

# TABLE OF CONTENTS

## NCTA Student Handbook

WELCOME TO NCTA .....	4
ACADEMIC CALENDAR 2005-2007 .....	5
NCTA DEPARTMENT TELEPHONE NUMBERS .....	9
CLASS SCHEDULE .....	13
ACADEMIC INFORMATION .....	13
Academic "Achievement" and "High Achievement" .....	13
Academic Advisors .....	14
Academic Bankruptcy .....	14
Academic Responsibility .....	15
Academic Standards .....	15
Adding A Class .....	16
Attendance Policy .....	16
Audit Registration .....	17
Certificate Program .....	17
Code of Conduct .....	18
Commencement and Diplomas .....	18
Credit Transfer .....	18
Dean's List .....	19
Delinquent Student Accounts .....	19
Dropping a Class .....	20
Financial Obligations .....	20
Grade Appeals .....	21
Grades .....	21
Grade Point Average (GPA) Computation .....	22
Holds .....	22
Incomplete ("I") Courses .....	22
Learning Communities .....	22
Public or Directory Information .....	23
Repeated Courses .....	23
Refund Policy .....	24
Student Eligibility .....	25
Student Records .....	25
Test Out .....	26
Transcripts .....	26
Withdrawal from NCTA .....	27
STUDENT SERVICES .....	27

Admissions & Recruiting Office .....	27
Business Office .....	27
Cafeteria .....	27
Computer Labs - Ag Hall .....	28
Computer Labs - Residence Hall .....	28
Financial Aid Office .....	29
Health Services .....	29
Intramural Sports .....	30
Library and Learning Center .....	30
Registrar's Office .....	31
Student Employment (Off-Campus) .....	32
Student Employment (On-Campus) .....	32
<b>FINANCIAL AID .....</b>	<b>32</b>
Financial Assistance .....	32
Standards of Progress .....	32
Financial Planning .....	33
Financial Aid Program .....	34
Procedures for Applying for Financial Aid .....	34
Selective Service Registration .....	34
Sources of Financial Assistance .....	35
Rehabilitation Benefits .....	37
Student Employment .....	37
Veterans Training .....	37
<b>OTHER SERVICES .....</b>	<b>38</b>
Computer Facilities .....	38
Copy Machines .....	38
ID Cards .....	38
Lost and Found .....	38
Mail Service .....	39
Parking at NCTA .....	39
Telephone Calls.....	40
<b>STUDENT ACTIVITIES AND ORGANIZATIONS .....</b>	<b>40</b>
Student Activities Policy .....	40
Aggie Rodeo Association .....	41
Athletics/College Wide Activities .....	42
Churches in our Community .....	42
Collegiate Cattlemen's .....	42
Collegiate 4-H .....	42
Dances .....	43
Horticulture Club .....	43
NCTA Aggie Varsity Teams .....	43
Intercollegiate Equestrian Team .....	43
Intercollegiate Livestock Judging .....	44
Other Activities .....	44
Phi Theta Kappa .....	44

<b>Safari Club .....</b>	<b>45</b>
<b>Sponsorship of Student Activities and Organizations .....</b>	<b>45</b>
<b>Student Ambassador Program .....</b>	<b>46</b>
<b>Student Senate .....</b>	<b>46</b>
<b>S.T.V.M.A. ....</b>	<b>46</b>
<b>Women in Ag .....</b>	<b>47</b>
<b>Yearbook Staff .....</b>	<b>47</b>
<b>POLICY INFORMATION .....</b>	<b>48</b>
<b>Campus Computer Use Policy .....</b>	<b>48</b>
<b>Student Code of Conduct .....</b>	<b>57</b>
<b>Disciplinary Procedures .....</b>	<b>66</b>
<b>Crime Awareness &amp; Campus Security .....</b>	<b>79</b>
<b>Institution's Response .....</b>	<b>81</b>
<b>UNL Drug-Free Schools &amp; Campus Policy .....</b>	<b>83</b>
<b>University Non-Discrimination Statement .....</b>	<b>86</b>
<b>University Clean Air Policy .....</b>	<b>87</b>
<b>University Sexual Harrassment Policy .....</b>	<b>88</b>
<b>UNL Drug-Free Campus Policy .....</b>	<b>89</b>

# Welcome to NCTA

## Student Responsibility for Student Handbook Information

You, as a student, are responsible for knowing the information in this handbook and the most current issue of the college catalog. The college reserves the right to change regulations and policies as necessary.

For most students, college is a new experience. Going to college means dealing with a new routine, unfamiliar terms, and many questions. To help you through those anxious days, weeks, or months, this handbook was designed to acquaint you with college life, the policies and procedures at NCTA, understanding some general college jargon, and answer a few of your questions.

## Student's Right to Know

The following data is provided to fulfill the General Disclosure requirements relating to completion of graduation. Data was compiled in 1990 and is continued through 2004. The Completion or Graduation Rate in 2004 for students who entered the Nebraska College of Technical Agriculture in 2002 on a full-time basis is 57.1%.

Percent of graduates employed in training related jobs (2005 data): Agriculture Production Systems-72%, Agribusiness Management Systems-56.3%, Horticulture Systems-66.7%, and Veterinary Technology-85.2%. Transfer for advanced degrees-14.6%.

# ACADEMIC CALENDAR

## 2006-2008

\*Calendar subject to change

### August 2006

- 4 Third 4-Week Session Ends
- 19-21 Freshman Orientation
- 21 Fall Semester Classes Begin
- 25 Last day to **DROP** a course and receive a 100% refund

### September

- 1 Last day to **DROP** a course and receive a 75% refund
- 4 **LABOR DAY - NCTA CLOSED**
- 8 Last day to **DROP** a course and receive a 50% refund
- 15 Last day to **DROP** a course and receive a 25% refund
- 27 Last day to **DROP** 8-Week session course

### October

- 13 First 8-Week Session Ends
- 16-17 **FALL BREAK**
- 18 2nd 8-Week Session Begins
- 24 Last day to **DROP** a course and receive a 100% refund
- 31 Last day to **DROP** a course and receive a 75% refund

### November

- 7 Last day to **DROP** a course and receive a 50% refund
- 14 Last day to **DROP** a course and receive a 25% refund
- 22-24 Student Thanksgiving Vacation
- 23-24 **THANKSGIVING VACATION - NCTA CLOSED**
- 27 Classes Reconvene 8:00 A.M.
- 29 Last day to **DROP** 8-Week and 16-Week course

### December

- 12-14 **FINALS**
- 15 End of Fall Semester - Student Holiday Break Begins!
- 24 University Holiday Shutdown Begins

## January 2007

- 2 NCTA Opens from University Holiday Shutdown
- 8 Spring Semester Classes Begins
- 15 MARTIN LUTHER KING JR. DAY - NCTA CLOSED**
- 19 Last day to **DROP** a course and receive a 100% refund
- 26 Last day to **DROP** a course and receive a 75% refund

## February

- 2 Last day to **DROP** a course and receive a 50% refund
- 9 Last day to **DROP** a course and receive a 25% refund
- 14 Last day to **DROP** 8-Week session course

## March

- 2 First 8-Week Session Ends
- 5 Second 8-Week Session Begins
- 9 Last day to **DROP** a course and receive a 100% refund
- 12-16 SPRING BREAK**
- 23 Last day to **DROP** a course and receive a 75% refund
- 30 Last day to **DROP** a course and receive a 50% refund

## April

- 6 Last day to **DROP** a course and receive a 25% refund
- 13 Last day to **DROP** 8-Week or 16-Week session courses
- 30 FINALS**

## May

- 1-2 FINALS**
- 3 End of Spring Semester
- 3 GRADUATION!!**
- 28 MEMORIAL DAY - NCTA CLOSED**

## June

- 11 8-Week Summer Session Begins
  
- 15 Last day to **DROP** a course and receive a 100% refund

## July

- 4 INDEPENDENCE DAY - NCTA CLOSED**
- 20 Last day to **DROP** 8-Week summer session course

## August 2007

- 3 Summer Session Ends

- 18-20 Freshman Orientation
- 20 Fall Semester Classes Begin
- 27 Last day to **DROP** a course and receive a 100% refund

**September**

- 4 Last day to **DROP** a course and receive a 75% refund
- 3 LABOR DAY - NCTA CLOSED**
- 11 Last day to **DROP** a course and receive a 50% refund
- 18 Last day to **DROP** a course and receive a 25% refund
- 28 Last day to **DROP** 8-Week session course

**October**

- 12 First 8-Week Session Ends
- 15-16 FALL BREAK**
- 17 2nd 8-Week Session Begins
- 23 Last day to **DROP** a course and receive a 100% refund
- 30 Last day to **DROP** a course and receive a 75% refund

**November**

- 6 Last day to **DROP** a course and receive a 50% refund
- 13 Last day to **DROP** a course and receive a 25% refund
- 21-23 Student Thanksgiving Vacation
- 22-23 THANKSGIVING VACATION - NCTA CLOSED**
- 26 Classes Reconvene 8:00 A.M.
- 30 Last day to **DROP** 8-Week and 16-Week Courses

**December**

- 11-13 FINALS**
- 14 End of Fall Semester - Student Holiday Break Begins!
- 24 University Holiday Shutdown Begins

**January 2008**

- 2 NCTA Opens from University Holiday Shutdown
- 7 Spring Semester Classes Begins
- 14 MARTIN LUTHER KING JR. DAY - NCTA CLOSED**
- 11 Last day to **DROP** a course and receive a 100% refund
- 18 Last day to **DROP** a course and receive a 75% refund
- 25 Last day to **DROP** a course and receive a 50% refund

**February**

- 1 Last day to **DROP** a course and receive a 25% refund

15 Last day to **DROP** 8-Week session course  
29 First 8-Week Session Ends

### **March**

3 Second 8-Week Session Begins  
7 Last day to **DROP** a course and receive a 100% refund  
**15-23 SPRING BREAK**  
14 Last day to **DROP** a course and receive a 75% refund  
21 Last day to **DROP** a course and receive a 50% refund  
28 Last day to **DROP** a course and receive a 25% refund

### **April**

11 Last day to **DROP** 8-Week or 16-Week session courses  
**28-30 FINALS**

### **May**

1 End of Spring Semester  
**1 GRADUATION!!**  
**26 MEMORIAL DAY - NCTA CLOSED**

### **June**

9 Summer Session Begins  
13 Last day to **DROP** a course and receive a 100% refund

### **July**

**4 INDEPENDENCE DAY - NCTA CLOSED**  
**18** Last day to **DROP** 8-Week summer session course

### **August**

1 Summer Session Ends

# **NCTA Department Telephone Numbers**

All telephone numbers are 367-5(###) prefixes when dialing from off-campus

## **Administration**

200 Weldon Sleight, Dean

## **Admissions and Recruiting**

280 Mary Klintworth, Secretary

281 Dana Bailey, Admissions Counselor

## **Affirmative Action Director**

226 Dave Smith, Campus Representative

## **Aggie Bookstore**

274 Jan Burton

## **Aggie Rodeo Association**

285 Dallas Talkington

## **Alumni Association**

204 Jerry Sundquist

## **Athletics**

250 Del Van Der Werff

256 Coaches Office-Activities Building

## **Business Office**

252 Jennifer Smith, Director of Business Operations

263 Laura Dailey-Heath

## **Computer Systems Services**

208 Ed Barnes

## **Dean's Office**

200 Weldon Sleight

238 Linda Cole, Administrative Assistant

## **Dining/Food Services**

- 246 NCTA Cafeteria - Denise Wilcox, Eileen Jepsen, Linda Fisher  
204 Jerry Sundquist, Supervisor

## **Divisions**

### **Agribusiness Management Systems**

- 259 Cathy Nutt, Division Chair  
274 Jan Burton, Secretary

### **Agriculture Production Systems**

#### **Agronomic Options**

- 226 TBA  
222 Marilyn Henry, Secretary

### **Agriculture Production Systems**

#### **Livestock Options**

- 284 Dave Smith, Division Chair  
283 Terri Jo Bek  
285 Dallas Talkington  
293 Jan Price, Secretary

### **Horticulture Systems**

- 226 Brad Jakubowski, Division Chair  
222 Marilyn Henry, Secretary

### **Veterinary Technology Systems**

- 219 Barbara Berg, Division Chair  
223 Ricky Sue Barnes Wach, DVM  
282 Judy Bowmaster  
222 Marilyn Henry  
293 Jan Price, Secretary

### **Employment**

- 207 Work-Study, Mary Ann Mercer, Financial Aid Office  
280 Off-campus, Mary Klintworth, Admissions/Recruiting Office

### **Financial Aid**

- 207 Mary Ann Mercer

### **Information**

- 0 Mary Klintworth, Campus Switchboard

## **Intramurals**

250 Del Van Der Werff

## **Library**

213 Mo Khamouna

## **Livestock Judging Coach**

286 TBA

## **Maintenance**

293 Rebecca Currie, Custodial Services  
243 Mark Ehlers, Grounds  
228 Mark Gardner, Custodial Services  
244 Keith Heathers, Electrical/Plumbing  
228 Rod Martens, Buildings  
244 Kenny Russell, Vehicles  
233 Sandra Wills, Custodial Services

## **Meeting Facilities**

219 Barbara Berg, Veterinary Technology  
284 Dave Smith, Agriculture Production Systems  
200 Jerry Sundquist, Campus Reservations  
250 Del Van Der Werff, Activities Building

## **Parking Services**

252 Jennifer Smith

## **Phi Theta Kappa Honor Society**

259 Cathy Nutt

## **Public Safety**

257 Bob Skates  
If no answer after 5:00 P.M., call 367-4240 or Jerry  
Sundquist at 367-4245 - emergencies only

## **Residence Halls**

204 Jerry Sundquist, Director of Student Affairs  
248 East Residence Hall (Female)  
Murnita Hill, Supervisor  
Leona Nutt, Custodial Services  
249 West Residence Hall (Male)

Peni Crow, Supervisor  
Carol Walther, Custodial Services

### **Rodeo Coach**

285 Dallas Talkington

### **Student Health Services**

Curtis Medical Center, Monday - Friday, 367-4162

### **Student Senate**

250 Del Van Der Werff, Sponsor

### **Student Affairs Office**

205 Jerry Sundquist, Director of Student Affairs/Registrar

204 Vicky Luke, Secretary

### **Supporting Studies**

250 Del Van Der Werff  
TBA

# CLASS SCHEDULE

<b>1st Period</b> .....	<b>8:00-8:50</b>
<b>2nd Period</b> .....	<b>9:00-9:50</b>
<b>BREAK</b> .....	<b>9:50-10:10</b>
<b>3rd Period</b> .....	<b>10:10-11:00</b>
<b>4th Period</b> .....	<b>11:10-12:00</b>
<b>5th Period</b> .....	<b>1:00-1:50</b>
<b>6th Period</b> .....	<b>2:00-2:50</b>
<b>7th Period</b> .....	<b>3:00-3:50</b>
<b>8th Period</b> .....	<b>4:00-4:50</b>

A student's schedule will be determined by individual majors and choice of courses. The college day will vary from student to student. In order to insure a close working relationship and harmony between students and staff, the contents of this Handbook are subject to change.

## Academic Information

### Academic “Achievement” and “High Achievement”

Students having an accumulated GPA of 3.75 or higher at the time of graduation are eligible for one of two honors, “Achievement” and “High Achievement”. The “Achievement” award is presented to those individuals who have an accumulated GPA of 3.75 or higher. The “High Achievement” award is given to students who have an accumulated GPA of 3.75 and, in addition, have exhibited outstanding personal characteristics which predict success in future employment.

A rating system is used to select the recipients of the “High Achievement” award. A rating sheet will be filled out by each instructor who has had the

prospective recipient in class. The data collected is computed by a selection committee which consists of the Division Chairs and the Director of Student Affairs.

## **Academic Advisors**

Each student enrolled at the Nebraska College of Technical Agriculture will be assigned an academic advisor. The student's advisor will assist the student in course selection.

During the first semester each advisor will meet with his/her advisee a minimum of three times (the first meeting as soon after classes begin as possible). These visits will be initiated by the advisor. During the remaining on-campus semesters, advisors will initiate a minimum of two visits per semester. Advisees or advisors may initiate visits when necessary at any mutually agreeable time.

A student advisor will be assigned from the faculty of the student's instructional major.

If justifiable reason exists, a student may change his/her advisor by requesting such a change in writing to the Division Chair. Should the Division Chair already be the student's advisor, the written request should go to the Director of Student Affairs.

## **Academic Bankruptcy**

Academic Bankruptcy is available to NCTA students who have a GPA or CGPA of less than a 2.0 and have completed no more than two academic semesters.

To apply for Academic Bankruptcy, the following conditions must be met:

1. Prior to or by the end of the first week of a semester or summer session an application for Academic Bankruptcy must be submitted to a committee consisting of the Division Chair, the previous major Advisor and the new major Advisor if changing majors, or a faculty member from the major the student is enrolled in.

- Following the Academic Bankruptcy application, all grades for the semester/session in which a student is enrolled for a minimum of 12 credit hours must be a 2.0 or above. If this requirement is met all grades that are less than a 2.0 will be removed from grade consideration. If this requirement is not met the student's grades will not be removed from grade consideration. Application for

Academic Bankruptcy does not have any effect on eligibility for financial aid. All students on financial aid must continue to meet the “Standards of Progress”.

## **Academic Responsibility**

1. Students are expected to be honest in all aspects of their college work.
2. Academic judgements about a student’s work (including questions of cheating) are the responsibility of the instructor. Normally, disagreements are resolved by means of the conference between the student and instructor. However, if a student feels (s)he is treated unjustly, (s)he can take their case to their Division Chair (if the Division Chair should be his/her instructor, (s)he may then present his/her case to the Director of Student Affairs. The instructor must inform the student of this right. The student may make a further appeal to the Dean if (s)he is not satisfied with the Divison Chair’s and Director of Student Affairs responses.
3. One or more violations involving cheating may be cause for the student to be placed on probation or dismissed from college.

