Discover Your Way at NCTA

I want to make a career out of my green thumb.

I want a career that combines business and agriculture.

I'd like to own my own ranch or farm.

I want to help animals.

Nebraska College of Technical Agriculture
2015-2016 Student Handbook
Greetings,

Welcome to the Nebraska College of Technical Agriculture (NCTA)! We are very pleased you’ve made the decision to join our college community. I believe you’ll find that NCTA is a wonderful place to live and learn. Our faculty are warm, friendly, and very skilled in their technology. They demonstrate time and time again that they know how to help students become successful in their intended careers. NCTA regularly has the highest graduation rate of any Nebraska 2-year colleges, when NCTA students compete in national academic competitions they perform at or near the top of their peers, and when our students take national licensure exams the pass rate is very high, often 100%. NCTA staff is highly dedicated and go out of their way to make our campus safe, comfortable and effective as a top-quality learning environment. Please feel free to communicate with our faculty and staff on a regular basis. They are here to help you succeed and they appreciate hearing from you about how they can do better.

It’s important for your professional and financial future that you stay focused on your studies during your time at NCTA. Be sure to attend all classes. Listen carefully to instructions given by your faculty and be sure to follow them. If you don’t understand or are unable to follow through on a requirement, discuss that with your faculty. Student clubs and organizations are an important part of the total college experience so you are encouraged to become involved in these extracurricular activities as soon as you arrive on campus. Significant professional development occurs in these organizations and it’s also a fun way to get to know faculty, staff, and fellow students.

Take care of yourself physically as well as mentally. Be sure to get eight hours of sleep every night so you can come to class alert and prepared to learn. Take advantage of the healthy food offered in the college dining halls so that you eat nutritious and balanced meals – and in the correct quantity. The college has a small fitness center in the Student Union available for your use free of charge. Your spiritual health is also very important and the many local churches in Curtis welcome students with open arms.

This is a great time to be involved in agriculture, veterinary technology, and related disciplines. Demand for NCTA graduates is booming. The world population is expected to grow by 2 billion people by the year 2050 and those additional people will require 60% to 80% more food than is produced today. NCTA graduates will be involved in producing that additional food. Demand for graduates in veterinary technology is expected to grow by 30% nationally in the next 10 years – a rate far exceeding the national average. These facts plus many others point to the conclusion that you have made a wise decision when selecting your college and major. Congratulations on that decision. Please let me know if there’s something I can do to make your college experience more satisfying.

Tom Poole

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NCTA Department Telephone Numbers
All telephone numbers are 308-367-**** prefixes when dialing from off-campus

Administration
5200  Ron Rosati, Dean
5200  Catherine Hauptman, Asst to Dean Rosati
5253  Scott Mickelsen, Associate Dean
5240  Linda Cole, Assistant to Asst Dean Mickelsen
5259  Jennifer McConville, Asst Dean of Finance and Operations
5277  Randi Houghtelling, Asst to Dean McConville

Divisions
Agribusiness Management Systems
5275  Mary Rittenhouse, Division Chair
5250  Jeremy Sievers

Agriculture Production Systems
5286  Doug Smith, Division Chair
5283  Terri Jo Bek
5285  Roy Cole
5284  Bridger Chytka
5291  Joanna Hergenreder
5293  Jan Price, Office Associate

General Education
5276  Eric Reed

Agronomy & Horticulture Systems
5225  Brad Ramsdale, Division Chair
5226  Trentee Bush
5241  Dan Stelik

Veterinary Technology Systems
5219  Barbara Berg, Division Chair
5223  Ricky Sue Barnes Wach, DVM
5282  Judy Bowmaster-Cole
5281  Glenn Jackson, DVM
5222  Jose Arnold

Campus Services
Aggie Bookstore
5274  Cindy Fritsche

Alumni Association
5200  Catherine Hauptman
5231  Mary Crawford

Business Operations
5252  Jan Gilbert, Business Manager
5263  Laura Romeo

Computer Systems Services
5210  Justin Baugher

Dining/Food Services
5294  Cindy Fritsche, Supervisor
5246  NCTA Cafeteria
5256  The Deli

Employment
5263  Laura Romeo, On-Campus Student Employment

Financial Aid
5204  Vicky Luke, Registration and Records/Admissions
5207  Financial Aid Liaison

Information
4124  Campus Switchboard

Library
5213  Mo Khamouna

Maintenance/Custodial Services
5277  Randi Houghtelling—Work orders
5289  Rebecca Currie, Custodial Supervisor
5290  Kenny Russell, Maintenance Supervisor

Parking Services
5277  Randi Houghtelling

Residence Life/Student Activities
5247  Senior Residence Assistant

Student Health Services
Curtis Medical Center, Monday - Friday, 367-4162
* Closed on Wednesdays

NCTA Welcome Center
5240  Linda Cole
5238  Student Workers

Student Services
5204  Vicky Luke, Registration and Records/Admissions
5217  Kevin Martin, Advisor/Admissions
5267  Tina Smith, Admissions/Recruiting Coordinator
5268  Bailey Michaels, Assistant Admissions Recruiting Coordinator

Transportation Services
5277  Randi Houghtelling

Intercollegiate Teams
Aggie Rodeo
5284  Bridger Chytka

Ranch Horse Team
5291  Joanna Hergenreder

Livestock Judging Team
5286  Doug Smith

Other Important Numbers
367-7504  NCTA Security/After Hours
367-4411/911  Frontier County Sheriff's Department
### 2015-2016 Academic & Housing Calendar

**August 2015**
- **22** Residence Halls open for fall semester at 10 am
- **22-23** Freshman Orientation
- **24** Late Registration Begins ($25 late registration fee assessed)
- **24** First Semester Classes Begin

**September**
- **1** Last day to drop a full semester course and receive a 100% refund
- **4** Last day to drop a full semester course and receive a 75% refund
- **4** Last day to file a drop to remove course from student’s record
- **5** All course withdrawals noted with a grade of “W” on academic record (through 11/30)
- **7** LABOR DAY (Student & staff Holiday—NCTA Offices Closed)
- **11** Last day to drop a full semester course and receive a 50% refund
- **12** Last day to submit tuition and fees payment without penalty
- **18** Last day to drop a full semester course and receive a 25% refund—No refund after this date

**October**
- **1** December Degree Applications Due
- **2** Last day to DROP first 8-week course
- **16** FIRST 8-WEEK FINAL EXAMS
- **16** First 8-Week Session Ends
- **19-20** FALL BREAK (Student Holiday – NCTA Offices Open)
- **20** Residence Halls Open (Fall Break)
- **21** Second 8-Week Session Begins

**November**
- **9** Registration Begins for Spring Semester 2016
- **25** Residence Halls close for Thanksgiving at 10 am
- **25** STUDENT HOLIDAY (NCTA Offices Open)
- **26-27** THANKSGIVING VACATION (NCTA Offices Closed)
- **29** Residence Halls reopen at 10 am
- **30** Last day to DROP second 8-week and 16-week courses

**December**
- **14-17** FIRST SEMESTER FINAL EXAMS
- **17** END OF FALL SEMESTER (Student Holiday Break Begins)
- **18** Residence Halls close for winter break at 10 am
- **24—1/3** HOLIDAY CLOSEDOWN (NCTA Offices Closed)

**January 2015**
- **4** NCTA Opens from Holiday Closedown
- **10** Residence Halls reopen for spring semester at 10 am
- **11** Second Semester Classes Begin
- **11** Late Registration Begins ($25 late registration fee assessed)
- **18** MARTIN LUTHER KING JR. DAY (Student and Staff Holiday – NCTA Offices Closed)
- **19** Last day to drop a full semester course & receive a 100% refund
- **22** Last day to drop a full semester course and receive a 75% refund
- **22** Last day to file a drop to remove a course from student’s record
- **23** All course withdrawals noted with a grade of “W” on academic record (through 4/16)
- **29** Last day to drop a full semester course and receive a 50% refund

**February**
- **5** Last day to drop a full semester course and receive a 25% refund—No refund after this date
- **12** Last day to submit tuition & fees payment without penalty
- **15** May Degree Applications Due (also applications for August grads going through May ceremony)
- **19** Last day to DROP first 8-week course

**March**
- **4** FIRST 8-WEEK FINAL EXAMS
- **4** First 8-Week session Ends
- **7** Registration Begins for Summer Session 2016
- **7** Second 8-Week Session Begins
- **18** Residence Halls close for Spring Break at 5 pm
- **21-25** SPRING BREAK (STUDENT HOLIDAY – NCTA Offices Open)
- **27** Residence Halls Reopen at 10 am

**April**
- **10** Registration Begins for Fall Semester 2016
- **15** Last day to DROP second 8-week and 16-week courses
- **29** SECOND SEMESTER FINALS

**May**
- **2-4** SECOND SEMESTER FINALS
- **5** End of Spring Semester
- **5** GRADUATION!!
- **6** Residence Halls Closed for summer for first year students at 10 am
- **8** Residence Halls Closed for graduating students at 10 am
- **30** MEMORIAL DAY (NCTA Offices Closes)

**June**
- **13** Summer Session Begins
- **16** Last day to drop a summer session course and receive a 100% refund
- **17** Last day to drop a summer session course and receive a 75% refund
- **24** Last day to drop a summer session course and receive a 50% refund

**July**
- **1** August Degree Applications Due
- **3** Last day to drop a summer session course and receive a 25% refund—No refund after this date
- **4** INDEPENDENCE DAY HOLIDAY (NCTA Offices Closed)
- **22** Last day to DROP an 8-Week summer session course

**August**
- **5** Summer Session Ends

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**Calendar is subject to change**
ACADEMIC INFORMATION

ADVISING

Each student enrolled at the NCTA 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.

An academic advisor will be assigned from the faculty of the student’s instructional major. Supportive advising services are available through Student Services in Ag Hall. 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 Associate Dean.

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.

2. 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 requirements for “Satisfactory Academic Progress”.

ACADEMIC RESPONSIBILITY

Students are expected to be honest in all aspects of their college work.

The University of Nebraska Undergraduate Bulletin states: “The maintenance of academic honesty is a vital concern of the university community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions.” Academic dishonesty includes, but it is not limited to the following:

- Cheating
- Fabrication and Falsification
- Plagiarism
- Abuse of Academic Materials
- Complicity in Academic Dishonesty
- Falsifying Grade Reports
- Misrepresentation to Avoid Academic Work

Academic judgments 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 Chair of the Academic Council). The instructor must inform the student of this right. The student may make a further appeal to the NCTA Dean if (s)he is not satisfied with the Division Chair’s and Academic Council’s responses.

One or more violations involving cheating may be cause for the student to be placed on probation or dismissed from college. (See page 31 of the 2015-2016 NCTA Student Handbook)

ACADEMIC STANDARDS

Probation, Dismissal, and Withdrawal

Good Academic Standing: A cumulative grade point average (CGPA) of 2.000 or greater at the end of spring (2nd) semester.

Academic Probation: A temporary status due to low academic grades. Improvement in academic grades is needed for continued enrollment. A student is placed on probation due to one of the following conditions:

- Semester or Cumulative GPA is lower than 2.000
- Conditionally admitted as a transfer or new freshman
- Readmitted after leaving while on probation or when dismissed for academic reasons.
Academic Dismissal: Termination of enrollment due to one of the following conditions:
- Semester GPA and Cumulative GPA is less than 2.000 at the end of two successive semesters.

If a student earns a 2.500 or higher GPA in the 2nd semester of Academic Probation, but the cumulative GPA is below 2.00 for two successive semesters, the student will be granted an additional or third semester on Academic Probation.

Readmission Application Timeline Following Dismissal:
- One semester must lapse if academically dismissed.
- Two years must lapse if academically dismissed, readmitted, and failed a second time to earn the required grade point average.

