smoke detector sensitivity.

National Data on Smoking Bans (from no-smoke.org)

As of July 3, 2017, there are now at least 1,913 100% smoke-free campus sites. Of these, 1,611 are also 100% tobacco-free, 1,504 also prohibit e-cigarette use.

This number has grown from the 586 campuses with 100% smoke-free campus policies in October 2011 and 446 campuses in October 2010. This number is expected to continue to climb rapidly as a result of the growing social norm supporting smoke-free environments, and support from within the academic community for such policies for campus health and well-being.

There is a need to protect employees and students from exposure to secondhand smoke on college campuses and create an expectation that this living and working environment be smoke-free.

Definitions

Wayne State College Campus: All college-owned or controlled property, including all buildings, parking areas, patios, sidewalks, and other outdoor areas. This includes all areas of College Housing, including individual units and all common areas.

Smoking: the inhalation, burning, or carrying of any lighted tobacco or nicotine product that produces second-hand smoke.

Online Resources

Nebraska Phone: 1.800.QUIT.NOW (1.800.784.8669) Nebraska Department of Health & Human Services

Iowa Phone: 1.800.QUIT.NOW (1.800.7848.669) Iowa Tobacco Prevention Alliance
Quit.com

Title IX

Title IX is the federal law prohibiting sex discrimination in educational institutions. It is from the Higher Education Act of 1965, amended in 1972 and 1987. Title IX forbids sex discrimination in all College student services and academic programs including, but not limited to admissions, financial aid, academic advising, housing, athletics, recreational services, college residential life programs, health services, counseling and psychological services, Registrar's Office, classroom assignments, grading and discipline. The Title IX Coordinator for Wayne State College is David M. McMahan, J.D., Assistant Dean of Students. Contact Dr. McMahan at 402-375-7213 (or 423-470-2919 in the case of an emergency). His office is located in the Kanter Student Center Room 201.

VI. Code of Conduct

[Nebraska State College System Policy 3100 Student Conduct and Discipline](#)

Authority for Disciplinary Action

The Board of Trustees of the Nebraska State Colleges grants authority to the Presidents of the State Colleges to designate appropriate officers, establish representative College committees, render initial decisions and provide appeal procedures in regard to allegation 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 Board Policy 3100 are to be governed by terms of the policy and the due process requirements set forth in the [NSCS Board Policy 3200](#).

Acceptance of these policies by the student is implied as a condition of his or her enrollment.

Refusing a Reasonable Request

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

Off-campus Conduct

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

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.

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.

Expectations for Students and their Behaviors

Students are responsible to obey the laws of the state and nation, the regulations and policies of the Nebraska State College System Board and of the Colleges; and to refrain from any conduct injurious to themselves, to others, or to the reputation or interests of the College. ([NSCS Board Policy 3100](#))

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;
10. Sex harassment or sexual violence, as [NSCS Board Policy 3200](#) defines these 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 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 [NSCS Board Policy 3021](#), on the basis of race, color, national origin, sex, sexual orientation, gender identity, 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

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 [NSCS 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.

Sanctions

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 [NSCS Board Policy 3200](#).

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. See [NSCS Board Policy 3100](#)

Right to Due Process

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

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. The hearing panel will determine the appropriate sanctions.
 - 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. The hearing panel will determine the appropriate sanctions.

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. Requests for an extension should be directed to the Vice President for Student Affairs or their designee. 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.
 - Title IX Matters: If the hearing concerns a violation of Board Policy 3020, the College's Title IX Coordinator or designee shall present the evidence supporting his/her finding of responsibility.
 - 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 presentation 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. An audio recording of the hearing will be made and kept by the College consistent with document retention schedules.
 - g. 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 campus 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.
 9. The student shall be notified of his/her right to appeal the decisions of the hearing panel to the Vice President responsible for student affairs/services. Appeals must be in writing and are due to the Vice President within five (5) class days after the student received the hearing panels' decision. If the Vice President was a member of the hearing panel, this step of the appeal process is not applicable and the student may appeal directly to the President. Appeals to the Vice President must be based on one of the following grounds:
 - a. Procedural due process was violated;
 - b. The sanction was excessive;
 - c. The evidence did not support the decision; or,
 - d. Substantive new information is available that was not available at the hearing.
 10. The student shall be notified of his or her right to appeal the decisions of the Vice President to the College 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 time of the hearing.
 11. Appeals of the President's decision may be submitted to the Chancellor but shall be limited to allegations that fair procedural process