## **Academic Standards**

### **Probation**

A student is on probation any time they have a CGPA below 2.0 at the end of a semester. Students may be placed on scholastic probation if they do not meet the standards set forth in their course of study. If corrective action is not carried out by the student, this may be cause for dismissal.

A student has three semesters in which to achieve a CGPA of at least a 2.0 or the student will be a candidate for academic dismissal.

### **Course Repeat**

Students may be permitted to repeat failed courses or courses in which the grades were low. Courses shall be repeated only during a time they are normally offered in the college curriculum. The substituted new grade is recorded.

### **Academic Dismissal\***

A student will be dismissed from NCTA under the following conditions:

1. The student has been notified of probation three consecutive se-

mesters.

2. The student's cumulative GPA is below a 2.0 at the end of the semester prior to intended graduation.

### **Readmission**

A student who has been dismissed from NCTA will be denied enrollment privileges for at least two academic semesters, for example - Summer/Fall, Fall/Spring, Spring/Summer. A dismissed student may apply for readmission to NCTA for the semester following the **mandatory** "stop-out" period or any subsequent semesters. Applications for readmission will be evaluated by the Division Chairs and the Director of Student Affairs in accordance with criteria followed by the college in compliance with federal regulations.

## **Adding A Class**

Students may add classes on "WAM" prior to and during the first week of any semester or session. After that period an "ADD" form is required with the instructor's and Advisor's signature in order to add the class. These forms may be picked up from the Student Affairs Office and when completed returned to that office.

## **Attendance Policy**

Student attendance in college is a gauge to determine how successful an individual may be. **Therefore at NCTA, a student is encouraged to attend all classes.** There are excused absences, however, students must personally arrange any absence from class with their instructor. Students on college sponsored activities during regular class hours will not be considered absent from classes they miss. They are still responsible for any assignments missed.

Federal regulations require that the Office of Student Affairs and Financial Aid determine the last day of attendance for all students who do not officially withdraw from the college. If the last date of attendance is not reported for each student, the law stipulates that the first day of classes for that semester/term be used as the drop date, which would result in a substantial financial aid repayment penalty for the student.

For unusual circumstances, a temporary leave of absence may be obtained from your instructional Division Chair and the Director of Student Affairs. Illnesses which require a leave of absence will need a written statement from Student Health or a family doctor as supporting documentation. Neither absence nor an excuse relieves anyone from meeting all course

requirements.

At the discretion of the instructor, permission may or may not be given to make up missed class work and/or tests. It is the student's responsibility to obtain assignments.

## **Audit Registration**

Students desiring to attend a course without taking examinations or receiving credit for the course may register in an audit status with permission of the course instructor and their advisor. Students who register for an audit course will pay all regular fees.

Students may change from audit to credit or credit to audit with permission of the course instructor and their advisor only within the first week of the session.

Students auditing a course will receive no credit and a grade of AU (Audit) will be noted on the transcript for the course.

Students receiving financial aid or veteran's benefits cannot count audited courses in determining course load.

## **Certificate Program**

The certificate will consist of an abbreviated college core curriculum of 15 hours, with the remaining 15 hours of the 30 hour program selected from courses related to the student's area of interest with the Division Chair's approval. All courses will be graded on a pass/fail system.

A full-time student enrolled in a certificate program must maintain a 1.0 grade or higher in at least 12 credit hours for each semester they are in a certificate program to be eligible for Financial Aid (It is expected that the student would take no longer than 4 semesters to finish the certificate program).

A student enrolled in a certificate program that is not able to maintain a 1.0 grade or higher in at least 12 credit hours per semester would be put on probation and dismissed at the end of the third semester if the student does not have a minimum grade of 1.0 in 30 credit hours.

# Code of Conduct

Students are expected to conduct themselves as adults and responsible law-abiding citizens at all times. Misconduct either in college or off campus may result in students being officially warned, placed on probation, suspended or asked to leave college. Misconduct off campus which brings discredit to the college will be justification for probation and/or expulsion. As part of the student's conduct, reasonable cleanliness and appropriate dress is required.

## Commencement, Degrees and Certificates

An Associate of Applied Science Degree or Certificate is granted to students who meet all prescribed requirements. These include passing grades in each required course, having completed the minimum semester credit hours required for the major they are enrolled in, successful internship and a minimum accumulated average grade of 2.0 (C).

Students who expect to receive a degree must file an "Application for Degree" in the Office of Student Affairs according to the following criteria:

Completing Degree requirements in:

May	Must apply on/or before the first week of the spring semester
August	July 1st
December	October 1st

All accounts must be paid in full, with no current or pending disciplinary actions and/or other necessities associated with commencement. There will be a \$68 graduation fee to cover costs of diplomas and commencement speakers.

## Credit Transfer

### Incoming Students:

Those students who have had post-secondary education prior to attending the Nebraska College of Technical Agriculture may request that their transcripts be reviewed. This review is to determine if prior education may be used in meeting a student's NCTA degree requirements. In all cases, evaluations must be initiated by the student and each will be made on an individual basis. Inquiries on credit transfer are to be made to the incoming student's Advisor. A minimum grade of 2.0 (C) is required on

any course for which transfer credit is requested. (only credit hours, not grades are transferred.) Transferred credit has no effect on a student's NCTA grade point average. The maximum number of credit hours a student may transfer to NCTA is 30.

## Dean's List

During the fall and spring semesters, students are honored for their academic achievements. Students with a 3.5 or better, semester GPA and having completed at least 12 credit hours during the semester are eligible for the Dean's Honor Roll. Students who receive a 4.0 for the semester and have completed at least 12 credit hours during the semester are eligible for the Deans' List. Students who have an "Incomplete" on their academic record are not eligible.

## Delinquent Student Accounts

(Effective January 9, 2006)

**Holds** - a hold is a sanction placed on the account of a student whose account is delinquent. For an immediate release of a HOLD, payment must be made by cash, cashier's check, money order, Discover, or Mastercard (sorry - Visa is not accepted). Due to the large number of bad checks presented, the University delays the release of HOLDS on accounts paid by personal checks for a period of three weeks.

### Sanctions

**The following sanctions may be taken toward a student whose account is delinquent:**

1. There is a \$20 late payment fee each month an account is delinquent.
2. HOLDS will be placed on the academic records of students who are delinquent. Holds will prohibit the release of transcripts and diplomas and prohibit future enrollment (including adds and section changes) until the accounts are brought current.

**If an account becomes two months (60 calendar day) delinquent the following additional sanctions will be taken:**

3. The process will begin that could lead to the removal from NCTA Residence Halls.

4. Student will be removed from and not allowed to participate in the following activities:
  - Student Senate
  - Activities involving any NCTA student organization
  - All Varsity and Intramural Sports
  - Golf Competition
  - Rodeo
  - Livestock Judging
  - Horse Show Team
  - Horticulture Judging
  - Any travel not related to a classroom activity
  - All other extracurricular activities
  
5. These additional sanctions will be removed when the HOLD placed on their academic record has been removed.

***No participation means no practice and travel as well as no participation in scheduled events and activities.***

## **Dropping A Class**

During the 4-week session, 8-week modular semesters and/or 16-week semester, a student may drop a course on WAM up until the last drop period. If the course is dropped during the first week of the session, the dropped course will not appear on the student's academic record.

If a student withdraws from a class after the first week and prior to the last drop period, a "W" will be recorded...no credit given...and the credit(s) will not be averaged into the student's GPA. No withdrawals will be allowed after the last drop period, which is two weeks before the start of finals.

**Students withdrawing from ALL classes** must drop their class on WAM and complete the check-out form from the Student Affairs Office. The same withdrawal policy for dropping a course, as mentioned above, will be followed. A student may not withdraw from a course after the course has ended.

## **Financial Obligations**

It is the responsibility of the student to satisfy all financial obligations to NCTA before class enrollment can be completed, prior to release of records, and upon application for a degree. All fees and other charges may be changed at any time by the Board of Regents of the University of Nebraska.

# Grade Appeals

The NCTA Academic Council hears appeals from students on grades received within all college programs. The committee will hear such appeals, however, only after the student has followed the process listed.

- Appealed without satisfaction to the course instructor
- Notified the Division Chair, then the Director of Student Affairs of the circumstances and filed an appeal with each.
- If the student will notify the Academic Council in writing and will include in the notice a statement of the grounds of appeal. Both the student and the course instructor will be given an opportunity to present materials to the NCTA Academic Council in the presence of each other.
- A student will have 30 days following the beginning of the next session to protest a posted grade from the previous session. If no protest is received the grade will stand. After that time any grade change will need to be approved by the Academic Council. This does not apply to Incompletes.

# Grades

NCTA grade table:

<b>100.0</b>	<b>A+</b>	<b>4.00</b>
<b>90.0</b>	<b>A</b>	<b>4.00</b>
<b>86.7</b>	<b>A-</b>	<b>3.67</b>
<b>83.3</b>	<b>B+</b>	<b>3.33</b>
<b>80.0</b>	<b>B</b>	<b>3.00</b>
<b>76.3</b>	<b>B-</b>	<b>2.67</b>
<b>73.3</b>	<b>C+</b>	<b>2.33</b>
<b>70.0</b>	<b>C</b>	<b>2.00</b>
<b>66.7</b>	<b>C-</b>	<b>1.67</b>
<b>63.3</b>	<b>D+</b>	<b>1.33</b>
<b>60.0</b>	<b>D</b>	<b>1.00</b>
<b>56.7</b>	<b>D-</b>	<b>0.67</b>
<b>50.0</b>	<b>F</b>	<b>0.00</b>

Grades of **I** (Incomplete), **W** (Withdrawal), **N** (No Pass, for P/NP course), **AU** (Audit), and **P** (Pass, for P/NP course) are not assigned grade points and therefore are not used in computation of a student's grade point average.

Students are given the opportunity and encouraged to discuss their grades with their Division Chair/Advisor and/or their instructors. Grade reports will be mailed to the student at the end of each semester and summer.

# **Grade Point Average (GPA) Computation**

Grade point averages are computed for each term and accumulated for the duration of attendance. Credit hours accepted for transfer from another institution are excluded in grade average computations. Withdrawals from courses resulting in a "W" and "I" are disregarded in the grade point average computations. All grades resulting in failure ("F") are used in computing averages.

## **Holds**

Academic and administrative offices can place holds on your registration which prevent registering or changing your registration schedule. Holds are placed for a variety of reasons (academic, financial, etc.) Failure to meet a payment deadline will result in a financial hold which prevents adds for a registered student. If a hold was placed on your registration after you have registered, your registration will not be automatically cancelled. However, you will not have registration access to adjust your schedule for subsequent terms until the holds are cleared. If you have a hold you will not be able to participate in extra-curricular activities.

## **Incomplete ("I") Courses**

When unusual circumstances beyond the student's control, e.g., serious illness, etc., prevent the student from completing course requirements, the instructor should be notified as soon as possible during the semester. In such cases, the instructor may award the student an incomplete ("I") instead of a final grade at the end of the session/semester. The "I" is recorded on the student's grade report and transcript.

The student will be given one full semester to change a grade of incomplete (I) to a completed grade. This time interval may be shortened by the instructor. Any incomplete not completed by the end of the makeup semester will convert to failure ("F") on the student's grade report and will remain permanently on the student's transcript.

## **Learning Communities**

Learning Communities is a course designed to increase the student's success in college by assisting in obtaining skills necessary to reach educational objectives.

Learning Communities is required for all incoming students unless a similar course is transferred from another college or the student has taken 24 or more credit hours (from another college) and has a CGPA or 2.0 or higher

## **Public or Directory Information**

The following information pertaining to students has been declared to be public information by the Board of Regents of the University of Nebraska:

- A. Student name
- B. Parent's name
- C. Address
- D. Telephone number
- E. Date and place of birth
- F. Major field of study
- G. Participation in officially recognized activities and sports
- H. Weight and height of member of athletic teams
- I. Dates of attendance
- J. Degrees and awards received
- K. Most recent previous school
- L. Photograph
- M. Class Roster
- N. Class Schedule

Students are advised that information other than public or directory information may be released in emergency or life-threatening situations.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received prior to September 1. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office.

## **Repeated Courses**

If a student repeats a course in an effort to improve his/her level of competency, both grades will appear on the transcript, but only the grade received the second time is used in calculation of the accumulative GPA. The first grade will be slashed out. Likewise, if a student receives an incomplete in a course and later completes the requirements, both the incomplete and the completed grade will appear.

# Refund Policy

The Higher Education Amendments of 1998 state that when a student receives Title IV, HEA program funds to attend an institution and subsequently withdraws, drops out, or otherwise fails to complete the period of enrollment for which he or she was charged, the **institution is required to make a refund of “unearned tuition, fees, room and board and other charges” assessed the student by the institution.** If a student does not begin the withdrawal process or notify the institution of the intent to withdraw, the mid-point of the payment period or period of enrollment for which Title IV assistance was disbursed will be used to calculate the refund.

The amount of Title IV grant and loan assistance the student must repay is calculated by determining the complement of the percentage of assistance the student earned and applying it to the total amount of grant and loan assistance that was disbursed to the student for the period of enrollment as of the day the student withdrew. A printed example of the application of the refund policy is available upon request.

Title IV funds returned by the school or student are credited to outstanding Title IV loan balances for the student. If excess funds remain after repaying all outstanding loan amounts, the remaining amount is credited to grant programs beginning with the Pell Grant. It is NCTA’s policy that a portion of the funds that it is required to return to comply with Title IV requirements may be charged back to the students for unpaid services payable to NCTA.

For all other students who withdraw from college before the end of each session, tuition fees and housing charges will be refunded based upon the following schedule.

## **Withdrawal Time, Percentage of Tuition and Fees Refunded**

### **16-Week Session and 8-Week Session**

1st Week	100%
2nd Week	75%
3rd Week	50%
4th Week	25%
5th Week	0%

Room and Board refunds are based on a 16-Week session.

# Student Eligibility

Students who participate in the following must meet the group's eligibility rules:

1. Members of Student Senate and Student Ambassadors
2. Students involved in extracurricular activities where they will be absent from class
3. Club Officers
4. All competitive and extracurricular activities
  - Ineligible students will be allowed to practice with their respective teams
  - Ineligible students will not be allowed to travel or suit up with the team

## **STANDARDS OF ELIGIBILITY:**

-Students must have a minimum 2.0 CGPA for each semester and be enrolled a minimum of 12 credit hours per semester.

# Student Records

(Including Family Educational Rights & Privacy Act)

## **Annual Notice to Students**

The Nebraska College of Technical Agriculture complies fully with the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act.

## **Kind of Information Maintained**

Academic, behavioral, and “public or directory” information is maintained on all enrolled students. Grade transcripts and files of current students, graduates and withdrawn students are kept in the Registrar's Office.

## **Normal Access to Files**

Access of non-public or non-directory information is granted to faculty and support staff personnel only for purposes related to their educational function and/or job responsibilities. Any access other than to the student or as mentioned above, is allowed only by written consent of the student.

## **Challenge Procedures**

Students who wish to challenge the accuracy of any document contained within a cumulative file should contact the director of the office which maintains that file. The director will hear the student's reasons for the challenge and attempt to informally resolve or arbitrate any contested points or issues. If an informal disposition cannot be made, the student has the right to a hearing before an impartial board duly established for such purpose. Students desiring a hearing should contact the appropriate director to: (1) request a hearing, (2) establish a hearing date, and (3) obtain copies of the hearing board's rules or procedures.

## **Test Out**

A "Test Out" procedure is offered on a limited number of courses. If a student is successful in "Testing Out" of a course, a "P" is entered on the grade report and the student given credit for the course. The "P" is not assigned grade points and therefore, is not used in computation of a student's grade point average.

## **Transcripts**

Access to a student's record is confidential. Copies of transcripts are issued only upon a written and signed request by the student. The student need not be present; a letter or fax with his or her signature will suffice. A written release from the student is necessary to issue transcripts to parties other than the student such as spouses, parents, employers, or other colleges. Transcripts may be issued without release by the student when a court order has been issued. There is no transcript fee. No requests for transcripts are taken by phone. Request forms are available in the Student Affairs Office or on the NCTA website ([www.ncta.unl.edu](http://www.ncta.unl.edu)). Hours earned at an accredited collegiate institution are made a matter of record by NCTA. All hours presented on an application for transfer, however, will be evaluated by NCTA which reserves the right to accept or reject any of them for transfer credit.

The Student Affairs office will not reproduce a transcript from another institution. Such requests should be made to the institution where the transcript originated.

Transcripts are NOT issued when the student has an outstanding financial obligation.

## **Withdrawal from NCTA**

Withdrawal from college will be handled the same as a class withdrawal. Each course the student is enrolled in will be handled separately. Students will be charged tuition in accordance with the college refund policy. Failure to officially withdraw from College will result in a grade failure ("F") for all registered classes. Students are responsible for dropping their classes on WAM. Student ID cards, and UNL football tickets (if applicable), must be turned in at time of checkout.



## **Admissions and Recruiting Office**

Phone: 367-5280

Location: Ag Hall - first floor, east entrance - Room 6

The Admissions and Recruiting Office is the contact point for prospective and entering students. Information about the college and application forms are available. Tours for prospective students originate in the Admissions area and are conducted daily Monday through Friday from 8:30 AM to 4:30 PM.

## **Business Office**

Phone: 367-5263

Location: Ag Hall - second floor - Room 15

This office is responsible for processing all financial transactions involving college income or expenditures.

## **Cafeteria**

Phone: 367-5246

Location: East Residence Hall - Lower level - east end.