Appeal Process to Dismissal: If circumstances were so unusual and out-of-the-ordinary that academic performance was significantly and temporarily impacted, the dismissal decision may be appealed. The appeal process is handled by the Associate Dean of Student Services.

ADDING A CLASS

Students may add classes on MyRed prior to and during the first week of any semester or session. After that period a “Registration Change” 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 Services 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. Students on college sponsored activities during regular class hours will not be considered absent from the class they miss. It is the student’s responsibility to obtain assignments prior to the arranged absence.

Federal regulations require that the Office of Student Services 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 that mid-point for that semester/term be used as the drop date, which could result in a substantial financial aid repayment penalty for the student.

For unusual circumstances, a temporary leave of absence may be obtained. Illnesses which require a leave of absence will need a written statement from the doctor as supporting documentation. Neither absence nor an excuse relieves anyone from meeting all course requirements.

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 programs consist of 30 credit hours. All students enrolled in a certificate program must abide by NCTA’s academic standards. In some cases there are 12-20 credit certificates for specialized training in specific disciplines.

CLASS SCHEDULE

A student’s schedule will be determined by individual majors and choice of courses. The college day will vary from student to student.

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, Associate of Science, 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 Services according to the following criteria:

Completing Degree requirements in:
May ---------------------------- February 15th
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. A $25 nonrefundable degree application fee must accompany the application for the degree. The fee applies only to the term marked on the application and is not transferable to another term. Caps and gowns are purchased from the NCTA bookstore.

**COURSE REPEATS**

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. This does not apply to courses with grades of a C (2.0) or above.

**CREDIT HOURS**

The maximum credit hour load a student can take per semester is 21 hours with a maximum credit hour overload of 24 with permission from their advisor.

**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)

**DEAN’S LIST AND HONOR ROLL**

During the fall and spring semesters, students are honored for their academic achievements. Students with a 3.5 or above semester GPA and have 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 Dean’s 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:

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

2. Student will be removed from and not allowed to participate/practice in the following activities
   - Student Senate
   - Activities involving any NCTA student organization
   - Intramural Sports
   - Rodeo
   - Livestock Judging
   - Horse Show Team
   - Horticulture Judging
   - Any travel not related to a classroom activity
   - All other extracurricular activities

3. These additional sanctions will be removed when the HOLD placed on their academic record has been removed.

**DROPPING A CLASS**

During the 8-week modular semesters and/or 16-week semester, a student may drop a course on MyRed 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 classes on MyRed and complete the check-out form from the Student Services 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 PROCESS AND POLICY

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 Associate Dean of Student Services of the circumstances and filed an appeal with each.
- The student is to provide to the Academic Council a written statement stating the grounds of the 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:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100.0 – 100.0</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>90.0 – 99.9</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>86.7 – 90.0</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>83.3 – 86.7</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>80.0 – 83.3</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>76.3 – 80.0</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>73.3 – 76.3</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>70.0 – 73.3</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>66.7 – 70.0</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>63.3 – 66.7</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>60.0 – 63.3</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>00.0 – 60.0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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 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/SERVICE INDICATORS

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.

HONOR GRADUATES

Graduating students who have shown outstanding performance and dedication in their academics are honored with the following distinctions.

- Cum Laude – 3.50-3.74
- Magna Cum Laude – 3.75-3.99
- Suma Cum Laude – 4.00

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.
NCTA POLICY ON MILITARY CREDIT:

Veteran students attending NCTA may receive military credit through three possible means.

1. A maximum of four credit hours for their active military service. This credit is based on one credit hour for each three months of active duty military service. Applicability of the military service credit toward degree requirements will be made by the Associate Dean’s office. To receive this credit (1-4 credits) students should request a copy of their DD-214 form be sent to:
   
   NCTA 
   c/o Vicky Luke 
   Registration and Records 
   404 East 7th Street 
   Curtis, NE 69025-9525

2. Additional credit may be granted for certain schooling completed in the service.

To have additional military credit considered, students are asked to submit official transcripts to the University of Nebraska-Nebraska College of Technical Agriculture

- Soldiers, reservists, veterans, and members of the Army National Guard should order the Army/ACE Registry Transcripting System (AARTS) transcript from https://aarts.army.mil.
- Sailors, Marines, and veterans should order the Sailor/Marine/ACE Registry Transcript (SMART) from https://smart.navy.mil or call toll-free (877) 253-7122
- Air Force Active Duty, Guard and Reservists or retired or separated Air Force Members may obtain transcripts from the Community College of the Air Force at http://www.au.af.mil/au/ccaf/

This review (2) is to determine if prior education may be used in meeting course to course equivalency and a student’s NCTA degree requirements.

3. Also, further credit may be granted, from evaluation of the above transcripts, for general degree requirements. An example of this may be electives.

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 of 2.0 or higher, or at the discretion of the instructor in special cases.

PASS/NO PASS POLICY

All courses at NCTA are graded by letter, score, or percentage except for:

- Internships because there is no instructor to determine a score; internships are also not structured like courses.
- Developmental courses, because they are used to develop skills in preparation for courses that are applied to degrees.
- The S.T.A.R.S. course work is not designed to warrant a score. Students do not have the opportunity to choose whether a class is graded or pass/no pass.

PUBLIC OR DIRECTORY INFORMATION

The University of Nebraska/NCTA defines the following student information as public directory information.

- Student’s name
- Local/Permanent address
- Telephone numbers
- Years at NCTA
- Dates of attendance
- Major field of study
- Enrollment status (full-time, part-time)
- Participation in officially recognized activities and sports
- Weight and height of member of athletic teams
- Degrees, honors and awards received
- Previous educational institution attended

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

Directory information will be available to the public upon request and may be included in student directories published electronically and in hard copy. However, students have the right to have directory information withheld from the public, if they so desire. Contact the Student Services Office no later than 4:00 p.m., Tuesday, September 2, 2015, for the first semester to exercise this right. This directory information restriction is good until you notify NCTA to remove it, or until your graduation. Directory information already included in hard copy publications will be removed at the next printing of the hard copy publication.

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. Federal regulations require that the Student Services 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.

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 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 Sessions (Fall and Spring Semesters)**

<table>
<thead>
<tr>
<th>Week</th>
<th>Percentage Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>100%</td>
</tr>
<tr>
<td>2nd Week</td>
<td>75%</td>
</tr>
<tr>
<td>3rd Week</td>
<td>50%</td>
</tr>
<tr>
<td>4th Week</td>
<td>25%</td>
</tr>
</tbody>
</table>

No Refund after the end of the 4th week

**8 Week Session** Prorated

**Summer Session**

1st Week Prorated

No refund after the end of the 1st week

Room and Board rates are based on a 16 week session.

### Student Eligibility

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

- Members of Student Senate and Student Ambassadors
- Students involved in extracurricular activities where they will be absent from class
- Club Officers
- All competitive and extracurricular activities
- 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 Status

<table>
<thead>
<tr>
<th>Weeks/Session</th>
<th>16</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>3/4 Time</td>
<td>9</td>
<td>4.5</td>
</tr>
<tr>
<td>1/2 Time</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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 Registration/Records 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. When a student provides written consent for release of information to another college, business, or agency, the university office or department complying with the request will notify the college, business, or agency involved that it may not pass on the information obtained to the third party without the further consent of the student.

NCTA reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

- The student has unpaid financial obligations to the College.
- There is an unresolved disciplinary action against the student.
- The education record requested is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an exam or standardized test for whom NCTA is responsible.

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Educational record subject to FERPA’s access provisions. Students who wish to gain access to their files should contact the Registration/Records Office.

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.

Statements on Student Learning and Improvement

- Philosophy of Student Learning Assessment

The NCTA believes that the college can influence how well and how much students learn. As an institution of higher learning, the mission of the Nebraska College of Technical Agriculture “is to provide open access to innovative technical education resulting in associate degrees, certificates, diplomas and other credentials.”

Academic assessment provides systemic, routine processes that allow the faculty and students to determine the degree that students are achieving the stated student learning outcomes. The following questions guide the assessment process.

1. How are students learning?
2. Are our students learning?
3. How much are students learning?
4. To what extent are students learning?

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 Services Office or on the NCTA website (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 Services 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 MyRed. Student ID cards, and UNL football tickets (if applicable), must be turned in at time of checkout.
CAMPUS RESOURCES

ADMISSIONS AND RECRUITING OFFICE
Phone: 367-5267
Location: Education Center

The Admissions and Recruiting Office is the contact point for prospective and entering students. Information about the college and the application process are available.

BUSINESS OFFICE
Phone: 367-5263
Location: Ag Hall - second floor

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

DINING SERVICES
Phone: Food Service Manager 367-5294
Cafeteria 367-5246
The Deli 367-5256
Location: Cafeteria—East Residence Hall (Lower level)
The Deli—Student Union

The Cafeteria offers a selection of food choices. The meal plans are:
- 5 meal plan (off campus students ONLY) - $525
- 14 meals plan - $1,470
- 18 meals plan - $1,890
- 21 meals plan - $2,205

COMPUTER LABS
Locations: Ag Hall - third floor
Veterinary Technology Building
Education Center

These computer labs are available to all NCTA students. The lab contains various PC computers with a wide variety of software. The computer labs are open 8:00 AM to 5:00 PM, Monday through Friday, except during scheduled classes. The Education Center Computer Lab may be accessed after hours by contacting the NCTA After Hours Security Phone.

Location: Learning Resource Center
Hours:
Monday through Thursday: 8:00 AM to 10:00 PM,
Friday: 8:00 AM to 5:00 PM
Sunday: 7:00 PM to 10:00 PM

The LRC computer lab has scanning, color printing, fax machines, laser printers, and cd burning facilities upon request of the lab attendants.

FINANCIAL AID OFFICE
Phone: 367-5207
Location: Education Center

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, scholarships, 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 can go online to http://fafsa.gov/. Students are notified of their eligibility on their MyRed account.

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, Tuesday, Thursday and 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. 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.

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.

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.”

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 NCTA’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, a fax machine, TV/VCRs for students’ use, and some movies (DVD’s).

Currently the Library has approximately 6,500 volumes, more than 84 periodicals (not including an approximate 2,000 online periodicals thru the UNL libraries), and 4 newspapers. In addition, the Library has a variety of CD-ROMs/DVDs for reference search such as: Grolier’s Electronic Encyclopedia. Moreover, each department has its specialized collection of books and professional journals.

There is also an interlibrary loan service (thru UNL Libraries) 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. Faculty and students can also access all UNL library’s resources (databases, e-journals).

REGISTRATION/RECORDS OFFICE
Phone: 367-5204
Location: Education Center

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. 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.

RESIDENCE LIFE OFFICE
Phone: 367-5247
Location: Ag Hall #2

Within the Student Life Office, students can get information about Residence Life, and Student Activities/Intramural Sports. Students can contract for an on-campus living space, contract for a meal plan, see what activities will be happening on campus, and sign up to participate in intramural sports.

The Residence Life Office also works with the Recognized Student Organizations (RSOs) to be in compliance with campus and university policies, and assist the RSOs with depositing funds and payment requests.

The Residence Life Office has various equipment that can be borrowed by RSOs, divisions and other offices.

STUDENT EMPLOYMENT (ON CAMPUS)
Phone: 367-5263
Location: Business Office - 2nd floor, Ag Hall

The Business Office has on-campus job listings posted on a board outside their office.

OTHER SERVICES

COPY MACHINES

Photocopy machines available for student use are located in the Library (coin operated), copies are $.10 each for 8 1/2” x 11” copy.

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.