has not been provided in accordance with Board Policy 3200. Appeals to the Chancellor must be in writing and are due within five (5) class days after the student receives the President's decision. Should the student appeal, any action assessed by the hearing panel shall be suspended until acted upon by the Chancellor. [See NSCS Board Policy 3200 Due Process: Students](#)

Student Complaint and 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 the [NSCS 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 Department Chair/Dean, for assistance with special academic problems. The office of the Vice President is located in Hahn Administration, Room 204.

Academic Dishonesty

Student dishonesty will not be ignored. It is a disservice to both faculty and student whenever such actions are ignored. In situations where dishonesty is suspected, the faculty member will meet with the student to discuss the charge and review any evidence. The student must be allowed to present his/her side of the story. After this meeting, the faculty member will send a brief written notice to the student stating the charge, action taken, and a reference to the academic appeals section of the Student Handbook. Copies of this notice shall be sent to the appropriate Dean and the Vice President for Student Affairs. Students found guilty of cheating on examinations, plagiarism and other forms of dishonesty will be dealt with directly by the faculty member concerned. The following penalty system is suggested for use by the faculty:

- A failing grade for work at hand, not including final examinations. Such work can include, but is not limited to test items, term papers and completed projects.
- A failing grade for the course of work in instances of cheating on final examinations. When a student has been found guilty of academic dishonesty more than once, the Vice President for Student Affairs is responsible for bringing the cumulative record to the attention of the Student Admission & Retention Committee for appropriate action.

Academic Appeals (including Grade Appeals)

If you believe that an incorrect, incomplete, or capricious action has been taken regarding an academic matter affecting your program, you must follow the procedural steps below to appeal the action:

- A. Consult with the instructor to obtain all necessary information regarding the decision and attempt to clarify all matters concerning the decision.
- B. If your questions are unanswered after Step A, you should place in writing your concerns regarding the action in question. Send a copy of the written statement to the faculty member and to the appropriate Department Chair who will in turn notify the appropriate Dean. You are responsible for making an appointment with the Dean to review the allegation and to discuss the findings with you. Initiation of a grade appeal by the student must happen within the first six weeks of the academic semester following award of the grade under appeal.
- C. If there is no satisfactory resolution of the problem at Step B, you may petition the Vice President for Academic Affairs. The Vice President will review the facts of the case and render a final decision or establish a special Ad Hoc Academic Appeals Committee to investigate the matter. The student must petition the Vice President of Academic Affairs within two weeks of the written response from the Dean.

Should an Ad Hoc Committee be appointed, its function is as follows:

- collect and review all data related to the question or concern
- interview the student
- interview the faculty member
- interview the Dean
- render a final decision based upon its findings after reviewing the data

The decision reached by the Vice President for Academic Affairs or the Academic Appeals Committee is final. There is no appeal to the Board of Trustees.

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.

VIII. General Policies

Unlawful Harassment

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.

Each 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, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act. Inquiries regarding nondiscrimination policies and practices may be directed to the Compliance Coordinators assigned at each College and identified on each College website.

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, any staff member of Housing/Residence Life (including Directors, Assistant Directors, Hall Coordinators, and Residence Hall Assistants), Coach, or any Campus Security Officer.

The Board of Trustees will follow the processes and procedures described in [Board Policy 3100](#) and [Board Policy 3200](#) to investigate and address discriminatory behavior.

Billing, Payment and Refund Policies

Students become obligated and agree to pay all academic charges when they register for each term. Charges including tuition, fees, room, meal plans, and all other fees that may be assessed are due on or before the twelfth day of the term (2nd day of each summer term) or immediately if incurred after the twelfth day of the term (2nd day of each summer term).