The cafeteria offers a selection of food choices. The meal plan includes 14 meals per week. This does not include Friday evening, weekend meals

or evening meals on the day preceding a vacation period.

All Meals \$1092.00

Sick trays may be obtained by request through the Dorm Supervisors.

Sack lunches are available for those on field trips, work or class conflicts.

Off-campus students may pay for individual meals at the Cafeteria.

## **Computer Labs**

Location: Ag Hall - third floor - Room 25

The computer labs are available to all NCTA students. The lab contains various PC computers. A wide variety of software is available to students. The computer labs in Ag Hall are open 8:00 AM - 5:00 PM, Monday through Friday.

Location: Learning Resource Center - Room 106

The Learning Center labs are open 8:00 AM - 10:00 PM, Monday through Thursday, 8:00 AM - 5:00 PM on Fridays, and 6:00 PM through 10:00 PM on Sundays. These computer labs contain the newest PCs on campus. The LRC also has scanning, color printing, fax machines, laser printers, and CD Burning facilities upon request of the lab attendants.

Location: VT/Horticulture

The labs in the VT/Hort building are specific for classes being taught in the departments. However, upon permission of the instructor, the computers can be used for general student use. The labs are open dependent on building usage and class schedules.

## **Computer Labs - Residence Hall**

Both Residence Halls have student computer labs. These labs are located on the second floor. The labs are furnished with IBM compatible computers and printers. A variety of software is available to Residence Hall residents.

## Financial Aid Office

Phone: 367-5207  
Location: Ag Hall - 2nd Floor - Room 17

The Financial Aid Office assists students in financing their college education. Federal, state, and institutional financial aid programs are administered in this office. This includes grants, student and parent loans and student employment (based on need).

To receive need based financial assistance students must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available in January and should be completed as soon as possible. Students are notified of their eligibility in an "award letter" on a first-come, first-serve basis beginning in early May.

Scholarship applications for new students are available from the Office of Admissions. Scholarship applications for returning students are available in the Office of Financial Aid.

## Health Services

Phone: 367-4162  
Location: Curtis Medical Center

### Clinic Hours and Eligibility

Students who have paid their semester health fee are eligible for care at the Curtis Medical Center. Students must call for an appointment prior to being seen. The office visit is no charge but a fee may be charged for any laboratory tests, injections, medical supplies, x-rays, etc., that are performed during the office visit. Clinic hours are Monday thru Friday 8:30 am to 12:00 pm and 1:00 pm to 5:00 pm.

NCTA collects a student health fee from each student and submits the fee along with a listing of the students who have paid the fee to Curtis Medical Center. The amount of this fee shall be determined by NCTA, but shall not be less than fifteen dollars per semester per student.

Medical history forms are required by NCTA. Any student who fails to submit the required health records will not be allowed to register for classes

after the first semester or receive a copy of their grades.

### **After-Hours Care**

Students needing medical attention should notify the Curtis Medical Clinic at 367-4162 or the attending physician. All after-hours clinic and/or hospital fees are the responsibility of the student.

**IN CASE OF EMERGENCY ONLY**, call **911**. To contact the Physicians Assistant call the Frontier County Sheriff's Office at 367-4411.

### **Health Insurance**

All students are expected to have health and accident insurance coverage before attending classes unless coverage is already afforded by the parent's or guardian's policy. The college does not offer insurance to its students, but can assist them in obtaining insurance.

The college does not anticipate any serious accidents. Every effort in the area of accident prevention will be carried out by the college. NCTA incorporates the following statement as a part of the understanding between itself and the students.

"The University of Nebraska Board of Regents and the Nebraska College of Technical Agriculture assume no liability, expressed or implied, for the result of sickness and/or accident involving personal injuries to any student whether in connection with the college's instructional program wherever conducted or incident to other activities on the college's properties or elsewhere."

## **Intramural Sports**

Phone: 367-5250

Location: Director's Office - Ag Hall 2nd floor - Room 15

The Intramural Sports program offers a variety of physical activities with the intended purpose of developing leadership and social skills. Activities include volleyball, football, basketball, running, softball, and wrestling.

## **Library and Learning Center**

Phone: 367-5213

Location: Library and Learning Center Building

Hours: 8:00 AM - 10:00 PM, Monday through Thursday

8:00 AM - 5:00 PM, Friday  
7:00 PM - 10:00 PM, Sunday

The Library and Learning Center support the teaching and research activities of the Nebraska College of Technical Agriculture's students and faculty by providing a wide array of books, professional and trade journals, reference materials, vertical files and non-print media. The Library has typewriters, a copy machine, and TV/VCRs for students' use.

Currently the Library has approximately 5,500 volumes, more than 300 periodicals, and 18 trade journals and newspapers. In addition, the Library has a variety of audiovisual materials, CD-ROM for reference search such as: Agricultural and Biological Index and Reader's Guide to Periodicals, and Grolier's Electronic Encyclopedia. Moreover, each department has its specialized collection of books and professional journals.

There is also an interlibrary loan service available to students currently enrolled at NCTA. Students and faculty can obtain materials not held by NCTA's Library from other libraries statewide or nationally. It can be accessed electronically by On-line Computer Library Center (OCLC), a database with more than 30 million records.

## **Registrar's Office**

Phone: 367-5204

Location: Ag Hall - 2nd floor - Room 16

The Registrar's Office is responsible for creating and maintaining a variety of academic records for the institution. The student's permanent academic record, or transcript, is housed in the Office of the Registrar. The transcript represents a composite, chronicle listing of all courses taken by the student and the grades received. Students may view their academic files upon request at the Office of the Registrar. Copies of the transcript are available with written consent.

Other functions of the Office of the Registrar include: processing final grades at the end of each term and updating student accumulative average information.

## **Student Employment (Off Campus)**

Phone: 367-5280  
Location: Admissions Office - Ag Hall

The Admissions Office has job listings posted outside the office. Listings include names and addresses of possible employers during the school year, for internships, and upon graduation.

## **Student Employment (On Campus)**

Phone: 367-5207  
Location: Financial Aid Office - Ag Hall

For those students that are eligible, the Financial Aid Office has on-campus job listings posted on a board inside the office. Each listing includes the department needing help, general listing of duties, hours per week and the supervisor. Students need to pick up their authorization forms from the Financial Aid Office prior to beginning any work.



## **Financial Assistance**

Financial assistance information and applications are available in the Office of Financial Aid. If you are or will be receiving financial assistance, it is important for you to carefully read the following **Standards of Progress**:

### **Standard of Progress**

A full-time student who does not have a 1.5 CGPA and has not completed (passed) a minimum of 12 credit hours at the end of their first semester on campus will be placed on Financial Aid Probation. Full-time students

must have a 1.75 CGPA and pass 12 credit hours in their second semester to keep their financial aid for the following semester.

\*\* Completed credit hours means the student has received a numerical grade of 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, or T. An “I”, “W”, or “Q” are not counted as hours completed.

By the end of a student’s third semester, or summer session they will be required to have a 2.0 CGPA to continue receiving financial aid. Students must complete their Associate of Applied Science Degree in six or less semesters and four summer sessions of full-time work to continue being eligible for financial aid. An average of at least 12 hours per semester and 4 hours per summer session must be completed.

Federal guidelines require that satisfactory progress be monitored at least once a year. Financial aid awards must conform to standards of satisfactory progress of the nationally recognized accrediting agency that accredits the institution. Special considerations will be made for special conditions. At the student’s request the Coordinator of Financial Aid, Director of Student Affairs, the student’s Division Chair, and Advisor will make a review.

If students fail to meet the above standards, their Grants, Perkins, and FLP monies will be withheld. In such cases, students who re-establish eligibility, shall **NOT** be paid retroactively for terms where eligibility was lost because of the above mentioned conditions. Also, college work-study students who are below these standards will lose their FWS employment.

Federal regulations require that the Student Affairs Office and Financial Aid Office determine the last day of attendance for all students who do not officially withdraw from the college. If the last date of attendance is not reported for each student, the law stipulates the mid-point of the payment period be used as the drop date, which could result in a substantial aid repayment penalty for the student.

## Financial Planning

In planning to attend the Nebraska College of Technical Agriculture, a student should expect the following typical expense items for each semester: tuition and general fees, room, board, and books and supplies. In addition, allowances should be added to these figures for personal expenses, medical insurance, transportation and extra charges for special curriculums (such as Veterinary Technology lab jackets, supplies, and higher book costs, etc.)

The Financial Aid Office will consider the total costs for attendance, including the items listed above, when making a financial aid commitment.

## **Financial Aid Program**

In addition to its own funds, NCTA participates in several federal programs including the Pell Grant Program.

Students applying for financial aid are considered for all programs for which they are eligible. The amount of financial aid awarded is generally a combination of grants, loans and employment and is based on the financial need of the student. Need is determined by subtracting the expected family contribution and other financial resources from the cost of attendance. The parents' contribution is estimated on the basis of the amount of their income and assets, as well as a consideration of taxes, medical expenses, and other liabilities of the family. The U.S. Department of Education need analysis forms are used to evaluate the family's financial circumstances. All financial aid awards to students are determined by the Nebraska College of Technical Agriculture and Financial Aid office.

## **Procedures for Applying for Financial Aid**

All students requesting financial assistance (whether it be a grant, loan, scholarship, or work study) must fill out and send a Free Application for Federal Student Aid form with NCTA's Federal School Code to the approved processing center. These forms may be obtained from the Admissions/ Recruiting Office, the Financial Aid Office or a high school guidance counselor. This should be done as soon as possible after parents and students have filed their Federal Income Tax forms for the previous year.

Respond quickly and accurately to any requests for additional information. Some of the financial aid that is available will only be available to students who apply and submit any necessary documentation early in the award process. Notice of Awards and Acceptance Agreements will be mailed to students after the verification process has been completed.

## **Selective Service Registration**

Federal Law requires young men to register with the Selective Service System at any U.S. Post Office. Young men are to register sometime during the period beginning 120 days prior to their 18th birthday until 30 days after their 18th birthday. No financial aid may be awarded until this requirement is met.

# Sources of Financial Assistance

**GRANTS:** Grants are government aid for educational purposes that are awarded on a "need" basis. Monies received in the form of grants do not have to be repaid.

Our college participates in the Pell Grant program. Application forms may be obtained from your high school counselor or our Financial Aid Office. Within four weeks of application, the student will receive a Student Aid Report notifying the student of his/her eligibility status. All pages of the report must be submitted to our Financial Aid Office. The student is then notified of the amount (s)he is eligible to receive.

In addition, the college awards a limited number of Supplemental Educational Opportunity Grants and State Incentive Grants.

**LOANS:** Federal Perkins and Subsidized Stafford Loans: These are low interest rate loans for educational purposes which are awarded based on financial need. All loans must be repaid.

1. **Perkins Loan** - The Federal Perkins Loan Program provides long-term, low interest loans to students with established financial need. The maximum amount a student can receive is \$3,000 per year. Interest starts accumulating at the rate of 5% annually nine months after you leave college, repayment begins 12 months after you leave college. You may be allowed up to 10 years to repay the loan. NCTA, however, has a limited amount of Federal Perkins Loan money so eligible students must apply early to receive these funds.

2. **Stafford Loan** - Under this program, eligible students may borrow up to \$2,625 during their first full academic year and \$3,500 during their second full academic year from an eligible lending institution. Interest starts accumulating six months after leaving college. The variable interest rate adjusts annually on July 1st, of each year, with a maximum rate of 8.25%. Applications for these loans are made through lending institutions on forms available from the college's financial aid officer. **Unsubsidized Federal Stafford Loans** are now available to students who are not eligible for the subsidized Stafford Loan. Guidelines are the same for the two loans, however, the student pays the interest on the unsubsidized loans while in college.

3. **Parent Loan for Undergraduate Students** - Under the Federal Plus program, parents may borrow, for each undergraduate dependent child, up to the cost of attendance minus any other financial assistance. This loan has a variable interest rate, adjusted annually July 1st of each year with a maximum rate of 9%.

**SCHOLARSHIPS:** Scholarships are monies for educational purposes awarded on a "merit" basis. Monies received in the form of scholarships do not have to be repaid.

To be considered for a scholarship at the Nebraska College of Technical Agriculture a student must:

1. Complete admissions process
2. Take the ACT test and have the scores sent to the college
3. Complete an NCTA Scholarship Application form and return it to the college by the required deadline

**LISTED BELOW ARE SPONSORS OF VARIOUS SCHOLARSHIPS GIVEN TO NCTA STUDENTS:**

Aggie Rodeo Club

Arrow Seed Co.

Guy Baker Estate Endowment Fund Scholarship (Veterinary Technology)

CENEX

Careers in Ag Scholarship

Curtis Telephone Company

Dawson Co. Spare Rib Club - Dawson County  
(Dawson County residents)

Engberg Memorial

Farm Aid Benefit Scholarship (20 ACT composite required)

Federated Garden Clubs of Nebraska (Horticulture Students)

Floyd Hecht Memorial

Fred and Edna Hecht Scholarship

Gudmundsen

Jean Sullivan and Richard Rawson Scholarship

Jepsen Memorial

Jorgensen Estate Scholarship

Middle Republican Natural Resources District

Midwest Messenger

NCTA Faculty Scholarship (2nd year student)

Nebraska Association of Nurserymen (Horticulture students)

Nebraska Cooperative Council  
Nebraska Florists Society (Horticulture students)  
Nebraska Seed Trade Association  
Ringstmeyer Memorial  
Rocky Mountain Plant Food  
Tim Sheehan Memorial  
UNSTA/NCTA Alumni Association  
Walther Memorial  
Veterinary Technology Departmental Scholarships

## **Rehabilitation Benefits**

Anyone 16 years of age or over with a permanent disability may be eligible for benefits if schooling will allow him/her to become employable within a reasonable length of time. Financial assistance provided may include cost of living expenses, books, tuition, and transportation during training. Further information may be obtained from your local State Department of Education, Division of Rehabilitation Services.

We strongly encourage students to work closely with rehabilitation counselors and have them in contact with the students' academic advisors.

## **Student Employment**

*Federal Work Study (FWS)* - provides federal funds for work opportunities for students. To be eligible for this program, you must demonstrate financial need. By submitting a Free Application For Federal Student Aid (FAFSA) you will automatically be considered for FWS.

*Part-time employment* - NCTA and surrounding area businesses (including farm and ranch operations) offer some part-time employment to students. Interested students should inquire at the NCTA Admissions/Recruiting Office.

## **Veterans Training**

### *1. Educational Assistance*

The Nebraska College of Technical Agriculture is approved for veterans training and for training under the War Orphans Act. It is recommended that those enrolling under the direction of the Veterans Administration have adequate funds for tuition and other expenses until their first sustenance

check arrives. Veterans interested in veteran's benefits should contact their local county service officer or their Regional Veterans Administration Office.

### *2. Vocational Rehabilitation*

Students who are vocationally handicapped due to a disability are eligible for training under the supervision of the Veterans Administration Rehabilitation services. Application should be made to the veteran's county service officer.

### *3. Nebraska National Guard Credit*

Up to 75% of tuition credit may be given to members of the National Guard who are attending college.



## **Computer Facilities**

See "Computer Labs" in the Student Services Section, Page 28.

## **Copy Machines**

Photocopy machines available for student use are located in the Library (coin operated), 2nd floor Ag Hall and in the APS/VT Building (with the assistance of one of the secretaries). Copies are \$.10 each for 8 1/2" x 11" copy.

## **ID Cards**

The NCTA I.D. Card is an official piece of NCTA identification. The I.D. Card pictures are taken during orientation. The card serves as an admission ticket to campus events.

## **Lost and Found**

If items are found they should be taken to one of the main offices in the building. If items are lost, the same process should be followed. All items, either lost or found, will be published in the daily bulletin.

## Mail Service

A mail box for stamped mail is located next to the Athletic Office on 2nd floor Ag Hall. Mail is picked up at 3:00 P.M. daily. Please refer to the Residence Hall Handbook for information on sending and receiving mail to and from the residence halls.

Each major has departmental mailboxes for the sole purpose of forwarding campus bulletins and other information to each student. No personal correspondence is allowed in the departmental boxes.

## Parking at NCTA

Parking Information: Bob Skates, 367-5257

Location: Ag Hall, 2nd Floor, Room 15

IN CASE OF EMERGENCY: DIAL 911

NCTA's campus is a relatively small campus, easily accessible by walking. In the interest of providing a safe and pleasant atmosphere for people walking on campus, only a few vehicles are allowed in the area. Adequate parking is available on the perimeter of the campus to help separate traffic from pedestrian areas and refrain from driving on campus.

All vehicles must be registered prior to or on registration day. Those who desire to park on campus are entitled to parking in student parking lots. If a student should trade vehicles, it is their responsibility to inform the Business Office.

Vehicles should be driven on regular streets and highways in full compliance with state and city motor vehicle laws. No motorcycles or cars will be permitted on sidewalks or grass.

**STUDENT VEHICLES ARE PERMITTED ONLY IN DESIGNATED PARKING LOTS WHERE THERE IS A PARKING BUMPER FOR EACH SPACE OR YELLOW STRIPE TO INDICATE A PARKING SPACE. PARKING IS ALLOWED ON THE NORTH SIDE OF THE STREET IN FRONT OF AG HALL AND IN OFF CAMPUS AREAS ALSO.**

NO DRIVING (by students) is permitted on the college farm unless you

have permission from one of your instructors. (This area is a field laboratory to be used by students only as part of their instruction.)

In order to enforce the parking and driving guidelines violators will be charged \$25 per violation.

If it is difficult for you to walk, contact the Admissions/Recruiting office for a permit to park in one of our handicapped or visitor areas on campus.

Your cooperation will help us maintain a safe, pleasant atmosphere on campus and keep you from losing your privilege to park on the NCTA campus.

Red Curbs near buildings indicate FIRE LANES.