MAIL SERVICE

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

Employees and students parking on the NCTA campus must purchase a parking permit annually every August with the start of the school year by completing the vehicle registration form. Please see page 31 for the full policy regarding parking at
FINANCIAL AID

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 Satisfactory Academic Progress:

SATISFACTORY ACADEMIC PROGRESS

NCTA is required by federal regulations to establish a Satisfactory Academic Progress (SAP) policy students must meet to be eligible or maintain eligibility for federal and state financial aid. This includes but is not limited to grants, loans and federal work study. There are three components to the Satisfactory Academic Progress Policy which are: 1) pace, 2) grades and 3) time frame. These are monitored each semester.

Pace:
A student must be making progress through his/her educational program at a pace of 67% or higher. Pace is calculated by dividing the cumulative number of successfully completed credit hours by the cumulative number of attempted credit hours. Credit hours that will not count as successfully completed include letter grades of F(Fail), I(Incomplete), NP (No Pass), W(Withdrawal), AU(Audit) or NR(Not Reported). A student that is able to have one of the above listed grades changed to a grade of D or higher should contact the Financial Aid office to see if the change impacts the pace calculation. A repeat class will be funded only the second time taken provided the student is meeting the SAP policy.

Grades:
A student must maintain a minimum grade point average depending on the number of credit hours attempted:

- 1 through 17 credit hours: Cumulative Grade Point Average 1.5 or higher
- 18 through 35 credit hours: Cumulative Grade Point Average 1.75 or higher
- 36 and above credit hours: Cumulative Grade Point Average 2.0 or higher

Time Frame:
Students are permitted to receive financial aid only until the total number of credit hours attempted equals 150% of the length of his/her program. (see program descriptions in the NCTA course catalog) For a 76 credit program, the total allowed credit hours attempted would be 76 X 150% = 114 hrs. Transfer hours count toward the total number of credit hours attempted. A second course of study must also fall within this 150% time frame in order to receive federal financial aid.

Warning:
A student will be placed on financial aid warning for one semester if he/she fails to maintain the required cumulative GPA and/or fails to meet the 67% pace requirement. All aid will be paid during the warning semester. If standards are not met at the end of the warning semester, all aid will be suspended until eligibility is re-established.

Suspension:
A student will be placed on financial aid suspension and receive no federal or state financial aid if he/she fails to meet the Satisfactory Academic Progress requirements at the end of the warning semester.

Regaining Eligibility after Suspension:
A student that has had financial aid eligibility suspended has two options for regaining his/her eligibility:

1. A student may qualify for reinstatement of financial aid eligibility by enrolling at his/her own expense. A student must bring his/her cumulative GPA back to the level necessary in the above chart for the number of hours attempted and bring his/her pace up to the 67% to meet the minimum requirements of the Satisfactory Academic Progress policy.

2. A student may appeal his/her financial aid suspension if extenuating circumstances (death of a relative, injury or illness of the student, or other special circumstances) exist. A Satisfactory Academic Progress Appeal form should be completed and must include supporting documentation of the extenuating circumstances. Examples: Letters from health providers, copies of medical bills showing health provider visits, or any other statements or documentation to support the extenuating circumstance that prevented the student from making satisfactory progress. Also include information about what has changed in the student’s situation that would allow him/her to demonstrate satisfactory academic progress at the next evaluation.

If the Appeals Committee approves the appeal, the student is placed on Financial Aid Probation for the subsequent semester of enrollment. At the end of Financial Aid Probation, the student must meet the Satisfactory Academic Progress standards or meet the expectations of the Academic Plan the Appeals Committee established to continue receiving financial aid.

Federal regulations require that the Student Services 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 NCTA, 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.

**PROCEDURES FOR APPLYING FOR FINANCIAL AID**

All students requesting financial assistance (whether it be a grant, loan, scholarship, or work study) must complete the Free Application for Federal Student Aid with NCTA’s Federal School Code (007358) at www.fafsa.ed.gov. 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 will be found on MyRed 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 or on-line. 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.

NCTA participates in the Pell Grant and other Federal Title IV financial aid programs as well as the Nebraska Opportunity Grant Program.

**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.

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 $5,500 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.

Federal Direct Stafford Loans: There are two types of Federal Direct Stafford Loans - Subsidized and Unsubsidized. A student qualifies for a Federal Direct Subsidized Stafford Loan based on financial need, as determined under federal regulations. A student’s need is not a factor in determining eligibility for a Federal Direct Unsubsidized Stafford Loan. It is possible for a student to have a Direct Subsidized and Direct Unsubsidized Stafford Loan for the same award year. A student can borrow a combination of loans based on the cost of education minus other financial aid up to maximum annual loan limits and/or cost of education. Important - Federal Direct Unsubsidized Stafford loans have many of the same terms and conditions as the Federal Direct Subsidized Stafford Loan (i.e., loan limits, origination/insurance fees, and deferments). However students are responsible for the interest during in-school, grace and deferment periods. Interest accruing during those periods may be paid or capitalized as agreed to by the borrower and the servicer.

Federal Direct PLUS Loans: The Federal Direct PLUS Loan Program assists eligible parents in meeting educational expenses. The Federal Direct PLUS Loan allows parents to borrow up to the cost of attendance minus other resources. The U.S. Department of Education is the lender and delivers the loan money to you through NCTA. Students must be attending school at least half-time to be eligible. PLEASE NOTE: Federal Direct PLUS Loan funds are applied ahead of all other financial aid funds your student may receive, regardless of
when the PLUS Loan funds are applied.

**SCHOLARSHIPS:** NCTA is committed to assisting current and potential students achieve their educational goals by offering scholarships that help pay for tuition, books and school related expenses. With the support of generous donors, scholarships can range from $100 to $2,500. To be eligible for scholarships students must be accepted and enrolled as a student at NCTA. Monies received in the form of scholarships do not have to be repaid.

To be considered for a scholarship/remission at NCTA a student must:

- Have a 2.5 CGPA (most scholarships require a 2.5 or higher);
- Complete the admissions process;
- Take the ACT, Compass, or Asset test and have the scores sent to the college;

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

- Arrow Seed Company
- Curtis Aggie NCTA Scholarship – Berdean Worley
- CHS
- Career’s in Ag Scholarship
- Chandra Castle Memorial Scholarship
- DR CL and Lydia Miller Memorial Scholarship – Vet Tech
- Don Ringstmeyer Memorial Scholarship
- Education Quest Foundation Educational Award Fund – NCTA
- Engberg Memorial
- Francis Jorgensen Estate Scholarship
- Federated Garden Clubs of Nebraska (Horticulture Students)
- Floyd Hecht Memorial
- Fred & Edna Hecht Scholarship
- Gudmundsen NCTA Scholarship
- Jack McCaffery Memorial Scholarship
- Jean Sullivan & Richard Rawson Scholarship
- Jepsen Memorial
- Lancaster County Farm Bureau
- Middle Republican Natural Resources District
- Midwest Messenger
- Nebraska College of Technical Agriculture Scholarship
- Nebraska College of Technical Agriculture – Veterinary Technology
- NCTA 100 Beef Cow Program Scholarship
- NCTA Scholarship
- Nebraska Association of Nurserymen (Horticulture Students)
- Nebraska Cooperative Council
- Nebraska Florists Society (Horticulture Students)
- Nebraska Seed Trade Association
- Rocky Mountain Agribusiness Association
- Sylvia Clawson by Ted English
- Tim Sheehan Memorial
- UNSTA/NCTA Alumni Association Memorial
- Walther Memorial
- Samuel S and Ruth S Kamino DVM Scholarship

**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)* - 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 Business Office.

**VETERANS TRAINING**

1. *Educational Assistance*

NCTA 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.
STUDENT ORGANIZATIONS

Student organizations are an integral part of campus life at the NCTA. By participating in student organizations, students have the opportunity to:

- Make friends
- Become informally acquainted with faculty and staff
- Develop leadership and public speaking skills
- Prepare for future civic leadership
- Acquire valuable experience and employment skills

Significant contributions to the intellectual, cultural, recreational, and spiritual life of the campus are provided by student organizations. The University reserves the right to recognize all organizations and requires that they function in accordance with their constitutions; abide by federal, state, and local laws; and observe University rules and regulations. The University requests that:

A. A list of organization advisors and officers is on file in the Student Life Office.

B. An updated constitution should be submitted to the Student Life Office. Organization constitutions are reviewed by Student Senate every four years, or at other times as deemed necessary. Recognition does not imply University endorsement of the purposes of an organization, nor does the University assume sponsorship of, or responsibility for activities of the group.

ADMINISTRATION OF STUDENT ORGANIZATIONS

The Student Life Office is responsible for the administration of student organizations. Within the Division, the Student Life Office coordinates student groups and student programming.

REGISTRATION, RECOGNITION, AND DEFINITIONS

Student organizations should be registered and recognized in order to receive the maximum benefits from the NCTA.

A. Registration: To become registered, a student organization must have a faculty or staff advisor and submit an Annual Review Form to the Student Life Office. Registration must be completed each academic year, or more frequently as changes in the organization occur. Registered student organizations may be eligible to reserve university facilities.

B. Recognition: To become recognized, a student organization must follow the “Procedures for Recognition” in the following section. These procedures need to be repeated at least every four years. Recognized student groups may be eligible to reserve campus facilities, post advertising, and to apply for Student Union Resource Fund allocations.

C. Definition: A recognized student organization is an unincorporated group of students which receives no academic class credit, has a NCTA faculty or staff advisor, and has a current, approved constitution on file with the Student Life Office and Student Senate.

Membership in all institution-related organizations is open to any qualified member of the campus community who subscribes to the stated aims and obligations of the organization. There shall be no limitations on membership based upon race, creed, color, sex, national origin, age, religion or handicap.

POLICIES – STUDENT ORGANIZATIONS

A. Each organization should keep the Student Life Office informed of its officers. Changes of officers during the year should also be reported.

B. Student organization must have at least five currently enrolled, full-time NCTA students who actively participate in the group. At least 80 percent of those who regularly attend group meetings should be NCTA students.

C. Each organization must be approved for recognition by Student Government. Constitutions and bylaws should be reviewed by Student Government at least every four years.

D. Proposed changes in an organization’s constitution and/or bylaws must be approved by Student Senate. A revised copy should be placed on file in the Student Life Office.

E. Each student organization must have an advisor who must be a regular Academic/Administrative or Managerial/Professional faculty/staff member of NCTA, and may have any number of Secondary Advisors, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members of NCTA.

F. Each student organization should develop a program that is consistent with its stated purpose to meet the interests and needs of its members.

G. Only recognized student organizations are eligible to apply for an allocation of Student Union Resources Fund.

H. Campus facilities, when available, may be used by recognized student organizations without charge. Reservations may be made through the Business Office by submitting an Events Planning and Registration Form.
I. On-campus news conferences should be scheduled and coordinated with the Dean’s Office.

J. Organizations must adhere to policies governing posting and advertising on campus.

K. Student organizations are expected to conduct themselves in a manner that will not discredit the NCTA.

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:
A. Aiding in coordination of activities with students, staff, and the general public as well as with local, state, and national organizations.
B. Seeing that all student activities and/or organizations are conducted in accordance with all NCTA and University of Nebraska policies.
C. Seeing that all student activities and/or organizations are financially sound and that all financial obligations can be met.
D. Seeing that the continuity of all activities are maintained from year to year.
E. 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.
F. Seeing that each student activity or organization reviews or revises, if necessary, its constitution yearly before the first of March.
G. Insuring that all meetings have been cleared with the appropriate sponsor and college activities coordinator (Residence Life Office) ahead of time.
H. Attending officer’s meetings and being informed of all known businesses prior to the general meeting.
I. Attending (or selecting a faculty representative to attend in his/her absence) all meetings or activities under his/her sponsorship.

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.