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 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 402-375-7216.

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. Residency applications filed after the end of the week one of classes will not be approved until the beginning of the following semester. Additional information can be found in [NSCS Board Policy 3050](#).

Restroom and Locker Room Facility Use

The College is committed to providing accessible campus restroom facilities. Students may use any restroom, locker room or changing facilities that correspond to their gender identity. Please contact the Vice President for Student Affairs office at Student Center 201, 402-375-7213 if you have any questions or concerns.

Scheduling Campus Facilities

The scheduling of campus facilities in the Kanter Student Center (meeting rooms, dining rooms, atrium, etc.), Hoffbauer Plaza, and Willow Bowl for non-classroom activities is handled through Student Activities/Student Center Office, Kanter Student Center Room 154, 402-375-7322. Scheduling of rooms in campus buildings, other than the Kanter Student Center, can be made by contacting that building's main office. Scheduling should be done in advance of a planned activity due to space being at a premium and heavily scheduled.

Sexual Violence or Sex Harassment

Nebraska State College System Policy 3020 Sexual Violence or Sex Harassment Reporting, Policies and Procedures

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 for ensuring 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.

Scope

1. To Whom Does this Policy Apply?

a. Students

This policy applies to all students, including traditional students, online or distance education students, and students participating in dual enrollment programs.

2. Where Does this Policy Apply?

This policy applies to the following:

a. The campuses of the Nebraska State Colleges

b. Areas owned or controlled by the Colleges

c. Off campus, to the extent that the conduct occurring off campus has continuing adverse effects on campus or creates a hostile environment for a student. College educational programs or activities (whether on or off campus), including, but not limited to, internship and clinic programs and placements and College sponsored study-abroad programs.

Conduct Prohibited by Board Policy 3020 and Definitions

Note: Being impaired by drugs or alcohol is not a defense to any violation of this policy.

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 domestic 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/Gender Harassment: Sex/gender harassment is unwelcome conduct of a sexual nature that is sex or gender-based.

Sex/gender harassment can include (but is not limited to) the following:

- Unwelcome sexual advances
- Requests for sexual favors
- Cyberbullying
- Other verbal, nonverbal, online, or physical conduct of a sexual nature
- Physical aggression, intimidation, or hostility based on sex or 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. Sex/gender harassment is a violation of this policy.

i. Quid Pro Quo Harassment

Quid Pro Quo harassment is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature, by a person who has authority or power over another, when submission to the sexual conduct is made (either explicitly or implicitly) a condition of a person's academic standing, employment, participation in College programs or activities, or is used in evaluating a person's educational or employment performance, development, or progress or in making another decision that will affect the person's relationship with the Colleges.

ii. Hostile Environment Harassment

Sex and/or gender harassment creates a hostile environment for a student-victim when it is so severe, pervasive, or persistent that it interferes with, denies, or limits the student's ability to participate in or benefit from the Colleges' services, activities, or opportunities because of their sex or gender. A single incident, if sufficiently severe, can constitute a hostile environment. If conduct is sufficiently severe, it can create a hostile environment without being repetitive. Likewise, conduct that is less severe may not be sufficient to create a hostile environment without repeated incidents.

The determination regarding whether a hostile environment has been created requires objective and subjective consideration of the pertinent circumstances, including the type of conduct alleged, its severity, duration, and frequency, the context, including the parties' age, sex, and relationship to each other, and any history of similar behavior.

iii. Retaliatory Harassment

Retaliation is any adverse or negative action taken against an individual due to their report of a policy violation, their cooperation in an investigation into an alleged policy violation, or their engagement in any other protected activity.

Sexual Violence: Any intentional act of sexual contact (touching or penetration) that is accomplished toward another without their 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. Note: It is never appropriate for allegations of sexual violence to be resolved by mediation.

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 their safety or the safety of others; or, (b) suffer substantial emotional distress.