## **Telephone Calls**

Students will not be called out of class to answer the phone except in an emergency. Routine messages will be taken and placed in the student's mailbox located with their majors.

Under no circumstances will long distance calls be charged to the college.

The NCTA switchboard can be reached by calling:  
(800) 3CURTIS or (308) 367-4124.



## **Student Activities Policy**

The following policy statements were developed by the Academic Council and the Student Senate and approved by the Administrative Council.

I. \*Students must be members of an activity for an entire semester to be considered members. Participating members who meet eligibility

requirements will not be counted absent when participating in college sponsored extracurricular activities, however, they will be required to make up instruction missed, when possible. This is a student responsibility.

II. Students who are nonparticipating members will not be released from regularly scheduled instructional classes for extracurricular activities held during the college day, except as covered in Statement III.

III. The instructional college calendar is printed in the college catalog and student handbook.

All activities are under the supervision of the Student Senate, the Faculty and the Director of Student Affairs. Funds for the activities are taken from fees paid by the students.

Each instructional major maintains a student organization which promotes the specific purpose of the major.

\*This means that a student can not be a member for a short time, drop out, and expect an excused absence. Likewise, a student can not join the organization one or two days before a scheduled activity in order to participate in that activity.

### **Club Meeting Schedules**

Instructional Major Clubs - second Tuesday evening of each month.

Aggie Rodeo Association - first Tuesday evening of each month.

Phi Theta Kappa (PTK) - first and third Wednesday noon.

Student Senate - first and third Tuesday of each month at noon.

Business Club - fourth Tuesday of each month.

Special meetings, instructional major activities, and organized trips, at any time other than regular meeting times, may be scheduled on the calendar in the Registrar's Office, providing approval is received from sponsors.

## **Aggie Rodeo Association**

All students on campus have the opportunity to become active members of the Aggie Rodeo Association. The purpose of the Association is to support the College Rodeo Team, as well as, participate in and attend livestock shows, and roping club events.

Aggie Rodeo Association members, who join the National Inter-Collegiate Rodeo Association, are eligible to become NCTA College Rodeo Team members and compete with the team in the NIRA Great Plains Region. The Great Plains Region includes 2 and 4 year colleges from North and South Dakota, Nebraska, Iowa, Minnesota, and Wisconsin. This region usually sanctions 10 rodeos per school year, with points earned counting toward the college finals held in Casper, Wyoming each June.

## **Athletics/College Wide Activities**

A gymnasium, weight room and athletic field are provided for an adequate recreational program including sports such as basketball, baseball, softball, volleyball, 6 person football, and wrestling. Intramural programs are open to all students regardless of ability. Anyone interested in athletics may join the NCTA Aggie Varsity Basketball and Varsity Volleyball teams.

## **Churches in Our Community**

Berean Fundamental Church

Christian Church (Maywood, NE)

Congregational Church

St. James Catholic Church

St. John Lutheran Church

United Church of Christ

First United Methodist Church

Vineyard Christian Fellowship

## **Collegiate Cattlemen's**

Affiliated with the Nebraska Cattlemen's Association, Nebraska Cattlewomen, and the National Cattlemen's Beef Association, this organization's mission is to alert members of current beef industry related issues. Beef industry leaders are invited to speak at meetings. Members tour area beef facilities and attend the Nebraska Cattlemen's Association Convention in Lincoln. Chartered in fall 1999, this group has plans to promote beef in grocery stores and elementary classrooms in the future.

## **Collegiate 4-H Club**

This club provides an opportunity for all students to continue their interest in 4-H activities by not only helping the local 4-H clubs, assisting at the county fair but also by attending regional college 4-H meetings and

expanding leadership skills.

## **Dances**

Each month, a dance is sponsored by one of the instructional majors on campus. Admission is required and costs are borne by the profits received by the sponsoring major. All dances are to be concluded at 12 midnight.

## **Horticulture Club**

Students enrolled in the Horticulture Systems major are members of the Horticulture Club. Activities include Christmas tree sales, Santa Funshops and for-hire landscaping projects. Fundraising activities help pay for students to attend professional meetings, seminars, and workshops. Hort Club also sponsors the Judging Team.

## **NCTA Aggie Varsity Teams**

Competition is scheduled with other independent colleges and primarily non-scholarship schools. A full schedule of both volleyball and basketball are played each season. Several tournaments in each sport have been added to improve the level of competition for the squads. Travel to South Dakota, Kansas, and Colorado to compete with comparable colleges is a fringe benefit to the teams.

## **Intercollegiate Equestrian Team**

The Intercollegiate Horse Show Association (IHSA) was developed to allow student riders of any skill level or economic background to be able to compete and succeed at their own levels of skill and experience. There are classes designed on specific experience levels from Beginner Walk-Trot to Open, in four disciplines - hunter equitation, equitation over fences, western horsemanship and reining. College horse shows are like “meets,” with all teams from the region invited to compete against each other simultaneously. The national average region includes about eleven colleges, 225 total riders and competes in 8.6 horse shows per year. There are now 23 regions and 8 zones, encompassing 44 states, 5,000 riders and 250 teams.

Teams do not move horses to shows. Riders from all colleges ride horses provided by the host college, drawing lots for mounts. Riders utilize whatever tack happens to be on the horse they’ve drawn. There is no

schooling time; riders mount, adjust stirrups and ride in before the judge.

## **Intercollegiate Livestock Judging**

NCTA is committed to excellence in the area of collegiate livestock judging. For those students interested in allocating the time and effort necessary for successful completion of this program, the benefits by far exceed knowledge acquired in form to function analysis of livestock. Leaders in the institution and livestock industry are aware this program is the most thorough training in the decision making process educators in any field have developed. Additional personal enhancement benefits developed in this program include commitment, self-confidence, perseverance, concentration and mental toughness, team work, and communications skills. As a result students completing this program are better prepared to meet life's challenges and are highly sought after by employers. Additionally, the educational benefit of traveling, interacting with producers of quality livestock, and competing in national contests provides students with valuable information and knowledge not always available in classroom settings. This program is available to any full time NCTA student and all highly motivated individuals are encouraged to enroll in the program.

## **Other Activities**

With the increasing number of activities available to and desired by students, we have reached the point where we are unable to reserve specific nights for all organizations and/or clubs. This means that there will be times when more than one activity will be scheduled and students will have to make a choice as to which they wish to attend.

To get approval for a special activity, a STUDENT ACTIVITIES FORM must be submitted. Copies of these forms may be obtained in the majors offices or the Student Affairs Office.

All activities, shows, convocations, intramural sports, etc., sponsored through the activity fund, are open to all students to participate at little or no additional cost.

## **Phi Theta Kappa**

Phi Theta Kappa is an honorary fraternity whose purpose is that academic excellence among community and junior college students may be nurtured;

that opportunity may be provided for leadership training; that an intellectual climate may be promoted for an interchange of ideas and ideals; and that scholars may be imbued with desire for continuing education. Membership is earned by qualifications, honor, and service.

## **Safari Club**

Offered to second year students and is intended for those with an exotic animal or wildlife interest. With the guidance of the instructor, students plan an educational trip to learn more about exotic animals. Prior to the “safari” students set educational goals and compile research pertinent to their trip. A presentation, open to the public, is developed following the experience. There is limited enrollment.

## **Sponsorship of Student Activities and Organizations**

Because of the responsibilities that sponsors are required to assume, all decisions relative to an activity must be approved by the assigned faculty sponsor(s).

Specific duties and responsibilities include:

1. Aiding in coordination of activities with students, staff, and the general public as well as with local, state, and national organizations.
2. Seeing that all student activities and/or organizations are conducted in accordance with all Nebraska College of Technical Agriculture and University of Nebraska policies.
3. Seeing that all student activities and/or organizations are financially sound and that all financial obligations can be met.
4. Seeing that the continuity of all activities are maintained from year to year.
5. Seeing that each student activity or organization prepares a yearly budget to be presented to members and college administrators. Budgets are to be presented before December first of each year.
6. Seeing that each student activity or organization reviews or revises, if necessary, its constitution yearly before the first of March.

7. Insuring that all meetings have been cleared with the appropriate sponsor and college activities coordinator (Student Affairs Office) ahead of time.
8. Attending officer's meetings and being informed of all known businesses prior to the general meeting.
9. Attending (or selecting a faculty representative to attend in his/her absence) all meetings or activities under his/her sponsorship.

## **Student Ambassador Program**

NCTA Student Ambassadors promote NCTA and are willing to share their college experience in the recruitment of new students and with currently enrolled students. Some of the activities in which Student Ambassadors participate include high school visits and college career nights with the Admissions Counselor to talk about college life, give campus tours, assist with new student orientation, Open House, and duties in the Admissions/ Recruiting Office. Developing leadership and communications skills, making new friends, gaining satisfaction from helping others, getting involved in college activities and even earning some extra money, are all things you can gain from being a student ambassador. You can obtain an application from the Admissions/Recruiting Office.

## **Student Senate**

The purpose of the Student Senate is to promote unity, harmony, and fellowship between students, campus organizations, faculty, staff, and college administration. Regular meetings are held the first and third Tuesday of each month and special meetings are called when necessary. At meetings, Student Senate members discuss topics of concern. The Student Senate make suggestions to improve student life on campus.

## **S.T.V.M.A. (Student Technicians of the Veterinary Medical Association) “Vet Tech Club”**

S.T.V.M.A. is an organization for all students in the Veterinary Technology major. We try to help other new vet tech students adjust to the new life of college. We promote good animal husbandry and care. If students are interested in some subject matter not included in regular classroom

schedules, we try to get speakers in to talk on that particular topic. Monthly we visit the nursing home in Curtis, and take along some of the kennel animals. Both the residents and the animals appreciate the visits. S.T.V.M.A. provides an opportunity for vet tech students to become more involved in various aspects of the profession, as well as increase public awareness of veterinary technology.

## **Women in Ag**

NCTA Women in Ag is open to all first and second year students in any major. The purpose of this organization is to promote women in agriculturally oriented areas of study and ag-related jobs upon graduation. Guest speakers will present information on various topics ranging from personal and social issues to professional interests. Members have the opportunity to attend the state Women in Ag Conference held in Kearney.

## **Yearbook Staff**

The yearbook staff is a group of students interested in writing, photography and publication design. The staff is responsible for the creation of the yearbook. The group also provides typing and proofreading services to students as fundraisers and helps with the promotion of the college. Students have the opportunity to enter contests and attend regional and national conventions



## **Executive Memorandum No. 16**

### **Policy for Responsible Use of University Computers and Information Systems**

#### **1. PURPOSE**

It is the purpose of this Executive Memorandum to set forth the University's administrative policy and provide guidance relating to responsible use of the University's electronic information systems.

#### **2. GENERAL**

The University of Nebraska strives to maintain access for its faculty, staff, students, administrators and Regents (the "users") to local, national and international sources of information and to provide an atmosphere that encourages sharing of knowledge, the creative process and collaborative efforts within the University's educational, research and public service missions.

Access to electronic information systems at the University of Nebraska is a privilege, not a right, and must be treated as such by all users of these systems. All users must act honestly and responsibly. Every user is responsible for the integrity of these information resources. All users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements related to University information systems. All users shall act in accordance with these responsibilities, and the relevant local, state and federal laws and regulations. Failure to so conduct oneself in compliance with this Policy may result in denial of access to University information systems or other disciplinary action.

The University of Nebraska is a provider of a means to access the vast and growing amount of information available through electronic information resources. The University of Nebraska is not a regulator of the content of that information and takes no responsibility for the content of information, except for that information the University itself and those acting on its behalf create. Any persons accessing information through the University of Nebraska information systems must determine for themselves and their charges whether any source is appropriate for viewing.

Accepting any account and/or using the University of Nebraska's information systems shall constitute an agreement on behalf of the user or other individual accessing such information systems to abide and be bound by the provisions of this Policy.

The University may restrict or prohibit the use of its information systems in response to complaints presenting evidence of violations of University policies or state or federal laws. When it has been determined that there has been a violation, the University may restrict or prohibit access by an offending party to its information systems through University-owned or other computers, remove or limit access to material posted on University-owned computers or networks, and, if warranted, institute other disciplinary action.

### 3. DEFINITIONS

For purposes of this policy the following definitions shall apply:

a. "Electronic communications" shall mean and include the use of information systems in the communicating or posting of information or material by way of electronic mail, bulletin boards, World Wide Web (internet), or other such electronic tools.

b. "Information systems" shall mean and include computers, networks, servers and other similar devices that are administered by the University and for which the University is responsible. "Networks" shall mean and include video, voice and data networks, routers and storage devices.

c. "Obscene" with respect to obscene material shall mean (1) that an average person applying contemporary community standards would find the material taken as a whole predominantly appeals to the prurient interest or a shameful or morbid interest in nudity, sex, or excretion, (2) the material depicts or describes in a patently offensive way sexual conduct specifically set out in Neb. Rev. Stat. §§ 28-807 to 28-809, as amended, and (3) the material taken as a whole lacks serious literary, artistic, political, or scientific value.

#### 4. PERMITTED USE

a. University Business Use and Limited Personal Use. University information systems are to be used predominately for University-related business. However, personal use is permitted so long as it conforms with this Policy and does not interfere with University operations or an employee user's performance of duties as a University employee. As with permitted personal use of telephones for local calls, limited personal use of information systems does not ordinarily result in additional costs to the University and may actually result in increased efficiencies. Personal use of any University information system to access, download, print, store, forward, transmit or distribute obscene material is prohibited. UNDER ALL CIRCUMSTANCES, PERSONAL USE BY EMPLOYEES MUST COMPLY WITH SUBSECTION b. OF THIS SECTION AND SHALL NOT CONFLICT WITH AN EMPLOYEE'S PERFORMANCE OF DUTIES AND RESPONSIBILITIES FOR THE UNIVERSITY. Personal use may be denied when such use requires an inordinate amount of information systems resources (e.g. storage capacity).

b. Prior Approval Required for Personal Use for Outside Consulting, Business or Employment. Personal use of University information systems resources or equipment by any user for personal financial gain in connection with outside (non-University) consulting, business or employment is prohibited, except as authorized for employees by Section 3.4.5 of the Bylaws of the Board of Regents. Employee personal use in conjunction with outside professional consulting, business or employment activities is permitted only when such use has been expressly authorized and approved by the University Administration or the Board of Regents, as appropriate, in accordance with the requirements of said Section 3.4.5 of the Bylaws.

## 5. ACCESS

Unauthorized access to information systems is prohibited. No one should use the ID or password of another; nor should anyone provide his or her ID or password to another, except in the cases necessary to facilitate computer maintenance and repairs. When any user terminates his or her relation with the University of Nebraska, his or her ID and password shall be denied further access to University computing resources.

## 6. MISUSE OF COMPUTERS AND NETWORK SYSTEMS

Misuse of University information systems is prohibited. Misuse includes the following:

- a. Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.
- b. Accessing without proper authorization computers, software, information or networks to which the University belongs, regardless of whether the resource accessed is owned by the University or the abuse takes place from a non-University site.
- c. Taking actions, without authorization, which interfere with the access of others to information systems.
- d. Circumventing logon or other security measures.
- e. Using information systems for any illegal or unauthorized purpose.
- f. Personal use of information systems or electronic communications for non-University consulting, business or employment, except as expressly authorized pursuant to Section 3.4.5 of the Bylaws of the Board of Regents.
- g. Sending any fraudulent electronic communication.
- h. Violating any software license or copyright, including copying or redistributing copyrighted software, without the written authorization of the software owner.
- i. Using electronic communications to violate the property rights of

authors and copyright owners. (Be especially aware of potential copyright infringement through the use of e-mail. See the provisions under “E-Mail” contained in this Policy.)

j. Using electronic communications to harass or threaten users in such a way as to create an atmosphere which unreasonably interferes with the education or the employment experience. Similarly, electronic communications shall not be used to harass or threaten other information recipients, in addition to University users.

k. Using electronic communications to disclose proprietary information without the explicit permission of the owner.

l. Reading other users’ information or files without permission.

m. Academic dishonesty.

n. Forging, fraudulently altering or falsifying, or otherwise misusing University or non-University records (including computerized records, permits, identification cards, or other documents or property).

o. Using electronic communications to hoard, damage, or otherwise interfere with academic resources available electronically.

p. Using electronic communications to steal another individual’s works, or otherwise misrepresent one’s own work.

q. Using electronic communications to fabricate research data.

r. Launching a computer worm, computer virus or other rogue program.

s. Downloading or posting illegal, proprietary or damaging material to a University computer.

t. Transporting illegal, proprietary or damaging material across a University network.

u. Personal use of any University information system to access,

download, print, store, forward, transmit or distribute obscene material.

v. Violating any state or federal law or regulation in connection with use of any information system.