BUSINESS CLUB

Membership in the Business Club is offered to all NCTA students with an interest in business, regardless of their major. Through such means as guest speakers and business visitation, the Business Club promotes an increased awareness of business activities in our economy and offers students the opportunity to establish a network of business contacts with area business. Further, the Business Club promotes enhanced communications among students interested in agriculture business.

COLLEGIATE CATTLEMEN

Affiliated with the Nebraska Cattlemen’s Association 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/FFA

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.

NCTA made history in the spring of 2005 when 27 students voted to pass a charter to form the first and only Collegiate FFA chapter in the state of Nebraska. The club has an extensive program of activities including plans to work with local high school chapters with activities, help those students fill out proficiencies and state degrees, work on fundraising for the new NCTA dorms, help with workshops at Chapter Officer Leadership Training, coordinate pre-state practice contests for local chapters and much more.

Collegiate FFA allows members opportunities for professional growth, leadership development and service through a
national website, travel opportunities and local projects.

**FARM BUREAU CLUB**

The Farm Bureau Club at NCTA is for any student interested in agriculture. The primary goal of the club is to educate students on the important issues facing agriculture in Nebraska and the U.S. Students are also exposed to process of developing agricultural policy and the role of Farm Bureau in the policy development process. Club activities include: guest speakers that highlight issues that are important to farmers and ranchers; field trips to learn more about the agricultural industry in Nebraska; and attending annual Nebraska Farm Bureau meeting each December and the Young Farmers and Ranchers conference each January. The club is supported by Nebraska Farm Bureau.

**HORTICULTURE CLUB**

Students enrolled in the Horticulture option are members of the Horticulture Club, however, any student enrolled at NCTA is welcome to join. Activities include a winter plant sale, a spring vegetable sale, annual and perennial plant sale, campus landscaping projects, and potential for-hire landscaping projects. Horticulture Club members play an active role in the NCTA/Curtis Farmers Market and Community Garden Project which are also fundraising activities. The funds raised help pay for students to attend professional meetings, seminars, and workshops. Horticulture Club participates in PLANET Student Career Days each spring.

**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.

**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.

**RANCH HORSE TEAM**

Ranch Horse Team is affiliated with American Stock Horse Association (ASHA). ASHA has a collegiate division with a College National Finals and has a strong commitment to education. There are 25 colleges and universities in the association with more joining every day. NCTA was one of the original founding institutions of ASHA Collegiate Division. ASHA has 3 different rider skill levels so that each individual is competing against their own skill level whether you are a beginning rider or an accomplished rider. Most shows start with a training session. NCTA competes in approximately 8 shows a year, mostly in the spring. Besides showing horses, team members go through various horse training workshops to improve your skills in showing horses. Students do not need to have a horse or show horses to join the team.

**RESIDENCE HALL ASSOCIATION**

All students who reside on campus are members of the Residence Hall Association (RHA). RHA is the representative governing body for the residence halls. RHA strives to promote a positive on-campus living environment through residence hall programming; supporting and sponsoring programs and events between residence halls and campus organizations; addressing issues and concerns that affect residence hall life.

**SAFARI CLUB**

Offered to any student this club 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.

**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 Wednesday of each month and special meetings are called when necessary. At meetings, Student Senate members discuss topics of concern.
S.T.V.M.A.
(Student Technicians of the Veterinary Medical Association)
“Vet Tech Club”

STVMA is a student run organization designed to help students prepare for active participation in state and national technician organizations. As a member of STVMA, students will enjoy social, educational, and community service activities.

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 agriculture 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.

Recognized Student Organization

Contact Information

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Aggie Rodeo</td>
<td>Bridger Chytka</td>
<td>5284</td>
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<tr>
<td>Business Club</td>
<td>Mary Writehouse</td>
<td>5259</td>
</tr>
<tr>
<td>Collegiate Cattlemen</td>
<td>Terri Jo Bek</td>
<td>5283</td>
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<tr>
<td>Collegiate 4-H/FFA</td>
<td>Doug Smith</td>
<td>5286</td>
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<tr>
<td>Farm Bureau</td>
<td>Brad Ramsdale</td>
<td>5225</td>
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<tr>
<td>Horticulture Club</td>
<td>Tee Bush</td>
<td>5226</td>
</tr>
<tr>
<td>Livestock Judging</td>
<td>Doug Smith</td>
<td>5286</td>
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<tr>
<td>Phi Theta Kappa</td>
<td>Eric Reed</td>
<td>5276</td>
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<tr>
<td>Ranch Horse Team</td>
<td>Joanna Hergenreder</td>
<td>5291</td>
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<tr>
<td>Residence Council</td>
<td>Judi Graser</td>
<td>5247</td>
</tr>
<tr>
<td>Safari Club</td>
<td>Judy Bowmaster-Cole</td>
<td>5282</td>
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<tr>
<td>Student Senate</td>
<td>Scott Mickelsen</td>
<td>5253</td>
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<tr>
<td>STVMA</td>
<td>Barb Berg</td>
<td>5219</td>
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<tr>
<td>Women In Ag</td>
<td>Terri Jo Bek</td>
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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 law. When there is evidence of 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
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 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.

NCTA CLEAN AIR POLICY

NO TOBACCO PRODUCTS MAY BE USED IN FACILITIES OR VEHICLES OF THE UNIVERSITY OF NEBRASKA.

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. 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.

RESERVATIONS FOR CAMPUS FACILITIES

NCTA is pleased to make its facilities available to responsible groups and organizations when, in the judgment of the University, such use will not interfere with the academic programs of the University or provide an undue risk to personnel or property. All groups should complete an event plan-

ning and registration form well in advance of the event or activity. Reservations for use of campus facilities may be made through the Facilities Office.

UNIVERSITY OF NEBRASKA
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:

A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing,
B. 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
C. 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/EOO 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

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 by using the key provided.

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 Life Manager.
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 Manager, 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.

**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.

**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.


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 801 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.

UNIVERSITY OF NEBRASKA NON-DISCRIMINATION STATEMENT

It is the policy of the University of Nebraska - Lincoln and NCTA 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.

NCTA campus coordinator for compliance or concerns is: Jan Gilbert, Room 26, Ag Hall. Student concerns in regard to Title IX and 504 compliance may be submitted to the above officers or Dr. Scott Mickelsen,

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 Associate Dean of Student Services. 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.
D. Ban and Bar Notices.
University law enforcement or security personnel may issue written notices to any person who has been contacted or observed on University property while engaged in any unlawful or unauthorized activity banning and barring such person from University property, except as may be specifically authorized in such notice. Violation of any such notice will be deemed to be trespassing on University property, and the offending party may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521.

The term “unlawful or unauthorized activity” shall mean any conduct, act or omission by any person that is in violation of (i) any law, rule, regulation or order of the State of Nebraska or of the United States, or (ii) any policy, rule or regulation of the University of Nebraska.

Reference: BRUN, Minutes, 64, p. 78 (December 14, 2002)

NCTA
Family Educational Rights and Privacy Act

Student education records are official and confidential documents protected by one of the nation’s strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). Education records, as defined by FERPA, includes all records that schools or education agencies maintain about students. FERPA affords students certain rights with respect to their education records. These rights include:

A. The right to inspect and review their records. Students should contact the Registration and Records office to determine the location of appropriate records and the procedure for reviewing such records.

B. The right to request that records believed to be inaccurate or misleading be amended. The request should be submitted in writing to the University office responsible for maintaining the record. If the request for change is denied, the student has a right to a hearing on the issue.

C. The right to consent to disclosures of personally identifiable information contained in the student’s education records. Generally, the University must have written permission from the student before releasing any information from the student’s record. FERPA does however authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to school officials with a legitimate educational interest in the record.

A school official is a person employed by NCTA in an administrative, supervisory, academic, research or support staff position; a person or company with whom NCTA has contracted (such as an auditor, attorney or collection agent); a person serving on the Board of Regents; a student serving on an official committee (such as a grievance or disciplinary committee) or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she must review the education record in order to fulfill his/her official responsibilities.

Upon request, NCTA will disclose education records without consent to officials of another school in which the student seeks or intends to enroll.

NCTA may also disclose “directory” information without the student’s prior consent. Directory information has been defined as:
- Student name
- Address
- Telephone number
- Major field of study
- Participation in recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Most recent previous education institution or agency attended
- Current enrollment status

Students have the right to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a Directory Restriction Form at the Office of Records & Registration by the end of the first week of each semester/summer term for which the restriction is to be in place.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NCTA to comply with the requirements of FERPA.

For additional information or to review the complete text of the NCTA FERPA policy, contact the Office of Records & Registration, Education Center.

NCTA Missing Person Policy
Revised: 02/28/13

The purpose of this policy is to establish procedures for NCTA to respond to and assist with reports of missing students. This policy applies to students who reside in campus housing.

For purposes of this policy, a student may be deemed a “missing person” if the university is notified a person is missing for more than 24 hours without any known reason, or which is contrary to his/her usual behavioral pattern, or within the 24 hour period if there is unusual circumstances.

A. Procedures for designation of an emergency contact
1. Students will be given the opportunity yearly during
the housing registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below. This individual will further be updated as to the progress of the investigation into the missing person. This designated emergency contact will remain in effect until changed or revoked by the student.

2. If a student decided to complete this form at a time other than housing registration or they need to make updates to this form they may contact Residence Life at 308-367-5247, or at their office located in Ag Hall.

3. Students under the age of 18 who are not emancipated will have their custodial parent or guardian notified no more than 24 hours after the student is determined to be missing in addition to notifying any emergency contacts they have listed.

B. Procedures for notification that a student is missing

1. Any individual who believes a residential student may be a missing person must notify either the Office of Residence Life at 308-367-5247, or the Frontier County Sheriff’s Office at 308–367-4411, as soon as possible.

2. If an individual who lives off campus is believed to be missing, the reporting person will be immediately referred to their local Law Enforcement. All campus departments will work with these agencies to assist them in their investigation.

3. The Office of Residence Life or the Frontier County Sheriff’s Office will work together to gather all essential information about the residential student to determine the validity and credibility of the report.

4. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction) the Frontier County Sheriff’s Office will report the missing person to the National Crime Information Center of the Department of Justice and contact the appropriate law enforcement agency to report the student as a missing person and request their assistance as the lead investigating agency on the case.

5. No later than 24 hours after determining that a residential student is missing, the Office of Residence Life will notify the emergency contact for the students. In addition, the parent/guardian for the students under the age of 18 will be contacted.

6. The Universities Administrative and Emergency Operation Teams will also be notified at this time.

C. Campus communications about missing students

The lead investigating agency will be the contact point for the release of any information pertaining to the case. This agency may consult with the universities Office of Residence Life. All inquiries to the University regarding the missing student’s case, or information provided to any individual about a missing student, shall be referred to the Office of the Dean.

Prior to providing any information about a missing student, university employees shall consult with the Office of the Dean and investigating law enforcement authorities to ensure that communications do not hinder the investigation.

Children On Campus Policy

Small children ages 12 and under must not be left unattended on any property controlled by NCTA. Children of this age, left unsupervised, are susceptible to accidents and potential injury. In addition, this act may be viewed as a violation of Nebraska Statute 28-707. Anyone found in violation of this Policy is subject to University discipline.

Children in Classrooms or Labs: A professor may determine what constitutes disruptive behavior in his/her classroom. This includes bringing children to the classroom. If a professor determines that bringing a child to class is disruptive to the classroom setting and learning experience, he/she can ask the student not to bring the child to the classroom.

NCTA Campus Pet Policy

Privately owned animals are permitted on campus as appropriate and needed for classroom instruction. Vaccinations must be up to date; IACUC, Biosecurity and Division policies must be followed.

Privately owned animals are NOT generally allowed in campus buildings unless being used for classroom instruction.