- i. "Course of conduct" is defined as two or more acts (including, but not limited to) acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- ii. "Reasonable Person" is defined as a reasonable person under similar circumstances and with similar identities to the victim.
- iii. "Substantial emotional distress" is defined as significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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.

Retaliation: Any adverse or negative action taken against an individual due to their report of a policy violation, their cooperation in an investigation into an alleged policy violation, or their engagement in any other protected activity.

Additional Definitions

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

Employee: An individual who is paid by the College to perform specific job duties, including faculty and staff, whether they are employed part-time or full-time.

Responsible Employee/Mandatory Reporter:

Any employee who has been tasked with reporting incidents of sexual misconduct by students to the Colleges' Title IX Coordinator. This includes employees who have the authority to take action to address sexual violence, and employees whom a student could reasonably believe has this authority or duty. See "Reporting a Policy Violation to the Colleges" on the following page for additional information.

Confidential Employee: A College employee who does not have a duty to report incidents of sexual misconduct to the College's Title IX Coordinator. Medical or mental health professionals employed by the Colleges (Licensed Student Counselors, and Nurses and Athletic Trainers) are Confidential Employees and 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.

Reporting Party: An individual that makes a report to the College of a potential policy violation. This may be the alleged victim or a third party.

Alleged Victim: An individual who alleges to have been the victim in an incident(s) of sexual misconduct in violation of this policy.

Alleged Perpetrator/Responding Party: An individual who is alleged to have committed an act of sexual misconduct in violation of this policy.

Consent:

a. Definition

Consent is positive cooperation in an act or expressing intent to engage in an act. Consent is indicated through words or conduct. An absence of words or conduct does not constitute consent. An individual who consents to a sexual act must give that consent voluntarily, and with knowledge and understanding of the nature of the act and their participation in it. Consent to one type of sexual activity does not necessarily constitute consent for another type of sexual activity. Consent can be withdrawn by any party at any time through words or conduct.

b. Capacity to Consent

Consent can be invalidated (in other words, a person cannot give consent) in a number of situations.

- A person cannot give consent if they are incapacitated by drugs or alcohol, unconscious, passed out, asleep, coming in and out of consciousness, or if they have a disorder, illness, or disability that would impair their understanding of the act and their ability to make decisions.
- A person cannot give consent if they are under the threat of violence, injury, or other forms of coercion or intimidation.
- A person cannot give consent if they are forced, coerced, intimidated, or deceived into providing consent.
 - Consent cannot be inferred from silence or passivity alone.

The fact that the alleged victim was under the influence of drugs/alcohol may be considered in determining whether that person had the capacity to consent to the act in question. If the person was incapacitated, the question of whether the alleged perpetrator knew, or should have known, that the alleged victim was incapacitated will be considered.

c. Lack of 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 other party that 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.

Hostile Environment: Sex and/or gender harassment creates a hostile environment for a student-victim when it is so severe, pervasive, or persistent that it interferes with or limits the student's ability to participate in or benefit from the Colleges' services, activities, or opportunities because of their sex or gender.

The determination regarding whether a hostile environment has been created requires objective and subjective consideration of the pertinent circumstances, including the type of conduct alleged, its severity, duration, and frequency, the context, including the parties' age, sex, and relationship to each other, and any history of similar behavior.

Reporting a Policy Violation to the College

There are multiple options available to an individual who wishes to report a policy violation to the College. Reports can be filed by the alleged victim or a third party. Reports can be made to the College's Title IX Coordinator, or to designated employees who are "Mandatory Reporters" (also known as "Responsible Employees"). Mandatory Reporters shall communicate the report to the College's Title IX Coordinator. Pursuant to federal law, the College has a legal responsibility for documenting and reporting an incidence of sexual violence and sex harassment. An individual considering making a report to a Mandatory Reporter should be aware that any personally identifiable details they share with the Mandatory Reporter will be communicated to the Title IX Coordinator.

i. No Time Limit on Reporting

There is no time limit for reporting a policy violation to the College. However, the more time that passes between the alleged policy violation and the report to the College the more difficult it becomes for the College to respond and/or investigate the matter to determine whether the alleged perpetrator is responsible for the alleged behavior. Additionally, if the alleged perpetrator graduates or otherwise leaves the College, the College will not have the ability to hold them accountable if they are found responsible for sexual misconduct. Therefore, the College encourages early reporting of incidents that may be policy violations.