## 7. PRIVACY

a. **User Privacy Not Guaranteed.** When University information systems are functioning properly, a user can expect the files and data he or she generates to be private information, unless the creator of the file or data takes action to reveal it to others. Users should be aware, however, that no information system is completely secure. Persons both within and outside of the University may find ways to access files. **ACCORDINGLY, THE UNIVERSITY CANNOT AND DOES NOT GUARANTEE USER PRIVACY** and users should be continuously aware of this fact.

b. **Repair and Maintenance of Equipment.** Users should be aware that on occasion duly authorized University information systems technological personnel have authority to access individual user files or data in the process of performing repair or maintenance of computing equipment the University deems is reasonably necessary, including the testing of systems in order to ensure adequate storage capacity and performance for University needs. Information systems technological personnel performing repair or maintenance of computing equipment are prohibited by law from exceeding their authority of access for repair and maintenance purposes or from making any use of individual user files or data for any purpose other than repair or maintenance services performed by them.

c. **Response to a Public Records Request, Administrative or Judicial Order or Request for Discovery in the Course of Litigation.** Users should be aware that the Nebraska public records statutes are very broad in their application. Certain records, such as unpublished research in progress, proprietary information, personal information in personnel and student records are protected from disclosure. However, most other University records contained in electronic form require disclosure if a public record request is made. Users should remember this when creating any electronic information, especially

e-mail. Also, users should be aware that the University will comply with any lawful administrative or judicial order requiring the production of electronic files or data stored in the University's information systems, and will provide information in electronic files or data stored in the University's information systems in response to legitimate requests for discovery of evidence in litigation in which the University is involved.

d. Response to Misuse of Computers and Network Systems. When for reasonable cause, as such cause may be determined by the Office of the Vice President and General Counsel, it is believed that an act of misuse as defined in section 6 above has occurred, then the chief information services officer serving Central Administration or serving the relevant campus may access any account, file or other data controlled by the alleged violator and share such account information, file or other data with those persons authorized to investigate and implement sanctions in association with the misuse of the University's computer and information systems. Should any of the chief information service officers reasonably believe that a misuse is present or imminent such that the potential for damage to the system or the information stored within it, is genuine and serious (e.g. hacking, spamming or theft), then the chief information officer may take such action as is necessary to protect the information system and the information stored in it, including the denial of access to any University or non-University user, without a determination from the Office of the Vice President and General Counsel regarding reasonable cause; provided however, that the chief information officer shall contact the Office of the Vice President and General Counsel as soon as possible to confirm that any protective actions taken were appropriate and within the parameters of this executive memorandum.

e. Access to Information Concerning Business Operations. Employees regularly carry out the business functions of the University using the University's information systems. Business records, inquiries and correspondence are often stored such that individuals may control the access to particular information stored within the University's information system. Should any employee become unavailable, be incapacitated due to illness or other reasons, or refuse to provide the information necessary to carry out the employee's job responsibilities in a reasonably timely manner, then following consultation with and

approval by the Office of the Vice President and General Counsel, the chief information officer of Central Administration or of the relevant campus may access the employee's records in order to carry out University business operations on behalf of the unavailable or uncooperative employee.

## 8. E-MAIL

a. **Applicability.** ALL POLICIES STATED HEREIN ARE APPLICABLE TO E-MAIL. E-mail should reflect careful, professional and courteous drafting-particularly since it is easily forwarded to others. Never assume that only the addressee will read your e-mail. Be careful about attachments and broad publication messages. Copyright laws and license agreements also apply to e-mail.

b. **E-mail Retention.** E-mail messages should be deleted once the information contained in them is no longer useful. When e-mail communications are sent, the e-mail information is stored in one or more backup files for the purposes of "disaster recovery", i.e. inadvertent or mistaken deletions, system failures. In order to provide for the recovery of deleted e-mail, while maintaining efficient use of storage capabilities, e-mail information on backup files shall be retained for a period of time not to exceed seven days.

## 9. WEB PAGES

The Central Administration and each University campus may establish standards for those Web Pages considered to be "official" pages of the University. All official Web Pages shall contain the administrative unit's logo in the header and footer in order to identify it as an official University of Nebraska Web Page. No other Web Pages shall be allowed to use University of Nebraska logos without the express permission of the University.

Originators of all Web Pages using information systems associated with the University shall comply with University policies and are

responsible for complying with all federal, state and local laws and regulations, including copyright laws, obscenity laws, laws relating to libel, slander and defamation, and laws relating to piracy of software.

The persons creating a Web Page are responsible for the accuracy of the information contained in the Web Page. Content should be reviewed on a timely basis to assure continued accuracy. Web Pages should include a phone number or e-mail address of the person to whom questions/comments may be addressed, as well as the most recent revision date.

## 10. NOTIFICATION

This Policy shall be published in all employee and faculty handbooks and student catalogs, and placed on the World Wide Web in order to fully notify users of its existence.

## 11. APPLICATION AND ENFORCEMENT

This Policy applies to all administrative units of the University of Nebraska. The Central Administration and each University campus is encouraged to provide supplemental policy guidance, consistent with this Policy, designed to implement the provisions herein.

Each University campus shall be responsible for enforcing this Policy in a manner best suited to its own organization. It is expected that enforcement will require cooperation between such departments as computer systems administration, human resources, affirmative action, academic affairs and student affairs. Prior to any denial of access or other disciplinary action, a user shall be provided with such due process as may be recommended by the University's Office of the General Counsel.

Revised and dated August 28, 2001

# Student Code of Conduct and Disciplinary Procedures

## STUDENT CODE OF CONDUCT

### 1. GENERAL

Students at the University of Nebraska-Nebraska College of Technical Agriculture (NCTA) are members of both the College community and the larger community of which NCTA is a part. Students are entitled to all of the rights and protections enjoyed by members of the larger community. At the same time, as members of the College community, students have the responsibility to conduct themselves in a lawful manner and in compliance with the College's standards for student conduct. The purpose of this Code is to specify acts of student misconduct for which an offending individual or student organization will be subject to disciplinary sanctions under the NCTA Disciplinary Procedures.

### 2. DEFINITIONS

The following definitions shall apply to the Student Code of Conduct and to the NCTA Disciplinary Procedures:

**2.1 Alcoholic Beverage.** Alcoholic beverage shall include alcohol, spirits, wine, beer, and every liquid or solid containing alcohol, spirits, wine or beer and capable of being consumed as a beverage by a human being.

**2.2 Campus.** Campus shall mean all land, buildings and facilities of or owned, used or controlled by the Nebraska College of Technical Agriculture, all student housing units, and all streets, alleys, sidewalks and public ways abutting any land of the College or the land upon which a student housing unit is located.

**2.3 College.** College shall mean University of Nebraska -Nebraska College of Technical Agriculture (NCTA), Curtis.

**2.4 Dangerous Weapon.** Dangerous weapon shall mean any firearm, knife, bludgeon, or other device, instrument, material, or substance, whether animate or inanimate, which in the manner it is used or intended to be used is capable of producing death or bodily injury.

**2.5 Drug.** Drug shall mean any controlled substance included in Neb. Rev. Stat. 28-405 (1999 Cum. Supp.) or as it may be amended, which lists controlled substances regulated under Nebraska criminal laws relating to drugs and narcotics. The controlled substances listed in Neb. Rev. Stat. 28-

405 include those drugs listed in the University of Nebraska Policy Statement on Drugs.

**2.6 Firearm.** Firearm shall mean any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon.

**2.7 Hazing.** Hazing shall mean any activity by an organization or by a member of an organization in which a member, prospective member, pledge or associate of the organization is subjected to acts which cause harm or create risk of harm to the physical or mental health of the member, prospective member or pledge. Hazing includes, but is not limited to, any act or activity which causes or might reasonably be expected to cause fear or intimidation, extended deprivation of sleep or rest, forced consumption of any substance, physical exhaustion, physical harm (beating, boarding, paddling, branding or exposure to weather), or damage to property.

**2.8 Judicial Officer.** Judicial Officer shall mean the Director of Student Affairs or a College official authorized by the Dean of NCTA to impose sanctions upon students or organizations found to have violated the Student Code of Conduct or other published College policies and regulations prescribing standards of student conduct.

**2.9 Member of the College Community.** Member of the College community shall mean any person who is a student, faculty member, College official or any other person employed by the NCTA.

**2.10 Misconduct.** Misconduct shall mean any act of misconduct prescribed in this Code of Conduct or violation of any other published College policy or regulation prescribing a standard of student conduct.

**2.11 Organization.** Organization or student organization shall mean any student group recognized by the College pursuant to any policy of the College relating to student organizations. The term organization shall include any fraternity or sorority and any student organization established by or recognized by an academic or administrative unit of the College.

**2.12 Student.** Student shall mean any person taking courses on the campus of The Nebraska College of Technical Agriculture, either full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College, such as completion of academic work from a prior term, shall be considered students for the purpose of this Code of Conduct and NCTA Disciplinary Procedures. An individual who was an enrolled student at the time of any alleged misconduct shall be considered a student for the purpose of this Code of Conduct and the NCTA Disciplinary Procedures.

**2.13 Student Housing Unit.** Student housing unit or living unit shall

mean any College residence hall, any fraternity house, any sorority house, or any other student housing facility recognized by the College.

**2.14 Unlawful.** Unlawful or unlawfully shall mean in violation of any local ordinance or in violation of any law or regulation of the United States, the State of Nebraska or any other state.

### **3. NCTA DISCIPLINARY JURISDICTION**

**3.1 Applicability of Code and Disciplinary Procedures.** The provisions of the Student Code of Conduct and the NCTA Disciplinary Procedures shall apply to individual students and to student organizations.

**3.2 On-Campus Jurisdiction.** NCTA disciplinary jurisdiction shall extend to any case of alleged misconduct by any student or organization occurring on the campus.

**3.3 Student Housing Unit Jurisdiction.** NCTA disciplinary jurisdiction shall extend to any case of alleged misconduct by any student or organization occurring on the premises of any student housing unit.

**3.4 Off-Campus Jurisdiction.** NCTA disciplinary jurisdiction shall extend to any case of alleged misconduct by any student or organization occurring at an off-campus activity or event of or sponsored by the College or an organization. Other alleged misconduct by any student or organization occurring off-campus shall not be subject to NCTA disciplinary jurisdiction unless the misconduct adversely affects the educational interests of the College. Off-campus misconduct in violation of a criminal law or involving falsification, alteration or fraudulent use of any College document, record or instrument of identification may, depending upon the nature and gravity of the circumstances, constitute misconduct adversely affecting the educational interests of the College for which an offending student or organization will be subject to disciplinary proceedings and sanctions under the NCTA Disciplinary Procedures. Any misconduct associated with the use of a College vehicle shall be subject to disciplinary proceedings and sanctions. The Dean of NCTA and the Judicial Officer shall be the College officials having authority to determine on a case-by-case basis whether NCTA disciplinary proceedings shall be instituted for off-campus misconduct adversely affecting the educational interests of the College.

**3.5 NCTA Disciplinary Proceedings Independent of Civil or Criminal Proceedings.** NCTA disciplinary proceedings may be instituted against a student or organization charged with violation of a law, which is also misconduct under this Code without regard to the pendency of civil litigation or criminal prosecution. NCTA disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings

off campus.

#### **4. MISCONDUCT**

The following acts constitute misconduct under this Student Code of Conduct and the NCTA Disciplinary Procedures.

##### **4.1 Disruption or Obstruction of College Operations, Activities or Functions; Unauthorized Occupation of College Premises.**

- a. Participation in a demonstration on the campus which materially and substantially disrupts the normal operations of the College and infringes upon the rights of other members of the College community.
- b. Leading or inciting others to materially and substantially disrupt scheduled activities at any location on the campus.
- c. Material and substantial disruption or obstruction of teaching, research, administration, or other College activities, including its public service functions on or off campus, or other authorized activities on the campus.
- d. Material and substantial disruption of any activity or event of or sponsored by the College or an organization, either on or off campus.
- e. Obstruction of ingress to or egress from the College building or facility or any student housing unit.
- f. Obstruction of the free flow of pedestrian or vehicular traffic on the campus.
- g. Unauthorized occupation or use of or entry into any College building or facility or any student housing unit, including both indoor and outdoor facilities.

##### **4.2 Academic Dishonesty.**

- a. The maintenance of academic honesty and integrity is a vital concern of the College community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions. Academic dishonesty includes, but is not limited to, the following:
  1. Cheating. Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for any academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination or exercise.

2. Fabrication and Falsification. Falsifying or fabricating any information or citation in any academic exercise, work, speech, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.
3. Plagiarism. Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.
4. Abuse of Academic Materials. Destroying, defacing, stealing, or making inaccessible library or other academic resource material.
5. Complicity in Academic Dishonesty. Helping or attempting to help another student to commit an act of academic dishonesty.
6. Falsifying Grade Reports. Changing or destroying grades, scores or markings on an examination or in an instructor's records.
7. Misrepresentation to Avoid Academic Work. Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc. in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.
8. Other. Academic units and members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute misconduct under this Code of Conduct and the NCTA Disciplinary Procedures.

- b. In cases where an instructor finds that a student has committed any act of academic dishonesty, the instructor may in the exercise of his or her professional judgment impose an academic sanction as severe as giving the student a failing grade in the course. Before imposing an academic sanction the instructor shall first attempt to discuss the matter with the student. If deemed necessary by either the instructor or the student, the matter may be brought to the attention of the student's major advisor, the instructor's department head, or the Dean of NCTA. When an academic sanction is imposed which causes the student to receive a lowered course grade, the instructor shall make a report in writing of the facts of the case and the academic sanction imposed against the student to the instructor's department head and to the Judicial Officer. The Student shall be provided with a copy of the report. Further, the instructor may recommend the institution of disciplinary proceedings against the student for violation of this Code, if the instructor

in the exercise of his or her professional judgment believes that such action is warranted.

- c. In cases where an instructor's finding of academic dishonesty is admitted by the student and an academic sanction is imposed by the instructor, which the student believes to be too severe, the student shall have the right to appeal the severity of the academic sanction through the grade appeal procedure.
- d. In cases where an instructor's finding of academic dishonesty is disputed by the student, the matter shall be referred to the Judicial Officer for disposition in accordance with NCTA Disciplinary Procedures. An academic sanction imposed by the instructor shall be held in abeyance pending a final decision of guilt or innocence under the NCTA Disciplinary Procedures. If it is determined through these procedures that the student is not guilty of academic dishonesty, the instructor's academic sanction shall be set aside. If it is determined that the student is guilty of academic dishonesty, the instructor's academic sanction shall be imposed in addition to any disciplinary sanction which may be imposed under the NCTA Disciplinary Procedures, subject to the student's right to appeal the severity of the academic sanction through the applicable grade appeal procedure.

#### **4.3 Falsification or Misuse of NCTA Identification and Other Documents.**

- a. Forging, altering or otherwise falsifying any NCTA document, any NCTA record or any NCTA instrument of identification, or assisting another student in such misconduct.
- b. Borrowing, lending or improperly possessing any NCTA instrument of identification.
- c. Submitting false information to any member of the faculty or staff or to any NCTA office.

**4.4 Misuse of Computers or Computing Resources.** Computing resources at the College exist for the purposes of education, research, service and administration. The use of computing resources for any purpose other than the purpose for which they are intended is an act of misconduct. Misuse of computers shall include:

- a. Accessing or attempting to access computing resources or computer-based information without proper authorization.
- b. Disrupting the intended use of computers or computer networks.
- c. Damaging or destroying computer equipment or computer-based information.

- d. Using a computer for an unauthorized purpose.
- e. Violating copyright laws or license restrictions with respect to the copying or use of computer programs, data, materials or information.
- f. Unauthorized use of another person's identification or password.
- g. Unlawful or unauthorized access to or use of computers, computer networks and computer data, programs, material or information. See Neb. Rev. Stat. 28-1343 through 28-1348 (1995 Reissue) or as amended.
- h. For further information on computer use and related violations, see Executive Memoranda No. 16, "Policy for Responsible Use of University Computers and Information Systems".

**4.5 Alcohol.** Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption of any alcoholic beverage.

**4.6 Drugs.** Unlawful or unauthorized possession, distribution, delivery, dispensing, manufacture or sale of any drug, unlawful possession of any drug with the intent to distribute, deliver, dispense, manufacture or sell any drug, or being unlawfully under the influence of any drug.

**4.7 Smoking.** Smoking in any College facility or vehicle.

**4.8 Physical Abuse.** Physically abusing or threatening to physically abuse any person.

**4.9 Disturbing the Peace.** Any act occurring on the College campus or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or group of persons.

#### **4.10 Harassment**

- a. Engaging or attempting to engage in any act for the purpose of injuring, threatening, or unreasonably alarming another or for the purpose of unreasonably interfering with any person's work, education, or the environment or activities surrounding one's work or education.
- b. If a person has been advised not to engage in certain acts and subsequently does so, there shall be a rebuttable presumption that the subsequent acts were done for one or more of the purposes set forth in the above paragraph.
- c. This section shall be strictly construed so as not to infringe upon the constitutional rights of free speech and expression of any person; and shall apply only to those acts described in paragraph (a) of this section.

**4.11 Sexual Assault.** Sexual assault or any other uninvited behavior of a sexually explicit nature.

- 4.12 Dangerous Conduct.** Conduct which is unreasonably dangerous to the health or safety of other persons or oneself.
- 4.13 Theft.** Theft or attempted theft of any property.
- 4.14 Property Damage.** Damaging or attempting to damage property of the College or of another individual.
- 4.15 Fireworks and Explosives.** Using or possessing bombs, explosives, incendiary devices, or fireworks.
- 4.16 Fires.** 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.
- 4.17 False Alarm.** Turning in a false fire alarm or bomb threat or misusing fire safety equipment on the campus or on the premises of any student housing unit.
- 4.18 Failure to Report Fire.** Failing to report a fire or any other extremely dangerous condition when known or recognized on the campus or on the premises of any student housing unit.
- 4.19 Firearms, Ammunition, Dangerous Weapons and Dangerous Chemicals.** Possessing or selling firearms, ammunition, or other dangerous weapons, or dangerous chemicals on the campus or on the premises of any student housing unit.
- 4.20 Obstruction of Law Enforcement Officers, Firefighters or NCTA Officials.** Obstructing or failing to comply with the directions of a law enforcement officer, firefighter or NCTA official in the performance of his or her duty on the College campus, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization.
- 4.21 Hazing.** Hazing any person. The intent of any person engaging in hazing activity or the consent or cooperation of any person who is a victim of hazing will not constitute a defense to an allegation of misconduct for hazing.
- 4.22 Indecent Exposure.** Committing any unlawful act of indecent exposure or public indecency.
- 4.23 Gambling.** Any gambling activity in violation of the laws of the State of Nebraska or of the United States.
- 4.24 Unauthorized Use of College Property.** Unauthorized use of any College property, facilities, equipment or materials.
- 4.25 Unauthorized Keys or Unlocking Devices.** Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock.