Dogs should not be allowed to run unsupervised or act threatening towards other animals or people. When housed for a short period of time in vehicles or trailers environmental temperature must be taken into consideration. Remember that cars and trucks can get VERY hot very quickly.

NCTA Peaceful Demonstrations, Campus Disorders, and Administrative Response

A. Demonstrations:

Members of the academic community, including guests of the University, have the right to extensive latitude in making their opinions known. It is understood, however, that in exercising this right, the rights of others must not be jeopardized. The public exploration and resolution of differing views can be successful, only when groups and individuals discuss the issues in forums where the right to disagree, speak freely, and be heard is preserved. Within this context, the University community recognizes peaceful demonstrations as a legitimate means of
expressing one’s opinion.

The preservation of freedom of speech, and the recognition of the right to peaceful demonstrations as part of that freedom, is possible only in an orderly environment in which individuals are not endangered by force, or violence and in which they are free from coercion and interference in the exercise of their rights or in carrying out their legitimate activities. Consequently, in the specific case of campus demonstrations, the campus community may impose behavioral restrictions which are necessary to preserve the orderly functioning of the University and the right of all to be heard. Such restrictions fall into two categories:

B. Prevention of violence or the use of force:
Demonstrations which coerce individuals, constitute a hazard to the safety of any persons, or threaten destruction of property are not protected by freedom of speech provisions and will not be tolerated. Similarly, a hostile audience will not be allowed to interfere with a peaceful demonstration.

C. Protection from interference with University operations:
The University community may restrict conduct which interferes with the holding of classes, the carrying forward of University business, properly organized and scheduled University events, or the discharge of responsibility by any University officer, employee, or student. Although the mere presence of demonstrators in public areas within buildings does not necessarily constitute interference, demonstrators cannot be allowed physically to obstruct access to University facilities. Noise and boisterous activity is objectionable when it prevents others from exercising their rights and duties. Persons engaging in disruptive action shall be subject to disciplinary measures, including separation from the University, and also to charges of violation of the law.

D. Response to Disruptive Action:
The response of the University to disruptive behavior must ultimately depend on the judgment of the officials who are in charge. However, the following guidelines should be observed:

1. Every effort will be made to end the disruption through reason and persuasion. These efforts shall include a clear indication of the willingness to discuss issues and to make clear the procedures for discussion and arbitration of the issues involved. Discussion of the issues will not be conducted under condition of duress.

2. If the discussion methods fail, the individuals involved will be notified that they are in violation of University regulations, and they will be asked to cease the activity. In the event the alleged violators do not cease the activity within a reasonable length of time, temporary sanctions, which may include conduct probation and, if necessary, suspension, may be imposed on the scene. However, unless both the student and the University officials agree to a postponement, the University must hold disciplinary hearings within five (5) school days or the temporary sanctions will be dissolved. Such disciplinary hearing shall be held, as far as possible, in accordance with the established disciplinary procedures of the University. No temporary sanction shall be made part of a student’s permanent record. If a student is found innocent of the action for which temporary sanctions were imposed, no record of the temporary sanction, or of the hearing shall become part of any of the student’s files or records, and the student shall be given the opportunity to make up any work which was not completed because of the disciplinary action.

3. If the use of institutional sanctions and discussion methods are not effective in ending the disruptions, or when alleged violators are not members of the University community, extra-institutional methods (including the invoking of police force) may be used. Nonmembers of the University community who are engaged in disruptive behavior may be referred to civil authorities for appropriate action.

4. Evidence regarding the activity of non-student members of the University community who are alleged to have engaged in disruptive behavior may be referred to their supervisors for appropriate action. The University community abhors the use of force as a method for settling disagreement and will always make exhaustive attempts to deal with issues by rational methods. When, however, such rational efforts prove ineffective or when imminent danger to life or property exists, more forceful methods shall be used to protect the rights and property of members of the community.
NCTA Parking Policy

Employees and students parking on the NCTA campus must purchase a parking permit annually every August with the start of the school year by completing the vehicle registration form.

A permit is required for each vehicle parked on campus (if you have two vehicles, you will need two permits. If you drive different vehicles at various times to campus, you may move your permit to the vehicle you are driving that day (please list all vehicles on the registration form).

Parking permits are the property of the University of Nebraska – NCTA and are issued to a specific individual. Ownership is not transferable. By obtaining a parking permit, the permit holder agrees to become familiar with and abide by the rules and regulations. Please remove any previous year’s permits. Place the permit behind your rear view mirror with the information side facing the window. This tag must be visible at all times. Vehicles will be ticketed without a current parking permit.

Parking violations are issued if you park in an undesignated area. Parking fines are $25.00 payable in the Assist. Deans Office in Ag Hall. Upon receiving a violation, you have 15 days to pay the violation. If the violation is not paid in 15 days, a hold is placed on the student’s MyRed account. Holds prevent the student from registering for classes and/or checking out at the end of a semester. A hold can also prevent a student from participating in extra-curricular activities. You have five days to appeal the violation in writing to Randi Houghtelling in Parking Services with justification for overturning the violation.

In accordance with NCTA Parking Services policy, the following reasons are considered not valid as a basis for appeal:
• Lack of knowledge of the regulations, for example, new to campus or have not reviewed regulations;
• Other vehicles were parked improperly;
• Only parked illegally for a short period of time;
• Stated failure of parking officer to ticket previously for similar offenses;
• Late to class or appointment;
• Inability to pay the amount of the fine
• No other place to park.

Permit holders are urged to protect their permits from theft by locking their vehicles. If a permit is lost or stolen, you are required to report the loss to the NCTA Asst. Deans Office, in person, immediately. At that time a free temporary permit will be issued for two weeks. If the permit is not located within those two weeks, you will be required to purchase a new permit at the current price of the permit. If the original permit is recovered, the replacement fee will be refunded.

The use of any unauthorized, stolen, counterfeit, altered, or reproduced permit will result in confiscation of the permit, revocation of parking privileges for one calendar year, a fine of $200 and a report filed with the NCTA Judicial Officer.

University of Nebraska Policy on Possession of Concealed Weapons and Firearms

A. The possession of concealed weapons on property controlled by the University of Nebraska is prohibited. This ban applies to University of Nebraska vehicles, and events sponsored by the University. This policy applies to all members of the general public, students, and University employees, except University employees who are specifically authorized to carry concealed weapons as part of their job responsibilities.

B. Possession of firearms on property controlled by the University of Nebraska, in University vehicles and at events sponsored by the University may only be authorized by the principal business officers of each administrative unit. The rules governing authorized possession of firearms adopted by each administrative unit shall be reviewed and approved by the Office of the University General Counsel. Once approved, such rules shall be kept on file by the Corporation Secretary.

C. Notices prohibiting the carrying of concealed handguns shall be conspicuously posted as each Chancellor shall determine to be appropriate on property controlled by the University of Nebraska that is open to the public. As long as such posting is required by Nebraska Concealed Handgun Permit Act to accomplish enforcement of the Act.

D. For the purposes of this policy, the term “property controlled by the University of Nebraska” shall mean and include all property owned by the University, all property leased by or licensed to the University, and all fraternity houses, sorority houses, or other student housing facilities recognized by the University.

NCTA Weapons Policy

Possession of dangerous weapons (concealed or unconcealed) on University property, on the worksite, in University vehicles, or in personal vehicles when on University property shall be a violation of NCTA policy. A dangerous weapon shall include guns, knives, explosives, or any other device defined by statute or as determined by the University, which in the manner used or intended is capable of producing death, harm to person or property, or bodily injury. Violation of this policy shall make the offender subject to appropriate disciplinary or legal action.

In order to maintain and protect the health and safety of NCTA property or persons on NCTA property, persons who are neither NCTA employees nor students who are found to be in possession of a dangerous weapon on NCTA property may be subject to immediate seizure of the weapon by the Frontier County Sheriff’s Department and removal from campus. Seized property not held as evidence in an investigation will be returned to the person upon exiting NCTA property.
UNIVERSITY OF NEBRASKA
SEXUAL MISCONDUCT POLICY

1. STATEMENT OF POLICY

1a. Beginning with the University of Nebraska charter in 1869, Nebraska law has provided that no person shall be deprived of the privileges of this institution because of sex. Discrimination on the basis of sex is also prohibited by Federal law. The University of Nebraska has programs to promote awareness of and to help prevent domestic violence, dating violence, sexual assault, and stalking, and to assist members of the university community who are affected by such behavior. Rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment and stalking are against the law and are unacceptable behaviors under University of Nebraska policy. These unacceptable behaviors are hereafter referred to as “sexual misconduct.” Sexual misconduct is conduct in violation of University policy and state and federal law that the University will take action to eliminate, prevent, and redress once the University has notice that sexual misconduct has occurred.

1b. The President and Chancellor shall implement procedures to address the rights of all individuals involved in cases of alleged sexual misconduct. This policy applies to all University of Nebraska employees and students regardless of sexual orientation or gender identity, and to all programs and activities under the jurisdiction of the University of Nebraska. The University may respond to complaints of sexual misconduct whether they are alleged to have occurred on or off University premises and to complaints of misconduct committed by third parties who are not employees or students.

2. AWARENESS, EDUCATION, PREVENTION AND TRAINING PROGRAMS

As required by federal statutes and administrative regulations, the Office of the President and each Chancellor shall publicize and conduct ongoing programs for new students and employees and other members of the University community to promote awareness of the problems caused by sexual misconduct and to help prevent and attempt to reduce the risk of the occurrence of sexual misconduct. These programs shall include instruction on safe and positive options for bystander intervention that may be carried out by individuals to prevent harm or intervene when there is a risk of sexual misconduct being inflicted on another person. Training shall be provided to all persons designated as campus security authorities and involved in responding to charges of sexual misconduct.

3. ASSISTANCE TO PERSONS SUBJECTED TO SEXUAL MISCONDUCT

3.1 Persons subjected to sexual misconduct may be helped — sometimes anonymously — whether or not a complaint of any kind is filed. Changes in academic, living, transportation, and working situations may be made available on a confidential basis by the University as remedies to protect persons, complainants, or witnesses. The President and Chancellor shall disseminate information about university programs and resources available to assist persons who have been subjected to sexual misconduct, and about agencies outside the university located throughout the state that provide related services. In addition to identifying resources available to provide counseling and medical treatment, university sexual misconduct programs must provide instruction on the importance of preserving evidence as proof of sexual misconduct, and on the availability of protection orders and other remedies that may be afforded to persons who have been subjected to sexual misconduct. Preservation of evidence is required of all parties. Concealment or destruction of evidence is prohibited under university rules and the law.

3.2. A person who has or had been involved in a dating relationship, or who has or had a marital, shared residential, or familial relationship with the actor may obtain either a harassment or domestic protection order. Persons who have not been involved in a dating relationship may qualify for a harassment protection order. Violation of harassment or domestic protection orders issued by courts of this or another state or tribal courts can result in a violator’s arrest and subject the violator to criminal penalties.

3.3. The Protection from Domestic Abuse Act makes the Nebraska Department of Health and Human Services (DHHS) responsible to provide victims of domestic abuse emergency services, support programs, limited medical help and legal assistance in obtaining a protection order.

4. COMPLAINTS, REPORTING AND INVESTIGATION PROCESS

A person subjected to sexual misconduct may be helped whether or not a complaint or report of any kind is filed. Changes in academic, living, transportation, and working situations may be made available by the University as remedies to protect persons, complainants, or witnesses. There are several avenues potentially available to make a report or formal complaint of sexual misconduct. A report of sexual misconduct could be made to the University, a civil suit could be filed against the actor responsible for the sexual misconduct, a criminal charge could be filed as a result of a law enforcement investigation, and/or an administrative complaint can be made to the United States Department of Education,
Office of Civil Rights (OCR). A person may also chose not to make a report or take further action.