Title IX Coordinator	Mandatory Reporters
<p>David McMahan Wayne State College 1111 North Main Street Wayne, NE 68787 (402) 375-7213</p>	<ul style="list-style-type: none"> • President • Vice Presidents • Deans • College Title IX Coordinator (contact information is listed to the left) • Dean of Students • Housing/Residence Life Staff to include: <ul style="list-style-type: none"> o Directors o Managers o Assistant Directors o Hall Coordinators o Resident Assistants • Coaches and Assistant Coaches • Campus Security Officers <p>Reports to the above designated employees will constitute "notice" to the College for the purposes of considering an investigation and institutional response in conjunction with the Title IX Coordinator.</p> <p>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.</p> <p>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 College (Licensed Student Counselors, and Nurses and Athletic Trainers) 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.</p>

ii. Requests for Confidentiality, No Investigation, or Informal Resolution

An alleged victim may request the following: (1) for their name to be kept confidential, (2) for there to be no investigation into the alleged incident, or (3) for an informal resolution process. The College will take all reasonable steps to investigate and respond to the report consistent with the alleged victim's request. In determining whether it is possible to grant a request, the Title IX Coordinator must balance the request with their overall duty of providing a safe and non-discriminatory campus environment. Alleged victims who make these requests should understand that their request may limit the College's ability to respond fully to their concern. The College will offer appropriate resources and support to the alleged victim.

iii. Interim Measures

A range of interim measures are available to the alleged victim and the alleged perpetrator, as necessary, throughout the Title IX investigation. Any interim measures required will be put in place as soon as reasonably possible and will be provided equitably. The following are examples of interim measures that the College can implement: a no-contact order; a no-trespass order; a temporary suspension; a change in academic or living situations; access to counseling and academic support; the option to complete courses online, via independent study, or from a distance; the option to re-take a course or withdraw without penalty; and assistance working with professors to make up tests or assignments. When possible, interim measures will be taken at no cost to the alleged victim or the alleged perpetrator.

Students may be ordered to leave the College under a temporary suspension pending disciplinary action due process, per Board Policy 3200, in the event that the student's continued presence is believed to threaten the safety or health of another person or for reasons at the discretion of the Vice President responsible for Student Affairs. The following factors are considered when determining whether a temporary suspension is an appropriate interim measure:

- Whether the circumstances suggest a risk to the greater College community
- Whether there is a risk that the accused student will commit additional acts of sexual misconduct
- Whether there have been other sexual misconduct complaints against the accused student
- Whether the sexual misconduct was allegedly committed by multiple perpetrators
- Any additional information that the Vice President for Student Affairs considers relevant

Reporting Conduct to Law Enforcement

Violations of this policy that constitute criminal conduct may be reported to law enforcement. Reporting conduct to the College and reporting conduct to law enforcement are two separate processes. A reporting party can choose to report the conduct only to the College, (There is one exception: employees (even medical or mental health professionals who are Confidential Employees) 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. In Nebraska, the age of majority is 19) or only to law enforcement, or to both the College and 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.

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.

If a report is made to law enforcement and the agency pursues an investigation, the College will cooperate with the law enforcement agency.

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 or implement an interim measure; (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.

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.

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 a Policy Violation to the Colleges"), 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 System Director for Title IX, 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 finding regarding the report using a "preponderance of the evidence" standard (which means he or she will assess whether it is more likely than not that alleged sexual violence or harassment occurred) and will provide the recommendation to the Vice President responsible for Student Affairs. The Title IX Coordinator will also issue separate written statements to the alleged perpetrator and the alleged victim, informing them of the findings and recommendation to the Vice President for Student Affairs.
 - 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 accordance with Board Policies 3100 and 3200. 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. (Any sanctions imposed during the disciplinary process will go into effect after the 7-day window for appeals closes, and if an appeal occurs, after it is complete. However, existing interim measures [such as a temporary suspension] may remain in place.)