**4.26 Traffic Violations.** Serious traffic violations on the campus, including operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving.

**4.27 Regulations.** Pertaining to Student Housing Units. Violation of any student housing unit policy, rule or regulation.

**4.28 Insufficient Fund or No Account Checks.** 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 NCTA for cash or for payment of NCTA goods or services.

**4.29 Abuse of Disciplinary Proceedings.** Abuse of College disciplinary proceedings shall include the following:

- a. Failure to obey a request to appear before a Judicial Officer or Judicial Board.
- b. Falsification of testimony before a Judicial Officer or Judicial Board.
- c. Disruption or interference with the orderly conduct of any Judicial Board hearing.
- d. Attempting to discourage any person from using NCTA Disciplinary Procedures or participating in any disciplinary proceeding.
- e. Filing a malicious or frivolous complaint under the NCTA Disciplinary Procedures.
- f. Attempting to influence the impartiality of a member of a Judicial Board prior to or during any disciplinary proceeding.
- g. Verbal or physical harassment or intimidation of a member of a Judicial Board prior to, during or after any disciplinary proceeding.
- h. Failure to comply with any sanction imposed under the NCTA Disciplinary Procedures.
- i. Violation of the privacy rights of any student or College employee in regard to any disciplinary proceeding.
- j. Influencing or attempting to influence another person to commit an abuse of disciplinary proceedings.

**4.30 Other Unlawful Acts.** Any act by a student which occurs on the campus, 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 law of the State of Nebraska or of the United States, or in violation of any ordinance of the City of Curtis, shall constitute misconduct.

## **5. DISCIPLINARY SANCTIONS**

One or more of the following disciplinary sanctions may be imposed as

provided in the NCTA Disciplinary Procedures whenever a student or student organization is found to be guilty of misconduct under this Code of Conduct or under other published policies or regulations of the College prescribing standards of student conduct:

**5.1 Warning.** Written notice to the student or organization that continuation or repetition of specified misconduct may be cause for other disciplinary action.

**5.2 Restitution.** Reimbursement for damage to or misappropriation of property or reimbursement for medical expenses incurred by a third party as a direct result of misconduct. Reimbursement may take the form of service, other indirect compensation or direct financial compensation.

**5.3 Confiscation of Dangerous Weapons.** Weapons, firearms, ammunition, or other dangerous weapons possessed, used or stored on the campus in violation of the Code of Conduct may be confiscated.

**5.4 Probation.** A specified period of time during which a student or organization is warned that any further violation of the Code of Conduct will be cause for further disciplinary action. During the period of probation, the student or organization may be prohibited from participating in specified activities.

**5.5 Behavioral Requirement.** Written conditions imposed by a Judicial Board or judicial officer which establish specified requirements for the student or organization.

**5.6 Suspension.** Exclusion from all or specified classes and/or exclusion from all or specified privileges or activities of the College and/or exclusion from the campus for a specified period of time. In cases involving organizations, suspension may include loss of all privileges, including loss of College recognition for a specified period of time.

**5.7 Expulsion.** Permanent termination of student status or organizational status at the College.

## **6. REFERRAL TO CIVIL AUTHORITIES**

When circumstances warrant the NCTA Administration will refer acts of misconduct to appropriate civil or criminal justice authorities.

# **NCTA DISCIPLINARY PROCEDURES**

## **1. GENERAL**

**1.1 Right to Disciplinary Proceeding.** Except in cases of temporary suspension ordered by the Dean, as hereafter provided, suspension, expulsion or other disciplinary sanction for misconduct may not be imposed without a disciplinary proceeding in accordance with the following NCTA

Disciplinary Procedures, hereafter referred to as these Disciplinary Procedures.

## **2. INITIATION OF DISCIPLINARY PROCEEDINGS**

**2.1 Complaint.** Any member of the College community may file a written misconduct complaint against a student or organization alleging misconduct under the Student Code of Conduct or other published College policy or regulation prescribing a standard of student conduct. Misconduct complaints shall be filed in the Office of the Dean or the Student Affairs Office.

**2.2 Responsibility of Judicial Officer.** If the Judicial Officer determines that the misconduct alleged in a complaint warrants the institution of disciplinary proceedings, he or she shall insure compliance with these Disciplinary Procedures.

**2.3 Disqualification of Judicial Officer.** In the event the Judicial Officer may be a material witness in any disciplinary proceeding or for any reason cannot perform his or her duties under these Disciplinary Procedures, the Dean shall appoint an acting Judicial Officer to perform such duties.

**2.4 Review of Complaint.** The Judicial Officer shall make a preliminary investigation of each complaint to determine whether it may be disposed of without institution of disciplinary proceedings. Within 20 school days after receipt of a written misconduct complaint against a student or student organization, the Judicial Officer must decide on one of three courses of action:

- a. dismiss the complaint,
- b. propose an administrative disposition to the student, or
- c. initiate a disciplinary proceeding before the NCTA Judicial Board.

**2.5 Informal Meeting.** The Judicial Officer may conduct an informal meeting with a student or organization accused of misconduct to discuss the misconduct alleged. Prior to any such informal meeting the student or organization accused of misconduct shall be apprised in writing of the following:

- a. The source and nature of the misconduct complaint which has been filed.
- b. That the student or organization is entitled to be accompanied by counsel or an advisor at the expense of the student or organization at any meeting or hearing relevant to the misconduct alleged in the complaint.
- c. That the student or organization is under no obligation at any time to admit the misconduct alleged or to make any other statement at any meeting or hearing relevant to the misconduct alleged.

- d. That any statement that the student or any representative of the organization may make can be used against the student or organization under these Disciplinary Procedures.

During any such informal meeting the Judicial Officer may proceed with administrative disposition of a complaint pursuant to Section 4.2 of these Disciplinary Procedures if the Judicial Officer determines that administrative disposition is appropriate and if the same is accepted by the student or organization as provided in Section 4.2

**2.6 Failure to Appear.** If a student or organization accused of misconduct fails to appear at an informal meeting requested by the Judicial Officer pursuant to Section 2.5, within ten school days after the request document was postmarked, the Judicial Officer may initiate disciplinary proceedings before the NCTA Judicial Board.

### **3. TEMPORARY SUSPENSION**

Pending initiation of disciplinary proceedings by the Judicial Officer, the Dean may at any time temporarily suspend a student from the College or deny a student readmission when the Dean finds and believes from information coming to his or her attention that the presence of the student on the College campus would seriously disrupt the College or constitute a danger to the health, safety or welfare of persons on the campus. If a student is temporarily suspended by the Dean, the Dean shall promptly instruct the Judicial Officer to initiate appropriate disciplinary proceedings against the student within two (2) working days after temporary suspension is imposed. If a student placed on temporary suspension is ultimately found not guilty of misconduct, such student shall be allowed if at all possible to make up academic work missed while on suspension.

### **4. ADMINISTRATIVE AND JUDICIAL BOARD DISCIPLINARY PROCEEDINGS**

**4.1 General.** If the Judicial Officer determines that the institution of a College disciplinary proceeding for alleged misconduct is necessary, such proceeding shall be instituted against the student or organization accused of misconduct in accordance with the procedures for administrative disposition or the procedures for Judicial Board disposition hereinafter provided.

**4.2 Administrative Disposition.** The Judicial Officer, in the exercise of his or her professional judgement and when agreed to in writing by the student or organization, shall have authority by administrative disposition of a disciplinary proceeding to impose any of the disciplinary sanctions

provided in Sections 5.1 through 5.7 of the Student Code of Conduct. Where an administrative disposition proposed by the Judicial Officer is not accepted in writing by the student or organization, the student or organization shall have the right to have the matter of the alleged misconduct referred to the NCTA Judicial Board. The student or organization shall have three (3) school days within which to accept or reject an administrative disposition proposed by the Judicial Officer. If the student or organization fails to accept or reject the proposed administrative disposition within such three day period, rejection will be presumed and the matter shall be referred to the NCTA Judicial Board.

**4.3 Judicial Board Disposition.** If a student or organization rejects administrative disposition of a disciplinary proceeding proposed by the Judicial Officer, the Judicial Officer shall institute a disciplinary proceeding against the student or organization before the NCTA Judicial Board for the misconduct alleged in the complaint. Further, the Judicial Officer in the exercise of his or her professional judgement may institute a disciplinary proceeding for alleged misconduct directly before the NCTA Judicial Board without first offering administrative disposition to a student or organization accused of misconduct.

**4.4 Jurisdiction.** The NCTA Judicial Board shall have general original jurisdiction under these Disciplinary Procedures to hear and decide any disciplinary proceeding against a student or organization accused of misconduct.

## **5. NCTA JUDICIAL BOARD PROCEDURE**

**5.1 Notice.** All disciplinary proceedings before the NCTA Judicial Board shall be instituted by written notice delivered to the student accused of misconduct. Such written notice shall contain the following information:

- a. Source of the misconduct complaint.
- b. Statement of alleged facts constituting misconduct under the Student code of Conduct or other published College policy or regulation prescribing a standard of student conduct.
- c. Citation of the specific provision(s) of the Code of Conduct or other College policy or regulation alleged to have been violated.
- d. Description of the evidence to be offered in support of the alleged misconduct.
- e. Date, time, and place of the hearing before the Judicial Board. Each hearing shall be at least three (3) school days after the date of receipt of the written notice.
- f. A statement that the student or organization accused of miscon-

duct may be accompanied by counsel or other advisor at the hearing before the Judicial Board at the expense of the student or organization, and that such counsel or advisor may advise the student or organization, but may not directly participate in the hearing.

- g. That the student or organization accused of misconduct is under no obligation to admit the truth of the alleged misconduct or to make any other statement at the hearing relevant to the alleged misconduct, and that refusal to testify or make a statement will not be considered as an indication of guilt.
- h. That the student or organization accused of misconduct has the right to inspect before the hearing in the Student Services Office any affidavits, exhibits or other documentary evidence or physical evidence which is intended to be offered at the hearing, and that the student or organization will be advised in writing prior to the hearing of any subsequently discovered evidence which is intended to be offered at the hearing and will be provided with a description of the evidence and allowed to examine the same if it is documentary or physical evidence.

**5.2 Failure to Appear.** The student accused of misconduct or a student officer of the organization accused of misconduct will be expected to be present at the hearing before the Judicial Board. If the student or a student officer or the organization fails to appear at the time and place designated for the hearing, the Judicial Board shall proceed with the hearing if a majority of the Judicial Board members present are satisfied that the student or organization has received written notice as required in Section 5.1. The Judicial Board will then proceed in the absence of the student or organization to hear and weigh the evidence in support of the alleged misconduct and render a decision.

**5.3 Quorum.** Every student or organization accused of misconduct in disciplinary proceedings before the Judicial Board is entitled to a hearing by a quorum of the Board. A quorum will consist of at least three faculty and staff members and one student member of the Board. If a quorum is not present, the student or student officer of the organization, as the case may be, and the Judicial Officer may stipulate and agree in writing that the Judicial Board hearing may be conducted and the case may be decided by those Judicial Board members present even though a quorum has not been established.

**5.4 Status Pending Judicial Board Proceedings.** The status of a student accused of misconduct shall not be altered and the right of a student to be present on campus and to attend classes shall not be suspended during the

time of any disciplinary proceeding against the student unless the Dean determines that suspension of the student is required for compelling reasons in order to protect the student's physical or emotional health or safety or for compelling reasons in order to protect the health, safety or welfare of other members of the College community. The status of an organization accused of misconduct shall not be altered during the time of any disciplinary proceeding against the organization, unless the Dean determines that suspension of the organization from the College is required for compelling reasons in order to protect the health, safety or welfare of the College community.

### **5.5 Disqualification of a Board Member.**

- a. If any member of the Judicial Board feels that his or her relationship with either a disciplinary proceeding to be heard or any individual or organization involved in the proceeding would affect his or her ability to render a fair and impartial decision, such Judicial Board member shall disqualify himself or herself from participation in the proceeding. Additionally, a member may elect not to serve on the Judicial Board for a particular proceeding if the member in the exercise of reasonable discretion believes there may be an appearance of impropriety by his or her serving as a member of the Judicial Board for that proceeding.
- b. The student accused of misconduct or a student officer of the organization accused of misconduct may question any Judicial Board member with regard to his or her attitude or knowledge about the disciplinary proceeding to be heard. If a member of the Board is challenged for cause by the student or organization, the other members of the Board present shall, without the presence of the challenged member, vote upon the challenge. If a majority of the members present vote to sustain the challenge, the challenged member shall be excused from further participation in the proceeding. The foregoing shall not relieve the Judicial Board from the requirement of maintaining a quorum for the hearing as required by Section 5.3 above.

**5.6 Judicial Board Hearings Closed.** All hearings of the Judicial Board shall be closed to the public in order to comply with the requirements of the Federal Family Educational Rights and Privacy Act.

**5.7 Right to Separate Hearing.** In proceedings involving alleged misconduct against more than one student or organization, any student or organization accused of misconduct may request and shall be granted a separate disciplinary proceeding before the Judicial Board.

**5.8 Hearings During Finals Week, and Summer Sessions.** Judicial Board hearings may not be available during the last week of each semester (Finals Week) and during summer school sessions. During these time periods the Dean may designate one or more hearing officers who shall be authorized to conduct hearings and render decisions in disciplinary proceedings in accordance with the procedures governing the Judicial Board.

**5.9 Decisions.** The Judicial Board shall render a written decision in each proceeding in accordance with the requirements of Sections 7.1 and 7.2 of these Disciplinary Procedures.

## **6. RULES FOR CONDUCT OF JUDICIAL BOARD HEARINGS**

**6.1 General.** Judicial Board hearings shall be conducted in a manner which will provide substantial justice for the student or organization accused of misconduct and for the College community.

**6.2 Order of Evidence and Closing Arguments.** Evidence shall be submitted in the following order:

- a. evidence by the College in support of the alleged misconduct,
- b. evidence by the student or organization accused of misconduct, and
- c. evidence by the College confined to rebutting evidence presented by the student or organization.

After the presentation of evidence the Judicial Officer shall be given the opportunity to present a closing argument followed by a closing argument by the student or organization.

**6.3 Examination of Witnesses.** The student or organization accused of misconduct, the Judicial Officer and each member of the Judicial Board shall be allowed to hear and question all witnesses appearing at the hearing.

**6.4 Attorney or Advisor Not Allowed to Participate in Hearing.** An attorney or other advisor for a student or organization accused of misconduct may be present at the hearing to counsel the student or organization, but may not directly participate in the hearing. Without limiting the generality of the foregoing sentence, an attorney or other advisor shall not be permitted to make oral presentations or arguments, examine or cross-examine witness, or object to testimony of witness or to introduction of other evidence.

**6.5 Evidentiary Rules.** The Board shall not be bound by the formal rules of evidence applicable to a court of law. It may admit and give probative effect to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs. Incompetent, irrelevant, immaterial and unduly repetitious evidence may be excluded. The Judicial Board shall designate one of its

members to make rulings on admission of evidence.

**6.6 Verbatim Record.** The Judicial Board shall make a confidential verbatim record of each hearing. Such verbatim record shall be made by tape recording or verbatim transcription by a court reporter and shall be the property of the College. Copies of such record may be obtained by an accused student or organization upon payment of the cost of duplication and used only for the purpose of an appeal under these Disciplinary Procedures or proceedings in a court of law. In no event shall the record of a Judicial Board hearing be used in a manner which violates the privacy rights of any student, College employee or other person.

**6.7 Burden of Proof.** In all cases the College shall have the burden of proving the misconduct alleged against the student or organization by a preponderance of the evidence received at the hearing. Preponderance of the evidence is not determined by the number of witnesses who testify concerning a disputed fact, but rather is that amount of evidence which on the whole, and when fairly and impartially considered, produces the stronger impression on the Judicial Board and is more convincing of the existence of the fact when weighed against the evidence in opposition thereto. If the evidence concerning a disputed fact is evenly balanced or if it preponderates in favor of the accused student or organization, then the College will have failed to meet the required burden of proof. The Judicial Board is not limited to consideration of evidence introduced by the College in determining whether the College has met its burden, but should consider any evidence tending to establish the College's contention of a disputed fact, even though such evidence is introduced by another.

## **7. JUDICIAL BOARD DECISIONS**

**7.1 Form of Decision.** After a hearing in a disciplinary proceeding the Judicial Board by a majority vote based upon the evidence received shall render a decision as follows:

- a. Not Guilty. Misconduct has not been proved; or
- b. Guilty. Misconduct has been proved. In this case the Judicial Board may decide not to impose a disciplinary sanction, if mitigating circumstances warrant that no sanction be imposed, or it may decide to impose disciplinary sanctions as follows:
  1. Warning,
  2. Restitution,
  3. Conduct Probation,
  4. Behavioral Requirement,
  5. Suspension, or

## 6. Expulsion.

Sanctions listed in (1) through (6) above may be combined. See Sections 5.1 through 5.7 of the Code of Conduct for a description of disciplinary sanctions.

**7.2 Written Decisions: Delivery.** The Judicial Board shall render its decisions in writing within ten (10) school days after the conclusion of a hearing. Each decision shall contain findings of fact as well as the Board's disposition of the proceeding and shall be delivered to the office of the Dean together with the verbatim record of the Judicial Board hearing. A copy of the decision shall be mailed within one school day to the student or organization accused of misconduct at the address of record as verified at the hearing.

In disciplinary proceedings involving crimes of violence, the judicial officers of NCTA will, if requested by the victims, disclose to the victims whether charges against students violating the Student Code of Conduct were upheld. The disciplinary sanctions imposed on the offenders may be disclosed to the victims at the discretion of the judicial officers. Violations of the Student Code of Conduct and Disciplinary Procedures which may be considered crimes of violence include: physical abuse, sexual assault, dangerous conduct, and hazing.