Complaints to University

4.0 Students, employees and third parties may complain of violations of the university policy against sexual misconduct. Complaints of sexual misconduct can be made to Campus Security Authorities (CSAs), Investigators, Human Resources or Student Affairs Officers, and Title IX Coordinators. Information on how to file complaints will be publicized by the President and Chancellors.

4.1 The University will protect the privacy of the parties involved in a sexual misconduct case to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, the law may require disclosure to respondents.

4.2 The University may be required by law to investigate complaints of sexual misconduct, but that investigation may be limited by the information provided by the Complainant and the Complainant’s willingness to pursue a formal complaint.

4.3 If the Complainant wishes to avoid revealing his or her identity, the University will make every reasonable effort to abide by Complainant’s wishes to remain anonymous; however, the University is required to balance such a request with interest in protecting the safety of other members of the community.

4.3.1 Factors that will be considered in determining whether to disclose a report of sexual misconduct, a complaint, or the identity of the Complainant to a Respondent include: the seriousness of the alleged conduct; the Complainant’s age; whether there have been other complaints about the same individual; and the Respondent’s rights to receive information about the allegations.

4.3.2 If the University proceeds with an investigation or other response to the report of sexual misconduct, then the Investigator will notify the Complainant before the Respondent is contacted. Retaliation against the Complainant or a third party in an attempt to prevent or otherwise obstruct the reporting or remediation of sexual misconduct is prohibited. The Complainant and others contacted during the course of an investigation should be notified of the University’s anti-retaliation policy.

4.4 Handling of Confidential Reports

4.4.1 If the Complainant would like to remain anonymous, the Investigator will:

4.4.1.1. Explain that the University endeavors to investigate the allegations as presented without revealing the Complainant’s identity, but that the University cannot ensure complete confidentiality and it may be limited in its ability to take disciplinary action if the Complainant desires to remain anonymous;

4.4.1.2. Advise the Complainant that the University has an obligation to investigate and document allegations of sexual misconduct, to include general information about reports of criminal sexual misconduct in annual security report statistics which do not identify either the person claiming to have been subject to criminal sexual misconduct or the actor alleged to have committed criminal sexual misconduct;

4.4.1.3. To the extent practicable, provide resources and internally manage the Complainant’s situation, as the University would if the Complainant did not request anonymity; and

4.4.1.4. Ask the Complainant to acknowledge and sign a document confirming that s/he has requested anonymity and that may mean that the University is unable to take disciplinary action against the Respondent.

Investigation by University

4.5 The University will investigate and act upon information that is provided to it about allegations of sexual misconduct.

4.6 The University is committed to the following when investigating sexual misconduct complaints:

4.6.1 Assigning investigators who receive annual training on the issues related to domestic violence, dating violence, sexual assault, sexual harassment, and stalking, and how to conduct an investigation that protects the safety of persons involved;
4.6.2 Basing findings on the greater weight of the evidence standard;
4.6.3 Treating all parties fairly and equally;
4.6.4 Notifying all parties that the investigation will be impartial, prompt and equitable; and
4.6.5 Providing all parties an opportunity to be heard.

University Disciplinary Procedures

4.7 Investigations of allegations against students will be handled using the Response to Allegations of Student Sexual Misconduct disciplinary procedures.

4.8 Investigations of allegations against employees will be handled using the Response to Allegations of Employee Sexual Misconduct disciplinary procedures.

4.9 University internal investigations and any disciplinary or remedial actions are independent of any civil, criminal or external administrative investigation. The University may pursue an investigation, take appropriate remedial action and/or impose disciplinary sanctions against a member of the university community at the same time the actor is facing criminal charges for the same incident, even if the criminal prosecution is pending, has been dismissed, or the charges have been reduced.

5 POSSIBLE SANCTIONS AFTER SEXUAL MISCONDUCT FINDING

Institutional sanctions that may be imposed against students for sexual misconduct range from warning to expulsion. Sanctions against students may be imposed by the Student Affairs Officer, Conduct Officer, or Conduct Board. Institutional sanctions against employees range from warning to termination.

Institutional sanctions against employees will be recommended by the Investigator to the person or persons authorized to impose employee sanctions. Institutional sanctions against third parties range from loss of privileges to trespass exclusion orders. Notice of the outcome of a sexual misconduct complaint must be provided to both complainant and respondent.

6. DEFINITIONS

For purposes of addressing complaints of sexual misconduct against or by University students and employees, the following uniform definitions shall be used by the University.

a. “Actor” means a person accused of sexual misconduct.

b. “Advisor” means any person, including legal counsel, who assists the Respondent, Complainant or Investigator during a Conduct proceeding.

c. “Bodily injury” shall mean physical pain, illness, or any impairment of physical condition.

d. “Campus security authority” (CSA) is a University official charged with the duty to report incidents of sexual misconduct to the person in charge of Clery Act reporting. All officers of a university police department or a campus security department are campus security authorities, but there are other CSAs outside of those offices. The Office of the President and each Chancellor shall prepare and publicize a list of designated campus security authorities.

e. “Complainant” means any individual who comes forward to complain of sexual misconduct against or by a member of the University community or a third party.

f. “Confidentiality” means that the University will not disclose the names of individuals involved in sexual misconduct cases to others except on a need to know basis or as required by law. The University will instruct employees and students about the requirement not to disclose confidential information. Confidentiality is not the same as anonymity, where an individual is not named or personally identified.

g. “Consent” means agreement, approval, or permission as to some act or purpose, given voluntarily by a competent person. Nebraska law states “without consent” means: (1) (i) The person was compelled to submit due to the use of force or threat of force or coercion, or (ii) the person expressed a lack of consent through words, or (iii) the person expressed a lack of consent through conduct, or (iv) the consent, if any was actually given, was the result of the actor's deception as to the identity of the actor or the nature or purpose of the act on the part of the actor; (2) The person need only resist, either verbally or physically, so as to make the person's refusal to consent genuine and real and so as to reasonably make known to the actor the person's refusal to consent; and (3) A person need not resist verbally or physically where it would be useless or futile to do so. (4) In the above text, the word “person” means the individual against whom a wrongful act was allegedly committed, and the word “actor” is the individual alleged to have committed a wrongful act. When the actor knew or should have known that a person was mentally or physically incapable of resisting or understanding the nature of his or her conduct, there is no consent. A person may be incapacitated due to intoxication, mental illness or deficiency or by physical illness or disability to the extent that personal decision-making is impossible. Surprise may also prevent resistance, as where a person is grabbed from behind. There are some persons who the law presumes are incapable of consenting to sexual contact or penetration by an actor by reason of their age. Under Nebraska law an actor nineteen years of age or older may not subject a person under the age of sixteen years of age to sexual penetration, or a person under fifteen years of age to sexual contact.
h. “Domestic violence” is included within the definition of “domestic assault.”

i. “Domestic assault” has three definitions which depend on the harm threatened or inflicted by an actor on a person. An actor commits domestic assault if he or she (i) intentionally and knowingly causes bodily injury to his or her intimate partner; (ii) threatens an intimate partner with imminent bodily injury; or (iii) threatens an intimate partner in a menacing manner. An actor commits a more severe form of domestic assault if he or she intentionally and knowingly causes bodily injury to his or her intimate partner with a dangerous instrument. An actor commits the worst form of domestic assault if he or she intentionally and knowingly causes serious bodily injury to his or her intimate partner.

j. “Domestic violence” is included with the definition of “domestic assault.”

k. “Force or threat of force” means (a) the use of physical force which overcomes the person’s resistance or (b) the threat of physical force, express or implied, against the person or a third party that places the person in danger of death or in fear of serious personal injury to the person of a third party where the person reasonably believes that the actor has the present or future ability to execute the threat.

l. “Intimate partner” means a spouse; a former spouse; persons who have a child in common whether or not they have been married or lived together at any time; and persons who are or were involved in a dating relationship. For purposes of this definition, dating relationship means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement, but does not include a casual relationship or an ordinary association between persons in a business or social context.

m. “Intimate parts” means the genital area, groin, inner thighs, buttocks or breasts.

n. The term “Investigator” means a University official authorized to investigate and recommend remediation of complaints of sexual misconduct.

o. “In violation” means that it is more likely than not that an actor has committed one or more acts of sexual misconduct. In other words, a greater weight of the evidence standard must be used to find sexual misconduct.

p. The term “may” is used in the permissive sense.

q. “Member of the University community” includes any individual who is a student, staff, faculty member, University official, or any other individual employed by, or acting on behalf of, the University. An individual’s status in a particular situation shall be determined by the Investigator or Title IX Coordinator.

r. The term “not in violation” means that it is more likely than not that a member of the University community did not commit one or more acts of sexual misconduct.
bb. “Sexual harassment” is unwelcome conduct or behavior of a sexual nature. Both violent and non-violent sexual harassment is prohibited. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Conduct that is sufficiently serious to limit or deny a person’s ability to participate in or benefit from the University’s educational program creates a hostile environment, and is prohibited. Examples of sexual harassment include, but are not limited to: (1) an exposure of an actor’s genitals done with the intent to affront or alarm any person, and (2) viewing a person in a state of undress without his or her consent or knowledge.

cc. “Sexual misconduct” includes dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment, and stalking.

dd. “Sexual penetration” means sexual intercourse in its ordinary meaning, cunnilingus, fellatio, anal intercourse or any intrusion, however slight, of any part of the actor’s or person’s body or any object manipulated by the actor into the genital or anal openings of the person’s body which can be reasonably construed as being for nonmedical or non-health purposes. Sexual penetration does not require emission of semen.

e. The term “shall” is used in the imperative sense.

ff. “Stalking” means to engage in a knowing and willful course of conduct directed at a specific person or a family or household member of such person with the intent to injure, terrify, threaten, or intimidate.

gg. The term “student” includes all individuals taking courses at the University, whether full-time or part-time, pursuing undergraduate, graduate, or professional studies, whether or not they reside in the University residence halls. Individuals who withdraw after having allegedly committed sexual misconduct, or who are not officially enrolled for a particular term, but who have an expected continued academic relationship with the University, may be considered “students.”

hh. The “Student Affairs Officer” is the individual authorized by the University and the University Chancellor to be responsible for the administration of the Student Disciplinary Code, and in certain circumstances includes his or her designee.

ii. The “Title IX Coordinator” is the individual designated by the campus to respond to allegations of sexual misconduct by members of the university community, and in some circumstances can include his or her designee.

jj. The term “University” means University of Nebraska.

kk. The term “University business day” means any calendar day where the campus offices are open for business, excluding weekends and national holidays. OR The term “University business day” means any calendar day where the campus offices are open for business and classes are in session, excluding weekends and national holidays.

ll. “University official” includes any individual employed by, associated with, or performing assigned administrative or professional responsibilities in the interests of the University. University officials who are designated as campus security authorities must report crimes to the person in charge of Clery Act reporting. Counselors and Healthcare Professionals are bound by professional rules that may preclude their reporting violations of University rules when they are acting within the scope of their counseling or professional responsibilities.

mm. The term “University premises” includes all land, buildings, facilities, University approved housing and other property in the possession of, or owned, used, or controlled by the University, including adjacent streets and sidewalks.