Requests to extend the 7-day window for appeals for good cause must be submitted in writing to the Vice President and will be decided on a case-by-case basis. 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.

Conflicts of Interest in Investigations

Conflicts of interest by those handling a Title IX investigation or response will not be permitted. A party who wishes to raise a concern regarding a conflict of interest (whether real or perceived) in the investigation or response process may submit their concern in writing as soon as possible to the Vice President for Student Affairs.

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 alleged victims, alleged perpetrators, and witnesses.

Sign Posting

Signs are to be posted in designated areas in each campus building and not on walls which includes the Kanter Student Center. Special signs, team support, election, etc. may receive special approval for wall display. Please bring items to the Student Activities Office, SC Room 154, for assistance. Displays in residence hall windows are prohibited and will be addressed in a content neutral manner.

Skateboards, Hover Boards, Bicycles, Scooters and Roller Blades

The use of skateboards, hover boards, bicycles, scooters and roller blades is prohibited inside all campus buildings and within 25 feet of any building entrance. The use of skateboards, hover boards, bicycles, scooters, and roller blades will be allowed outside on the WSC campus by those associated with WSC, and then only as a means of transportation. Anyone using skateboards, hover boards, bicycles, scooters or roller blades on WSC property shall give right of way to pedestrians and will travel at a reasonable and prudent speed. Recreational use is prohibited. Recreational use includes, but is not limited to, performing acrobatic stunts of any type as well as using any bench, table, stair or similar object as a platform for these recreational vehicles.

Skateboarders, hover boarders, roller bladers, scooter holders and bicyclists are responsible for any damage or injury (including to themselves) they may cause on the WSC campus. The College will assume no responsibility for any injury or damage caused by skateboarders, hover boarders, roller bladers, scooter holders and bicyclists. WSC students violating this policy may be subject to campus disciplinary action, in addition to being charged with a criminal offense if the situation warrants.

Bicyclist and scooter operators are required to use the storage racks located throughout the WSC campus. Bicycles and scooters shall not be attached to trees, posts, signs, stairwells, railings, or handicapped ramps. Bicycles or scooters found secured to any object other than a bike rack or laying on the ground are subject to confiscation by WSC Campus Security.

The term 'scooter' will refer to all push or pedal style scooters. Motorized scooters will be considered the same as a motorcycle and must follow all motor vehicle laws and WSC parking regulations.

Solicitation on Campus

No solicitation or canvassing of any kind may be conducted on campus, including door-to-door solicitation or canvassing in residence halls. Nor may articles, goods or services be offered for sale on the campus unless the solicitation is part of an approved College fundraiser. Additional information can be found in [Board Policy 8025: Facilities Utilization: Non-College Purposes](#) and [Board Policy 8027: Facilities: Leasing or renting On-Campus Space](#).

Student Fundraising Activities

All student money-making activities must be approved in advance by the Director of Student Activities, Room 154, Kanter Student Center. This process requires completing a form describing the activity and obtaining the advisor's signature. College-recognized organizations sponsoring fund-raising activities must be non-profit in nature and may not involve the sale of food unless specifically approved on the Authorization Form. Groups wanting to sell or distribute items in campus residence halls must do so in cooperation with, and under the supervision of the Residence Hall Directors. Unauthorized fund-raising events may be cancelled by the Vice President/Dean of Students.

Weapons and Explosives

WSC prohibits all persons who enter College property from carrying, possessing or using firearms, fireworks, explosives or any lethal weapon on campus or any type of 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 the appropriate approval will be allowed to carry a weapon. Concealed weapons are not permitted at the College, in buildings, on the grounds, other WSC property or at WSC activities.

Students who possess a weapon on WSC property are in violation of this policy and may be subject to disciplinary actions up to and including suspension. Any violator may also be reported to law enforcement officials to face the possibility of criminal prosecution.