## 8. SUPPLEMENTAL RULES

The Judicial Board may adopt supplemental rules and regulations, not in conflict with the provisions of these Disciplinary Procedures, which the Board shall determine to be necessary for the fair and impartial conduct of its proceedings.

## 9. REHEARING

A student or organization found guilty of misconduct by the Judicial Board may petition the Judicial Board to rehear the proceedings upon the discovery of new evidence within 90 days from the date of the decision of the Judicial Board, except that in cases of suspension a petition for rehearing request may be filed anytime during the term of suspension, and in cases of expulsion there shall be no time limit on the filing of a petition for rehearing. The Judicial Board will judge the sufficiency of the new evidence, and no appeal may be taken from its decision to either grant or deny the request to rehear the disciplinary proceedings. If a rehearing is granted the verbatim record of the original hearing shall be fully admissible as evidence. In the rehearing of a case the student or organization must bear the burden of proving that

the original decision should be modified or rescinded because of the new evidence.

## **10. JUDICIAL BOARD MEMBERSHIP AND TERM OF OFFICE**

**10.1 Membership.** The NCTA Judicial Board shall have one staff member and two faculty members and three student members. The NCTA Student Senate shall provide the Dean with nine recommendations from which he or she will select three regular student members and three alternate student members to serve on the Judicial Board. The Supporting Staff Association President shall provide the Dean with six recommendations from which he or she will select one regular staff member and two alternate members to serve on the Judicial Board. The Faculty Chair shall provide the Dean with seven recommendations from which he or she will select two regular faculty members and four alternate faculty members to serve on the Judicial Board. Members shall attend a Judicial Board orientation session prior to serving on the Board.

**10.2 Vacancies.** Vacancies on the Judicial Board, including temporary vacancies, may be filled by the Dean or his or her designee from the list of alternate members appointed by the Dean. Should the need arise, the Student Senate, the Faculty Chair and the Supporting Staff Association President shall at the request of the Dean submit additional lists of alternate members to the Dean. Should the Student Senate, the Faculty Chair or the Supporting Staff Association President refuse or for any reason fail to submit any of the above- mentioned lists of alternate members to the Dean when requested, the Dean shall directly make any appointment required to fill a vacancy on the Judicial Board.

**10.3 Term of Office.** Members of the NCTA Judicial Board shall be appointed for a term of one academic year from the first day of classes extending through the last day of classes. Members may be re- appointed provided their names are included on the lists submitted to the Dean pursuant to Section 10.1. Members may not serve more than two consecutive terms.

**10.4 Chairperson.** The Judicial Board shall select a chairperson who will preside at Judicial Board hearings.

**10.5 Removal from the Judicial Board.** If any of the following situations occur, a member may be removed from the Judicial Board by the Dean:

- a. A member fails to respond to meeting notices more than twice in a single semester.
- b. A member is found to be in violation of the privacy rights of any member of the College community, who is involved in a disciplinary proceeding.

## **11. APPEALS AND NCTA APPEALS BOARD PROCEDURE**

**11.1 Right of Appeal.** A student or organization found guilty of misconduct by the NCTA Judicial Board shall have the right to appeal to the NCTA Appeals Board which has exclusive appellate jurisdiction in all disciplinary proceedings.

**11.2 Timeliness.** Any appeal must be submitted in writing to the NCTA Appeals Board and received in the Office of the Dean within seven (7) calendar days after the date of mailing the Judicial Board decision to the student or organization accused of misconduct.

**11.3 Issues to be Considered on Appeal.** The Appeals Board will only consider one or more of the following four issues on appeal:

- a. That the evidence received by the Judicial Board was not sufficient to establish the misconduct found.
- b. That the Judicial Board did not conduct its proceedings in a manner which permitted the student or organization accused of misconduct an adequate opportunity to present a defense.
- c. That sanctions imposed by the Judicial Board are not in keeping with the gravity of the misconduct.
- d. That the Judicial Board failed to follow the applicable disciplinary procedures and that as a result of such failure the student or organization did not receive a fair and impartial hearing.

An appeal which does not clearly raise in writing one or more of the four issues listed above shall be dismissed without further consideration. The Appeals Board shall limit its review to the issue or issues raised in the written appeal and shall not address any issue not raised. The Appeals Board shall complete its review of the written appeal within 20 school days after its receipt, and shall promptly issue written notice of its decision to the student or student organization.

**11.4 Oral Arguments.** In considering an appeal, the Appeals Board may ask both student or organization making the appeal and the Judicial Officer to make an oral presentation. In this case the student or organization making the appeal shall first make an oral presentation followed by an oral presentation by the Judicial Officer. The Appeals Board may ask questions of both parties.

**11.5 Record of Proceedings Before the Judicial Board.** Upon request by the Appeals Board, the Judicial Officer shall deliver to the Appeals Board the record of the Judicial Board proceedings, including the tape recording or written transcription of the Judicial Board hearing.

**11.6 Disposition by Appeals Board.** After reviewing an appeal complying with the requirements of Section 11.3, the Appeals Board may

decide as follows:

- a. Affirm the Judicial Board decision; or
- b. Order a re-hearing before the Appeals Board following the hearing procedures applicable to the NCTA Judicial Board if the Appeals Board finds (i) that the evidence received by the Judicial Board was not sufficient to establish the misconduct found, or (ii) that the proceedings of the Judicial Board were not conducted in a manner which allowed the student or organization an adequate opportunity to present a defense, or (iii) that the Judicial Board failed to follow the applicable disciplinary procedures and that as a result of such failure the student or organization did not receive a fair and impartial hearing; or
- c. Modify any sanction imposed by a Judicial Board if the Appeals Board finds that the sanction is not in keeping with the gravity of the misconduct found.

**11.7 Status Pending Appeals Board Proceedings.** Any sanctions imposed by a Judicial Board shall be suspended until an appeal is decided by the NCTA Appeals Board. The status of a student shall not be altered and the right of a student to be present on campus and to attend classes shall not be suspended during the time of any appeal proceeding unless the Dean determines that suspension of the student is required for compelling reasons in order to protect the student's physical or emotional health or safety or for compelling reasons in order to protect the health, safety, or welfare of other members of the College community. The status of an organization shall not be altered during the time of any appeal proceedings unless the Dean determines that suspension of the organization from the College is required for compelling reasons in order to protect the health, safety or welfare of the College community.

**11.8 Quorum.** A quorum will consist of one faculty member, one staff member and one student member. If a quorum is not present, the student or student officer of the organization, as the case may be, and the Judicial Officer may stipulate and agree in writing that the appeal may be heard by those Appeal Board members present even though a quorum has not been established.

**11.9 Disqualification of an Appeals Board Member.** If any member of the Appeals Board feels that his or her relationship with either a disciplinary proceeding to be heard or any individual or organization involved in the proceedings would affect his or her ability to render a fair and impartial decision, such Appeals Board member shall disqualify himself or herself from participation in the proceeding. Additionally, a member may elect not to serve on the Appeals Board for a particular appeal

proceeding if the member in the exercise of reasonable discretion believes there may be an appearance of impropriety by his or her serving as a member of the Appeals Board for that appeal proceeding. The foregoing shall not relieve the Appeals Board from the requirement of maintaining a quorum as required by Section 11.8 above.

**11.10 Attorney or Advisor Not Allowed to Participate.** An attorney or other advisor for a student or organization may be present at any proceedings of the Appeals Board to counsel the appellant student or organization, but may not directly participate in the proceedings.

**11.11 Verbatim Record.** The Appeals Board shall make a confidential verbatim record of its proceedings. Such verbatim record shall be made by tape recording or verbatim transcription by a court reporter and shall be the property of the College.

**11.12 Appeals During Finals Week and Summer Sessions.** Appeals Board hearings may not be available during the last week of each semester (Finals Week) and during summer school sessions. During these time periods the Dean may designate one or more hearing officers who shall be authorized to hear appeals and render decisions in accordance with the procedures governing the Appeals Board.

**11.13 Appeals Board Proceedings Closed.** All proceedings of the Appeals Board shall be closed to the public.

**11.14 Appeals Board Decision Final.** Decisions of the Appeals Board shall be final and may not be further appealed within the College or the University of Nebraska.

## **12. APPEALS BOARD MEMBERSHIP AND TERM OF OFFICE**

**12.1 Membership.** The NCTA Appeals Board shall have one staff member and two faculty members and two student members. The Supporting Staff Association President shall provide the Dean with four recommendations from which he or she will select one staff member to serve on the Appeals Board.

The Faculty Chair shall provide the Dean with five recommendations from which he or she will select two faculty members to serve on the Appeals Board. The Student Senate shall provide the Dean with five recommendations from which he or she will select two student members to serve on the Appeals Board. Members shall attend a Judicial Board orientation prior to serving on the Board.

**12.2 Term of Office.** Members of the NCTA Appeals Board shall be appointed for a term of one academic year. Members may be re-appointed provided their names are included on the lists submitted to the Dean pursuant

to Section 11.1. Members may not serve more than two consecutive terms.

**12.3 Chairperson.** The Appeals Board shall select a chairperson who will preside at Appeals Board hearings.

**12.4 Removal from the Appeals Board.** If any of the following situations occur, a member may be removed from the Appeals Board by the Dean.

- a. A member fails to respond to meeting notices more than twice in a single semester.
- b. A member is found to be in violation of the privacy rights of any member of the College community who is involved in a disciplinary proceeding.
- c. A student member is found to be in violation of the Student Code of Conduct.

### **13. DISCIPLINARY RECORDS**

Transcripts of NCTA academic records will not include information concerning disciplinary action, except in cases of expulsion. Information from disciplinary and counseling files will not be made available to unauthorized persons without the express written consent of the person involved or as otherwise authorized or required by law. Disciplinary records shall be destroyed seven years after the last sanction was imposed, except in case of expulsion, where disciplinary records shall be permanently maintained.

### **14. READMISSION AFTER EXPULSION**

Any student who has been expelled from NCTA under these Disciplinary Procedures may at any time after three (3) years from the date of expulsion request readmission to NCTA by written petition to the Dean. If the Dean, in the exercise of his or her discretion grants readmission, the student's prior disciplinary record of expulsion shall be destroyed.

This Code of Conduct was established in 2001.

## **Crime Awareness and Campus Security Policy**

The policies that follow are designed to meet the standards as set forth in the most recent campus security act.

**Reporting a Crime.** Campus crime is a reality. Prevention of crime is a shared responsibility between the Nebraska College of Technical Agriculture, the local law enforcement agency and the campus community. Suspicion is all that is needed to notify the police. Whether you are a victim or a bystander, you should report a crime, suspicious activity or other emergencies to the Frontier County Sheriff's Office at 367-4411. Fire and accident emergencies should be reported to 911.

When you call the Frontier County Sheriff's Office please provide the following information:

- .. your name
- .. location of the incident
- .. a description of the scene & suspects
- .. a description of any vehicles involved, especially license plate numbers.

The most important item to remember is that the suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call the Frontier County Sheriff immediately.

**Security for Residence Halls.** Students may return to their residence halls after evening closing hours. To enter a hall, the security guard in the residence hall has a key to allow access to the halls.

1. A student who enters or leaves the residence hall after closing hours is responsible for securing the door.
2. A student may not prop open or in any manner alter a door so that it will not properly close.
3. Students are not able to admit unauthorized or uninvited persons into a hall after it has been closed.
4. Report any maintenance problems to the residence hall supervisor.
5. Security systems along with procedures are provided for your protection.

**Security System Management.** The Nebraska College of Technical Agriculture security personnel report to the Assistant Dean, who is responsible for the management of the security system. The Frontier County Sheriff's department assists with security of the campus through routine checks and/or upon request. Twenty-four hour patrol and dispatch services are provided with access to emergency services by the Frontier County Sheriff's Office.

**Training.** NCTA security personnel meet on a monthly basis to receive updates on any security policy changes. Residence Hall personnel meet with the student residents at least once each semester to explain the security policies on campus and procedures involved in security. The residence hall students are encouraged to properly secure their valuable items in a locked room or special area in the manager's room when the student initially checks into their room.

Campus Policy on Drug-Free Schools is found on page 90 of this handbook.

## **Institution's Response**

**If you are assaulted:** Call the Sheriff's Office (367-4411) as soon as possible. Try to remember as much about the person as possible. Important characteristics to include: sex; race; hair color, length and texture; body size; clothing description; scars and other noticeable markings; mode of travel; type of vehicle, color and license number. The campus will be searched immediately for suspects and neighboring areas as well. In many incidents, the victim may already know the name of the person committing the assault.

**If you see a suspicious person:** If you see anyone acting suspiciously, call the Sheriff's Office at once. Do not approach the person yourself. Report the type of suspicious activity and give a general description of the subjects (number of persons, sex, race, dress, vehicle and location). County Law Officers will investigate your report immediately. If all members of the campus community become security conscious and report suspicious activity, thefts and related incidents will be measurably reduced. Remember, it is your responsibility too!

**If you receive a bomb threat:** If you receive a bomb threat, it is important to obtain as much information from the caller as possible. Things to ask include: 1) location of bomb, 2) time of explosion, and 3) type of bomb. Observe the caller's voice and any background noises you may hear. Such information may assist in identifying the caller. Call the Sheriff's Office immediately. **DO NOT PANIC!** County Law Officers will search the area involved and notify trained personnel if a device is found for removal. Local police together with the supervisor of the building will determine if evacuation is required.

Disclosure Statistics for crime: (September 1, 1993 -September 2004).

**2005**

murder	0	motor vehicle theft	0
rape	0	liquor law violations	0
robbery	0	drug abuse violations	0
aggravated assault	0	weapons possessions	0
burglary	0		

# University Drug-Free Schools and Campus Policy

(In all cases the Nebraska College of Technical Agriculture is included as a part of the University of Nebraska-Lincoln)

## I. STANDARDS OF CONDUCT

### A. The Standards of Conduct for Students of the University of Nebraska-Lincoln

1. Alcohol - Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption of any alcoholic beverage is prohibited.
2. Drugs - Unlawful or unauthorized possession, distribution, delivery, dispensing, manufacture or sale of any drug; unlawful possession of any drug with intent to distribute, deliver, dispense, manufacture or sell; or being unlawfully under the influence of any drug is prohibited.

Definition: Drug shall mean any controlled substance included in Neb. Rev. Stat. 28-405 (1989 Reissue), which lists controlled substances regulated under Nebraska criminal laws relating to drugs and narcotics.

### B. The Standards of Conduct for Faculty and Staff of the University of Nebraska-Lincoln.

In accordance with this responsibility, the university prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcohol at the University of Nebraska-Lincoln workplace. The term controlled substance is defined in Federal “21 USC 01-ETSEQ” and State “Nebraska Revised Statutes 28-41 ETSEQ” Drug Control Laws.

## II. LEGAL SANCTIONS

Local, state, and federal laws prohibit the unlawful possession or distribution of alcohol and illicit drugs. Violation of such laws are criminal offenses. Sanction and penalties for such violations may range from probation to substantial monetary fines and/or imprisonment for substantial time periods. For further information, please contact the Nebraska Human Resources Institute at 402-472-3477.

### **III. HEALTH RISKS**

Drug abuse is a major health problem in the United States. College-age students are particularly vulnerable to the consequences of alcohol and other drug abuse because of their tendency to engage in a variety of high risk behaviors.

The problems associated with alcohol and/or other drug consumption cover a broad range including: Physical and psychological illness (acute alcohol poisoning, mood disorders, self-destructive behavior, and suicide). Accidents, homicide and suicide are the leading causes of mortality in the college-age population and alcohol is a major contributing factor in a third to half of all the cases. Alcohol is also a contributing factor in poor decision making which can lead to unsafe and antisocial behaviors (arguments, fights, driving while intoxicated, sexually transmitted diseases, and unplanned pregnancies).

With respect to the long term consequences of alcohol and other drug abuse, the most serious illness and the highest rate of mortality results from alcohol-induced liver damage. Other consequences of chronic alcohol and other drug abuse include gastrointestinal diseases, cancer, and permanent damage to the brain and nervous system.

### **IV. DRUG AND ALCOHOL COUNSELING TREATMENT OR REHABILITATION PROGRAMS**

#### **A. Students**

The NCTA Student Health Center offers a variety of alcohol and other drug abuse prevention and education services for students including confidential referral services,\* alcohol and other drug education as a part of on campus classes, support and problem solving groups, peer interaction groups, and seminar workshop groups.

\*NCTA falls within Nebraska's Region II Alcohol and Drug Abuse Programs Regional Administration which administers the following centers:

#### **REGION II ALCOHOLISM AND DRUG ABUSE PROGRAMS REGIONAL ADMINISTRATION**

Larry Brown, Ed. D. Regional Program Administrator  
117 North Bailey, Box 765  
North Platte, NE 69103-0765  
Telephone: 308-534-0440

Hours: 8-5 M-F

**CENTER FOR SUBSTANCE ABUSE, PREVENTION, & EDUCATION**

110 North Bailey, P.O. Box 1209

North Platte, NE 69103-1209

Telephone: 308-534-6049

Hours: 24 hours/day, 7 days/week

Services: Regional Prevention Planning/Coordination

**HEARTLAND COUNSELING AND CONSULTING CLINIC**

307 E. 5th Street

Lexington, NE 68850

Telephone: 308-324-6754

Hours: 8-5 M-F

Services: Outpatient Alcoholism Treatment, Joint Drug Abuse/Alcohol Treatment, Individual Therapy and/or Counseling, Family Therapy and/or Counseling, Outreach, Aftercare Follow-up, Referral, Group Therapy and/or Educational Classes, Prevention Services, Community Organizing.