Revised: May 30, 2014
Nebraska College of Technical Agriculture
Response to Allegations of Student Sexual Misconduct

Introduction

a. Beginning with the University of Nebraska charter in 1869, Nebraska law has provided that no person shall be deprived of the privileges of this institution because of sex. Discrimination on the basis of sex is also prohibited by Federal law.

b. Sexual misconduct is conduct in violation of University policy and state and federal law that the University will take action to eliminate, prevent, and redress once the University has notice that sexual misconduct has occurred. “Sexual misconduct” includes dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment (whether sexual violence is involved or not), and stalking. This policy applies to all University of Nebraska students regardless of sexual orientation or gender identity, and to all programs and activities under the jurisdiction of the University of Nebraska. All students are protected against sexual misconduct under this policy, whether the alleged sexual misconduct is committed by another University student, University employee, or third party. Persons who have been subjected to sexual misconduct may be able to receive assistance from the University regardless of whether a charge or report of any kind is filed.

c. The University will investigate reported allegations of sexual misconduct and may take appropriate remedial action even if the person allegedly subject to misconduct or the Complainant does not wish to pursue formal charges. Any response by the University may be hindered by a person’s or the Complainant’s desire for anonymity and/or inaction.

d. Sexual misconduct by or against a student may be investigated by the University whether it is alleged to have been committed on or off campus.

e. Any person can complain of sexual misconduct against or by a student. Complaints of sexual misconduct may be made using the University’s internal processes at the same time that criminal complaints or charges are pursued with the appropriate law enforcement or external agencies. University internal investigation and disciplinary proceedings are independent of any criminal or external proceedings.

f. The University may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same offense, even if the criminal prosecution is pending, or has been dismissed, or the charges have been reduced.

g. Complaints regarding sexual misconduct against a student by a student can be made to the NCTA Student Affairs Officer (Dr. Scott Mickelsen, Associate Dean, 308-367-5253, smickelsen4@unl.edu, 404 E 7th Street, Curtis, NE 69025). Sexual misconduct complaints by or against employees should be made to the appropriate Human Resources Officer (Jan Gilbert, 308-367-5252, jgilbert2@unl.edu 404 E 7th Street, Curtis, NE 69025).

h. University policy prohibits retaliation against any person making a complaint of sexual misconduct or against any person cooperating in the investigation, including but not limited to witnesses. The prohibition of actual or threatened retaliation applies to employees and third parties as well as students.

Investigations of Alleged Sexual Misconduct; Disciplinary Complaints

a. Upon receipt of a sexual misconduct complaint or report, the University will provide the complainant a written notice describing the options of pursuing a criminal complaint with a law enforcement agency, filing an administrative charge with an external agency, and/or using the University’s investigation and disciplinary processes. The complainant may go forward with one or more options at the same time, but the University’s investigation may need to be delayed temporarily by, or scheduled around, an ongoing criminal or external administrative investigation.

b. Any member of the University community may submit allegations of sexual misconduct against a student. Allegations shall be prepared in writing and directed to the Student Affairs Officer or designee. The Student Affairs Officer shall then direct the allegation(s) to a Conduct Officer for investigation. Any allegation should be submitted as soon as possible after the alleged misconduct takes place, preferably within, but not limited to, seven (7) University business days after the misconduct occurred.

c. The complainant must state, in writing, if he or she wishes to pursue a complaint. If he or she does not wish to pursue the complaint and/or requests that his or her identity remain anonymous, the Student Affairs Officer will make note of that wish in the report.

d. Regardless of the complainant’s choice, the University is still required to investigate reports of sexual misconduct. The complainant must be informed if the University cannot ensure anonymity.

e. The Conduct Officer or Title IX Coordinator shall conduct an investigation to determine if the allegation(s) have merit. Investigations of the allegations should be concluded within (60) calendar days of receipt of a report, and may be permitted a longer completion period under extraordinary circumstances, but both parties must be informed in writing of the extension of the timeline. If the investigator determines by the greater weight of the
evidence that a violation occurred, a recommended
disposition should be included in the investigator’s report.
If the investigation determines it is more likely than not
that the Respondent did not violate the Student Code, the
complaint may be dismissed without further proceedings.
If both the Complainant and the Respondent agree to the
dismissal, the complaint is resolved without any further
rights of appeal by either party. If the Complainant
objects, he or she may appeal the dismissal decision
administratively to the Student Affairs Officer within seven
(7) University business days. The Student Affairs Officer
will either affirm the investigative determination, or refer
the complaint for further proceedings. The Student Affairs
Officer’s decision of the dismissal appeal will be final.

i. If the Complainant wishes to pursue an Administrative
Resolution, the Conduct Officer will determine the
Respondent’s position and take actions as necessary.
ii. If the Complainant wishes to pursue a disciplinary
hearing, a formal hearing will be held by a Conduct
Officer, or in cases where University Suspension or
University Expulsion is sought, a hearing before a
Conduct Board must be held.
iii. After the fact-finding investigation the Complainant,
the Respondent, and appropriate university officials
shall be given timely access to any information that
will be used during Administrative Resolution and/or
Formal Hearing proceedings.

Interim Protective Measures

a. “No contact” directives are to be issued in writing to
persons involved in any alleged sexual misconduct
promptly after the University receives notice of a
complaint. Respondents and the Complainant will both be
expected to abide by the terms of no contact directives
and may go through disciplinary proceedings should they
violate the directives.

b. Students who have been subjected to sexual misconduct
or Complainants have access to other available University
assistance in changing academic and living situations after
an alleged incident, if so requested by the student or
Complainant and if such changes are reasonably available.
Accommodations to minimize the burden on the student
or Complainant may include but are not limited to:
   i. Change of an on-campus student’s housing to a
different on campus location;
   ii. Assistance from the University in completing the
relocation;
   iii. Arranging to end a University housing contract and/or
adjusting a student account balance for refund;
   iv. Rescheduling an exam, paper, or assignment;
   v. Taking an incomplete in a class;
   vi. Transferring between class sections;
   vii. Temporary withdrawal;
   viii. Alternative course completion options;
   ix. Arranging to complete a course or lectures via
distance education methods with the assistance of
technology;

c. Any student charged with sexual misconduct has the right
to maintain status as a student and attend classes while the
case is pending final resolution within the University
Conduct process, unless it is determined by the Student
Affairs Officer or his/her designee that the student’s
continued participation as a student, whether inside or
outside of the classroom, would seriously disrupt normal
operation of the University or constitute an immediate
harm, threat of harm, hostile environment and/or danger
to the health, safety, or welfare of the Respondent, the
Complainant, any person alleged subject to sexual
misconduct, or any member of the University community.

d. Pending completion of an investigation or University
Conduct Proceedings, the Student Affairs Officer may at any
time temporarily suspend a student when the Student Af-
fairs Officer finds and believes from information coming to
his or her attention that the presence of the Respondent on
the University premises would seriously disrupt normal
operation of the University or constitute an immediate
harm, threat of harm, hostile environment and/or danger
to the health, safety, or welfare of the Respondent, the
Complainant, any person alleged subject to sexual
misconduct, or any member of the University community.
The Student Affairs Officer should work with the
appropriate academic Dean in making the decision to
discontinue the Respondent’s continued participation as a
student prior to the completion of the formal proceedings.

e. During the suspension described in this section, the
Respondent may be denied access to any University
premises, including classes, residence hall access, sporting
events, and/or all other University programs, activities or
privileges for which the student might otherwise be eligible,
as the Student Affairs Officer may determine to be
appropriate.

f. If a student placed on interim suspension is ultimately
found “not in violation” of the Code, such student shall be
allowed, at the reasonable discretion of the appropriate
faculty, to make up academic work missed while on
suspension.

General Provisions Applicable in Cases of Alleged Sexual Mis-
conduct

a. The Conduct Officer and Conduct Board can hear any
allegations of any other violations of the Student Code of
Conduct in addition to allegations of sexual misconduct that
are directly related to the alleged sexual misconduct. If the
Conduct Officer or Conduct Board determines other
provisions of the Student Code of Conduct were violated,
they may impose proper sanctions.

b. Any student involved in a Conduct proceeding has the right
to confidentiality as mandated by the Family Educational
Rights and Privacy Act of 1974 (FERPA) and implementing
regulations.

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c. No process implemented under this Sexual Misconduct Procedure shall be open to the public. The complaining party and the Respondent are entitled to the same opportunities to have others present during a disciplinary proceeding subject to conditions established by the Conduct Officer or Conduct Board. Witnesses may be sequestered and attendance at hearings may be restricted to the Complainant, Respondent and advisors.

d. In such cases when a student fails to appear before the Conduct Officer or Conduct Board, a plea of “not in violation” shall be entered on the Respondent’s behalf and the hearing may proceed as scheduled.

e. In all cases, whether the Respondent is present or not, the evidence in support of the allegations shall be presented and considered.

f. The determination of the merits of each case shall be made using a greater weight of the evidence standard, meaning it is more likely than not that a proposition (such as violation of the Code) was proven.

g. The burden of proof shall rest upon the Conduct Officer or Complainant bringing the misconduct charge. A Respondent is presumed not to be in violation of the Code until proven otherwise.

Rights of the Complainant and the Respondent in Sexual Misconduct Proceedings

a. Sexual misconduct proceedings will be conducted by trained University officials to provide a prompt, fair, and impartial process from initial investigation to the final result.

b. Both a Respondent and the Complainant have the right to see sexual misconduct charges in written form.

c. Both the Respondent and the Complainant have a right to confidentiality during sexual misconduct proceedings to the extent possible. However, the duty of confidentiality does not preclude the University from conducting a meaningful investigation or reporting such incidents as required. The duty of confidentiality shall also extend to all persons involved in processing the complaint and the investigation. The Complainant has a right to anonymity only to the extent that the Complainant does not wish to file an official complaint with the University or does not wish the University to take any action against the Respondent in regard to the complaint.

d. All charges shall be presented to the Respondent and the Complainant in written form by a University official or the Conduct Officer within seven (7) University business days after the investigation is complete.

e. Both a Respondent and the Complainant have a right to prepare a written statement in advance of a formal hearing. Both parties will have the right to view each other’s statement.

f. The Complainant and the Respondent have the right to be assisted by any advisor they choose, including legal counsel, at their own expense.

g. The role of the advisor is limited to providing advice to the party who has requested his/her presence in a manner which does not disturb Conduct proceedings. If an advisor fails to act in accordance with these guidelines, he/she may be barred from participation in the Conduct proceedings.

h. A Respondent and the Complainant have the right to hear all evidence, present evidence, testify, and to hear and submit questions for witnesses during formal hearings.

i. Direct questioning of the witnesses by the Respondent and Complainant may be limited. The Conduct Officer presiding at the hearing or Chair of the Conduct Board may control questioning by requiring the Respondent and Complainant to submit questions in writing to determine if the questions are appropriate, and then the presiding Conduct Officer or Chair may pose questions to the witness.

j. A Respondent and the Complainant have the right to be notified of the decision rendered. Any initial, interim, and final decision to resolve disciplinary matters must include a statement of any University sanctions imposed together with the rationale for the decision.

Administrative Resolution Procedures in Cases of Alleged Sexual Misconduct

a. Both the Complainant and the Respondent may elect to dispose of the claim administratively. This conference will be scheduled not less than three (3), nor more than fourteen (14), University business days after the Conduct Officer’s investigation is complete. The Respondent may elect to acknowledge his or her actions and take responsibility. If the Respondent denies responsibility but the investigation determines that it was more likely than not the Respondent violated the Code, the Conduct Officer could propose a resolution and an appropriate sanction. If both the Complainant and the Respondent agree to the proposed sanction, the complaint is resolved without a formal hearing. Mediation shall not be used to resolve sexual assault complaints.

b. Administrative Resolution procedures may be discontinued at the request of any participant, or terminated by the Conduct Officer. When Administrative Resolution fails, a formal hearing by a Conduct Officer or Conduct Board must be held.
c. If University Suspension or University Expulsion is sought and the Complainant or the Respondent cannot agree to the proposed sanction, a hearing must be held before the Conduct Board to determine the proper sanction.

d. When University Suspension or University Expulsion is not sought, a formal hearing will be held before a Conduct Officer. Unless the parties agree, the Conduct Officer who was responsible for investigation of sexual misconduct allegations and/or who attempted an unsuccessful Administrative Resolution will not preside over the formal hearing.