**HEARTLAND COUNSELING AND CONSULTING CLINIC**

322 1/2 Norris Ave., Suite 5

Temple Building, Box 838

McCook, NE 69001

Telephone: 308-345-2770

Hours: 8:30-5:00, Evenings by appointment

Services: Outpatient Alcoholism and Drug Treatment, Court-Related Alcoholism Classes, Family Counseling, Group Counseling, plus Nighttime Counseling by appointment.

**HEARTLAND COUNSELING AND CONSULTING CLINIC NEW HORIZONS**

110 North Bailey, Box 1194

North Platte, NE 69101

Telephone: Halfway House & Detoxification 308-534-6963

Outpatient 308-534-6029

Hours: 24 hours/day, 7 days/week

Services: Outpatient Alcoholism Treatment, Halfway House Alcoholism

Center, Follow-up, Aftercare, Medical Referral, Detox, Court-related Services, Prevention Services, Center for Regional Prevention Planning/Coordination.

**HEARTLAND COUNSELING AND CONSULTING**

103 East 10th  
Ogallala, NE 69153  
Telephone: 308-284-6767  
Hours: 8-5 M-F  
Services: Outpatient Alcoholism Treatment.

**PARENTS IN ACTION IN NEBRASKA FOR DRUG FREE YOUTH (PAN)**

3014 Cedarberry Road  
North Platte, NE 69101  
Telephone: 308-534-2141  
Hours: 9-3 M-F  
Services: Coordination of Parent-to-Parent Network for Prevention of Drug Use Among Youth.

Any of these resources can provide information and assessment relating to drug and alcohol abuse. In addition, they can furnish schedules for local and area meetings of Alcoholics Anonymous, Narcotics Anonymous, Alateen, Alatot, and Adult Children of Alcoholics.

**V. DISCIPLINARY SANCTIONS**

**A. Students:**

Violations of the Student Code of Conduct may result in the imposition of sanctions up to and including expulsion from this institution and referral for prosecution by the proper authorities under local, State and/or Federal law. One or more of the following sanctions may be imposed as provided in the UNL Student Code of Conduct and Disciplinary Procedures: warning, restitution, probation, behavioral requirement, suspension, expulsion.

**University Non-Discrimination Statement**

It is the policy of the University of Nebraska - Lincoln (Nebraska College of Technical Agriculture, Curtis) not to discriminate on the basis of age, sex, handicap, race, color, religion, national or ethnic origin in its educational programs, admissions policies, employment policies, financial aid or other

college administered programs. This policy is enforced by federal laws under Title IX of the Educational Amendment of 1972, Title VI of the Civil Rights Act of 1964, and section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with these statutes may be directed to the Affirmative Action Office, c/o Office of the Chancellor, 308 Administration Building, University of Nebraska-Lincoln, telephone: 402-472-3417 or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C.

The Nebraska College of Technical Agriculture campus coordinator for compliance or concerns is: Assistant Dean, Dave Jibben, Room 15, Ag Hall.

Student concerns in regard to Title IX and 504 compliance may be submitted to the above officers or David Smith, Chairman of the college's Affirmative Action Committee.

*Student Discrimination Grievance Procedures.* Any student with a grievance regarding discrimination of the NCTA campus by campus personnel or students should present the grievance to the Director of Student Affairs. If the grievance is not resolved, it will be forwarded to the NCTA Title IX Committee for review. The Title IX Committee will conduct a complete investigation and recommend appropriate actions to be taken to the administration for NCTA.

*American Disabilities Act.* "Qualified persons" entering NCTA campus, should enter the east side of Ag Hall as marked by signage. A telephone is available for services or personal help is also available from the Admissions/ Recruiting Office.

## **University Clean Air Policy**

**NO TOBACCO PRODUCTS MAY BE USED IN FACILITIES OR VEHICLES OF THE UNIVERSITY OF NEBRASKA EXCEPT AS SPECIFICALLY DELINEATED BELOW.**

Use of tobacco products on the grounds of NCTA is allowed as long as such use is not within close proximity (defined as within 10 feet) of any facility or work site.

All residence halls are smoke free with the exception of specific halls or floors to be determined by the Dorm Supervisors.

Free consultations and information are available through Student Health Services which is located at the Curtis Medical Center for those students who wish to stop smoking.

Signage reflecting this policy and tobacco waste receptacle placement will be accomplished by the Facilities Department.

Noncompliance with these provisions will be managed in accordance with existing personnel guidelines.

## **University Sexual Harrassment Policy**

The University of Nebraska reaffirms that all women and men - students, staff, faculty and administrators - are to be treated fairly and equally with dignity and respect. Any form of sexual harassment is prohibited.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individuals, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Sexual harassment will not be condoned during the work or school day, nor will acts of sexual harassment be permitted outside the work or school environment or student/teacher relationship.

**INQUIRIES AND GRIEVANCES:** The University of Nebraska provides grievance procedures for anyone associated with the University who believes he or she has not received the benefit of this policy.

Questions about the University of Nebraska-Lincoln's complete AA/EEO

policies and the filing of grievances are to be directed to:

Office of Equity, Access and Diversity Programs  
128 Administration Building  
PO Box 880437  
Lincoln, NE 68588-0437  
Phone: 402-472-3417

## **UNL Drug Free Campus Policy**

Standards of conduct for Employees and Students Regarding Alcohol and Drugs.

The illegal possession, use or distribution of drugs or alcohol by students and employees is a violation of University rules as well as State and Federal laws. The Board of Regents of the University of Nebraska has directed officers of the University to cooperate with State and Federal agencies in the prevention of drug abuse. See Board of Regents of the University of Nebraska, Minutes, Vol. 29, pp. 90-91 (September 12, 1967). In satisfaction of this mandate and in order to fulfill its obligations under Drug Free Workplace Act of 1998, 41 U.S.C. S 701 and the Drug Free Schools and Communities Act of 1989, 20 U.S.C. S 1145g, the University has formulated standards of conduct for both its employees and its students which prohibit the following acts:

1. use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on University premises or while University business or at University activities, or in University supplied vehicles either during or after working hours.
2. unauthorized use or possession or manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act. 21 U.S.C. SS 801 et seq., or Nebraska Drug Control Laws, Neb. Rev. Stat. SS 28-401 et seq., on University premises, or while engaged on University business or attending University activities, in University supplied vehicles, either during or after working hours;
3. unauthorized use, manufacture, distribution, possession or sale of alcohol on University premises or while on University business or University activities, in University supplied vehicles either during or after working hours.
4. storing in locker, desk, vehicle, or other place on University owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol;
5. use of alcohol off University premises that adversely affects an employee's or student's work or academic performance, or an employee's or student's or the safety of others;
6. possession, use, manufacture, distribution or sale of illegal drugs off University premises adversely affects the employee's work performance or the student's academic performance, or an employee's or student's safety or the safety of others;
7. violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia.
8. in the case of employees-failure to notify an employee's supervisor of an employee's arrest or

conviction under any criminal drug statute as a result of a violation of law which occurs at the University of Nebraska workplace.

[The Standards of Conduct were approved by the Regents in 1990. See Board of Regents of the University of Nebraska, Minutes, Vol. 55, p. 205 (October 12, 1990).]

#### Description of Applicable Legal Sanctions Under Federal, State or Local Law for Unlawful Possession or Distribution of Illicit Drugs and Alcohol.

The information on the following pages summarizes selected provisions of federal, state, and local laws which provide criminal and civil penalties for unlawful possession or distribution of drugs and alcohol.

##### Federal Penalties and Sanctions for Illegal Possession of Controlled Substances:

- 21 U.S.C. § 844(a)

1<sup>st</sup> Conviction: Up to 1 year imprisonment and fine of at least \$1,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and a fine of at least \$2,500, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and a fine of at least \$5,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory minimum 5 years in prison, maximum 20 years and a fine of at least \$1,000, or both, if:

- à 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams.
- à 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeds 3 grams
- à 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

- 21 U.S.C. §§ 853 (a) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

- 21 U.S.C. §§ 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

- 21 U.S.C. § 862 (b) Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

- 18 U.S.C. § 922 (h) Ineligible to receive or purchase a firearm.

Miscellaneous Revocation of certain Federal Licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Two charts on the following pages federal trafficking penalties were taken from United State Department of Justice, Drug Enforcement Administration (DEA), Drugs of Abuse (1989 edition) p. 9. These charts summarize the penalties under federal law for possession or distribution of various types of drugs. According to the DEA these charts are still up date with the exception of the “Domestic Chemical Diversion Control Act of 1993.” Under 21 U.S.C. § 960 (d) the “Domestic Chemical Diversion Control Act” provides up to 10 years imprisonment for any individual who illegally imports or exports various chemical used to manufacture controlled substances.

State Penalties and Sanctions for Illegal Possession of Controlled Substances.

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Nebraska state laws which establish penalties for various drug related offenses which are summarized below. Charts containing a summary of sanctions under Nebraska law for possession or distribution of various drugs can be found within this section.

**Crimes Involving Minors:** Any person 18 years of age or older who distributes, delivers or sells controlled substances to a person under the age of 18 years shall be punished by the next higher penalty classification for a first offense or second offense involving drugs such as heroin, speed, cocaine, LSD or pentazocine. The law also provides for an enhanced penalty for anyone 18 years of age or older to employ, use, persuade, or coerce any person under 18 years of age or to aid and abet any person under 18 years of age to manufacture, transport, distribute, carry, deliver, dispense, or possess with intent to do the same of a controlled substance or a counterfeit controlled substance. Neb. Rev. Stat. § 28-416 (4) and (5) (Reissue 1995).

**Tax Provisions:** Anyone who possesses or sells the following amounts of controlled substances must pay the appropriate taxes to the Nebraska Department of Revenue and have the stamps attached to the controlled substances:

- Six or more ounces of marijuana is taxed at \$100 for each ounce or portion of an ounce.
- Seven or more grams of any controlled substance which is sold by weight or volume (i.e., cocaine, crack, methamphetamine, etc.) is taxed at \$150 for each gram or portion of a gram.
- Ten or more dosage units of any controlled substance which is not sold by weight (i.e., LSD, quaaludes, methamphetamine in tablets, PCP, etc.) is taxed at \$500 for each dosage unit or portion thereof.
- Failure to have the proper tax stamps attached to the controlled substance carries a criminal penalty of up to five years imprisonment or a \$10,000 fine or both. A penalty equal to 100% of the unpaid tax will also be assessed and both the tax and the penalty may become a lien upon the property owned by the person against whom the tax is assessed. Neb. Rev. Stat. §§ 77-4302, 77-4304 to 77-4306, 77-4310, 77-4314 (Reissue 1990), §§ 77-4301, 77-4303, 77-4307, to 77-4309, 77-4311 to 77-4313, 77-4315, and 77-4316 (Cum. Supp. 1994)

**Property Forfeiture:** Property used to manufacture, sell or deliver controlled substances can be seized and forfeited to the state. Property subject to forfeiture may include money, cars, boats, airplanes and houses or farms. Neb. Rev. Stat. § 28-431 (Reissue 1995).

**Being Under the Influence of Any Controlled Substance for Unauthorized Purpose:** It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Neb. Rev. Stat. § 28-417 (1) (Reissue 1995).

**Drug Paraphernalia Offenses:** It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441 (1) (Reissue 1995). "Drug paraphernalia" is defined to include such things as hypodermic syringes, needles, pipes and bongs and other items used, intended for use of designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 1995). It is unlawful to deliver or manufacture drug paraphernalia if one knows or reasonably should know that such paraphernalia will be used in violation of the controlled substance statutes. Neb. Rev. Stat. § 28-442 (Reissue 1995). It is a violation of Nebraska law for a person 18 years of age or older to deliver drug paraphernalia to person under the age of 18 who is at least 3 years his or her junior. Neb. Rev. Stat § 28-443 (Reissue 1995).

A violation of Neb. Rev. Stat § 28-441 is punishable by a fine of not more than \$100 for first offense,

not less than \$100 and not more than \$300 for second offense, and not less than \$200 and more than \$500 on third or subsequent conviction. Neb. Rev. Stat. § 29-436 (Reissue 1995). The penalty for violation of Neb. Rev. Stat. § 28-106 (1) (Reissue 1995). The penalty for violation of Neb. Rev. Stat. § 28-443 is imprisonment for more than one year, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-106 (1) (Reissue 1995).

**Imitation Controlled Substances:** It is a violation of Nebraska Law to knowingly, intentionally manufacture, distribute, deliver or possess with intent to distribute or deliver an imitation controlled substance. "Imitation Controlled substance" is a substance which is not a controlled substance but which is represented to be an illicit controlled substance. Neb. Rev. Stat. § 28-445 (Reissue 1995). First offense violations of this law are punishable by not more than six months imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-106 (1) (Reissue 1995).

**Controlled Substance Analogue:** For purposes of Nebraska controlled substance law, analogue controlled substances (Often called "designer drugs" are treated as controlled substances. Such an analogue is defined as (a) substantially similar in chemical structure to the chemical structure of a controlled substance or (b) having a stimulant, depressant, analgesic or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the effect of a controlled substance. Neb. Rev. Stat § 28-401 (37) (Reissue 1995).

#### Selected Nebraska Alcohol Offense

**Minor in Possession:** It is against the law for a person under the age of 21 years to possess alcohol in any place not his or her permanent place of residence. Neb. Rev. Stat. § 53-180.02 (Reissue 1993). Violation of this law is punishable three months imprisonment, or \$500 fine, or both. Neb. Rev. Stat §§ 28-106 (1) (Reissue 1995) and 53-180.05 (1) (Reissue 1993). As part of sentencing a judge may order an offender to become part of a public work detail under the supervision of the County Sheriff for not more than 10 days in lieu of the above penalties. Neb. Rev. Stat § 53-180.05 (1) (Reissue 1995) and 53-180.05 (1) (Reissue 1993).

**Consumption on Public Property:** It is a violation of Nebraska law for any person to consume alcoholic liquors in the public streets, alleys, parking areas, roads or highways; or upon property owned by the state or any governmental subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties. Neb. Rev. Stat. § 53-186 (Reissue 1993). A violation of this statute is punishable on the first offense by a fine of up to maximum of \$100; a second offense within two years is punishable by a fine not less than \$100 and not more than \$300; a third offense within two years is punishable by a fine of not less than \$200 and not more than \$500. Neb. Rev. Stat. § 29-436 (Reissue 1995).

**Driving While Intoxicated:** Driving while under the influence of intoxicating liquors or drugs is a violation of Nebraska law. Neb. Rev. Stat § 60-6,196 (Reissue 1993). Violation of this law is punishable on first offense by not more than 60 days, not less than 7 days imprisonment and not more than \$500 fine but not less than \$200 fine. Neb. Rev. Stat. § 28-106 (1) (Reissue 1995). In addition, an offender's drivers license is revoked for six months and the offender is ordered not to drive any motor vehicle for any purpose for a like period. Neb. Rev. Stat. § 60-6,196 (2) (a) (Reissue 1993). Suspended sentence of probation includes mandatory requirement that probation or suspension be conditioned on order that offender will not drive any motor vehicle for any purpose for sixty days. Neb. Rev. Stat. § 60-6,196 (2) (a) (Reissue 1993). Penalties for a second offense result in not more than ninety and not less than thirty days imprisonment and a \$500 fine. Neb. Rev. Stat. § 28-106 (1) (Reissue 1995). As part of the judgment of conviction the offender is ordered not to drive any motor vehicle for any purpose for a period of one year and the offender's operator's license is revoked for a like period. Neb. Rev. Stat. § 60-6,196 (2) (b) (Reissue 1993). If an offender is placed on probation or the sentence is suspended, one of the mandatory conditions of probation or sentence suspension is that the offender must be ordered not to drive any motor vehicle in the state for any purpose for period of 6 months, and the probation order shall included as one of its conditions confinement in the city or county jail for forty-eight hours. Neb. Rev. Stat. § 60-6,196 (2) (b) (Reissue 1993). A third conviction results in not more than one year imprisonment, not less than 3 months imprisonment and a mandatory \$500 fine regardless

of the length of confinement imposed. Neb. Rev. Stat. § 28-106 (1) (Reissue 1995). Offenders in this class may not drive any motor vehicle in the state for any purpose for a period of fifteen years and their operator's license is revoked for like period. Neb. Rev. Stat. § 60-6,196 (2) (c) (Reissue 1993).

A fourth or subsequent conviction leads to not less than one year nor more than five years imprisonment and a fine not less than \$500 and not more than \$10,000 Neb. Rev. Stat. 28-106 (1) (Reissue 1995).

Local laws may also make it a crime to operate a motor vehicle under the influence of alcohol or to commit certain acts involving the consumption or possession of alcohol, e.g. "open container" laws.

#### **Description of Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol**

The last chart is taken from the United States Department of Justice, Drug Enforcement Administration, Drugs of Abuse (1996 edition), pp. 30-31. The chart contains a description of health risks associated with alcohol is taken from United States Department of Education, What Works: Schools Without Drugs (1992 edition), P. 62.

**Alcohol:** Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combine with other depressants of the central nervous system, much lower doses of alcohol will product the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

#### **Drug and Alcohol Counseling**

Students: The Community Health Department of the University Health Center, 15<sup>th</sup> and U Streets, offers a variety of alcohol and other drug abuse prevention and education services for students including confidential assessments and referral services, alcohol and other drug education classes, support and problem-solving groups, and peer alcohol educators and drug prevention specialists. The telephone number is (402) 472-7440.

#### **Disciplinary Sanctions**

**Students:** Violation of the Student Code of Conduct may result in the imposition of sanctions up to and including expulsion from this institution and referral for prosecution by the proper authorities under local, State and/or Federal law. One or more of the following sanctions may be imposed as provided in the UNL Student Code of Conduct and Disciplinary Procedures: warning, restitution, probation, behavioral requirement, suspension, expulsion.