Formal Hearings in Cases of Alleged Sexual Misconduct

a. Both a Respondent and the Complainant shall have the right to attend a pre-hearing conference to discuss the issues and facts that will be presented at the hearing, to exchange information about witnesses likely to be called, answer procedural questions, and settle those matters which may be agreeably concluded. The conference will not be used to settle the issue of whether or not the violation was committed or to challenge any recommended sanctions. This conference shall be held at least two (2) days prior to the scheduled hearing.
   i. Students will be instructed about the use of past sexual behavior of the Complainant or past sexual assault by the Respondent as evidence at the hearing. In most situations, evidence of the past sexual history of either the Respondent or the Complainant will not be admitted at the hearing except in very limited situations.
   
   b. A time shall be set for a hearing, not less than three (3), nor more than fourteen (14), University business days after the Respondent and the Complainant have been notified that the complaint was referred to the hearing. Maximum time limits for scheduling of hearings may be extended at the discretion of the Conduct Officer or Conduct Board chair.

   c. Hearings shall conform to the following guidelines:
      i. In cases where the case is referred to a Conduct Board, the Conduct Board shall be composed of at least 3 members of the University community.
      ii. Any real or perceived conflict of interest or bias between the Conduct Officer presiding at a hearing or a member of the Conduct Board and the Respondent or the Complainant must be brought to the attention of the Conduct Officer or Conduct Board no less than two (2) University business days in advance of the hearing.
      iii. The Respondent(s) and the Complainant and/or the Conduct Officer are responsible for presenting their respective cases to the Conduct Officer presiding at the hearing or the Conduct Board.
      iv. The Conduct Board shall select its own Chair with all members possessing voting privileges.

   d. After the hearing, the Conduct Board shall determine by simple majority vote whether or not the University Suspension or University Expulsion is warranted. The decision of a presiding Conduct Officer or Conduct Board shall be based solely upon evidence introduced and received at the hearing. There shall be a verbatim record made, such as by sound recording, of all formal hearings. The formal hearing record shall be the property of the University.

   e. Within seven (7) University business days following the conclusion of formal hearing proceedings, the presiding Conduct Officer or the Conduct Board Chair shall inform the Respondent, the Complainant, and the Title IX Coordinator in writing, of its findings and of the sanction(s) imposed, if any.

   f. The presiding Conduct Officer and the Conduct Board may seek advice from the University’s Counsel throughout the hearing process on questions of law and procedure. However, the presiding Conduct Officer and Conduct Board are responsible for making their own factual conclusions.
Conduct Sanctions Against Individual Student For Sexual Misconduct

a. The following sanction(s) may be imposed upon any individual student found to be “in violation” of the Code.

i. Warning: A formal, written notice that the student is violating, or has violated, one or more University Conduct Rules and Regulations and that a continuance of the misconduct may lead to additional disciplinary action. Also, that the incident has been documented and shall remain in the student’s Conduct file for the remainder of their University career.

ii. Probation: A formal, written reprimand for a student’s violation(s) of specified University Conduct Rules and Regulations. This probation, including strict campus conduct guidelines, is for a designated period of time and may remain in effect for the remainder of a student’s University career. It includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any University Conduct Rules and Regulations during the probationary period.

iii. Loss of Privileges: Denial of specified privileges for a designated period of time.

iv. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary, and/or material replacement.

v. Discretionary Sanctions: In accordance with the goal of education and assisting students with conduct problems, this may include work assignments, educational requirements, service to the University or local community, parental notification, or other related discretionary assignments (such assignments must have the prior approval of the Conduct Officer). Any costs associated with the assignment are the responsibility of the student.

vi. Residence Hall Relocation: Moving a student from one room to another and/or one residence hall to another.

vii. Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

viii. Residence Hall Expulsion: Permanent removal of the student from any and all of the residence halls. The student may not re-enter the residence halls, under any conditions, even as a visitor. Students expelled from the residence halls remain liable for all Residential Life costs and meal plan fees and may not be eligible for refunds for the full occupancy period of the students’ housing contracts.

ix. University Suspension: Separation of the student from the University for a definite period of time, after which the student may be eligible for return, contingent upon meeting specified conditions for re-admittance. The student must satisfactorily demonstrate to the Student Affairs Officer that all conditions for re-admittance have been met before the student will be allowed to matriculate.

x. University Expulsion: Permanent separation of the student from the University, without the possibility of re-admission.

b. More than one of the sanctions listed above may be imposed for any single violation.

c. If a student fails to abide by one or more of the sanctions imposed, a hold may be laced on his/her registration account until satisfactory progress is made towards completion.

d. Other than University Expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential disciplinary record.

e. After graduation, and upon application to the Conduct Officer, the student’s confidential disciplinary record may be expunged of disciplinary actions other than University Suspension or University Expulsion.

f. Cases involving the imposition of sanctions other than University Suspension or University Expulsion shall be expunged from the student’s confidential record seven (7) years after graduation, final disposition of the case, or as otherwise authorized or required by law.

Appeals

a. A decision reached after a formal hearing may be appealed by the Respondent, the Complainant, or the Conduct Officer within seven (7) University business days of delivery of the decision to the parties involved in the formal hearing.

b. Appeals shall be in writing and shall be delivered to the Appeals Officer appointed by the Chancellor.

c. Appeals may be filed for one or more of the following purposes:

i. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Code was violated, and giving the Respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations.

ii. To determine whether the sanction(s) imposed were appropriate.

d. An appeal that does not clearly raise one or more of the issues listed above shall be dismissed without further consideration.
e. An appeal shall be limited to review of the record of the initial hearing and supporting documents unless the Appeals Officer, after notice to the Complainant and Respondent, requests additional information from the presiding Conduct Officer, Chair of the Conduct Board, Complainant or Respondent.

f. The Appeals Officer shall complete review of the appeal normally within fourteen (14) University business days after receipt of the record and any additional information, and shall promptly issue a written decision to the Respondent, the Complainant and the Conduct Officer.

Definitions
a. “Actor” means a person accused of sexual misconduct.

b. “Administrative Resolution” is at least one conference between the Conduct Officer and a Respondent and the Complainant to determine whether a student has violated the Code and to impose sanction(s), if warranted.

c. The term “advisor” means any person, including legal counsel, who assists the Respondent, Complainant or Conduct Officer during a Conduct proceeding.

d. The term “Appeals Officer” means the person authorized by the Chancellor to determine on appeal whether the result of a formal hearing should be affirmed or modified.

e. “Bodily injury” shall mean physical pain, illness, or any impairment of physical condition.

f. The term “Code” means the campus Student Code of Conduct.

g. The term “Complainant” means any individual who comes forward to the Student Affairs Officer, Title IX Coordinator or Human Resource Officer to complain of sexual misconduct by a student, member of the University community or a third party.

h. The term “Conduct Board” means persons authorized by the Student Affairs Officer to determine whether a student has violated the Code and to impose sanction(s), if warranted. The Conduct Board must include one or more student members when sanctions of suspension or expulsion are involved.

i. The term “Conduct Officer” means a University official authorized by the Student Affairs Officer to investigate and determine whether or not the Code has been violated. The Conduct Officer may also engage in attempts at administrative resolution or preside at a formal hearing when University Suspension or Expulsion is not sought as a sanction against a student.

j. “Confidentiality” means that the University will not disclose the names of individuals involved in a sexual misconduct case to others except on a need to know basis or as required by law. The University will instruct employees and students about the requirement not to disclose confidential information. Confidentiality is not the same as anonymity, where an individual is not named or personally identified.

k. “Consent” means agreement, approval, or permission as to some act or purpose, given voluntarily by a competent person. “Without consent” means:

i. The person was compelled to submit due to the use of force or threat of force or coercion, or

ii. The person expressed a lack of consent through words, or

iii. The person expressed a lack of consent through conduct, or

iv. The consent, if any was actually given, was the result of the actor’s deception as to the identity of the actor or the nature or purpose of the act on the part of the actor

v. The person need only resist, either verbally or physically, so as to make the person’s refusal to consent genuine and real and so as to reasonably make known to the actor the person’s refusal to consent; and

vi. A person need not resist verbally or physically where it would be useless or futile to do so.

vii. In the above text, the word “person” means the individual against whom a wrongful act was allegedly committed, and the word “actor” is the individual alleged to have committed a wrongful act. When the actor knew or should have known that a person was mentally or physically incapable of resisting or understanding the nature of his or her conduct, there is no consent. A person may be incapacitated due to intoxication, mental illness or deficiency or by physical illness or disability to the extent that personal decision-making is impossible. Surprise may also prevent resistance, as where a person is grabbed from behind. There are some persons who the law presumes are incapable of consenting to sexual contact or penetration by an actor by reason of their age. Under Nebraska law an actor nineteen years of age or older may not subject a person under the age of sixteen years of age to sexual penetration, or a person under fifteen years of age to sexual contact.

l. “Dating violence” is included within the definition of “domestic assault.”

m. “Domestic assault” has three definitions which depend on the harm threatened or inflicted by an actor on a person. An actor commits domestic assault if he or she

i. intentionally and knowingly causes bodily injury to his or her intimate partner;

ii. threatens an intimate partner with imminent bodily injury; or
iii. threatens an intimate partner in a menacing manner. An actor commits a more severe form of domestic assault if he or she intentionally and knowingly causes bodily injury to his or her intimate partner with a dangerous instrument. An actor commits the worst form of domestic assault if he or she intentionally and knowingly causes serious bodily injury to his or her intimate partner.

n. “Domestic violence” is included within the definition of “domestic assault.”

o. “Force or threat of force” means (a) the use of physical force which overcomes the person’s resistance or (b) the threat of physical force, express or implied, against the person or a third party that places the person in fear of death or in fear of serious personal injury to the person of a third party where the person reasonably believes that the actor has the present or future ability to execute the threat.

p. “Intimate partner” means a spouse; a former spouse; persons who have a child in common whether or not they have been married or lived together at any time; and persons who are or were involved in a dating relationship. For purposes of this definition, dating relationship means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement, but does not include a casual relationship or an ordinary association between persons in a business or social context.

q. “Intimate parts” means the genital area, groin, inner thighs, buttocks or breasts.

r. The term “in violation” means that it is more likely than not that a student committed one or more violations of the Code.

s. The term “may” is used in the permissive sense.

t. The term “member of the University community” includes any individual who is a student, staff, faculty member, University official, or any other individual employed by, or acting on behalf of the University. An individual’s status in a particular situation shall be determined by the investigating Conduct Officer or Title IX Coordinator.

u. The term “not in violation” means that it is more likely than not that a student did not commit one or more violations of the Code.

v. “Past sexual behavior” means a person’s sexual behavior other than when the sexual misconduct is alleged to have occurred.

w. “Person” means the individual who allegedly was, or was determined to have been, subjected to sexual misconduct.

x. “Rape” is included under the definition of sexual assault by an actor’s sexual penetration of the person without consent.

y. “Respondent” is any student who is charged with having violated one or more provisions of the code.

z. “Retaliation” includes intimidation, threats, harassment, and other adverse action threatened or taken against the Complainant or a third party in an attempt to prevent or otherwise obstruct the reporting of sexual misconduct.

aa. “Serious bodily injury” shall mean bodily injury which involves a substantial risk of death, or which involves substantial risk of serious physical disfigurement, or protracted loss or impairment of the function of any part or organ of the body.

bb. “Serious personal injury” means great bodily injury or disfigurement, extreme mental anguish or mental trauma, pregnancy, disease, or loss or impairment of a sexual or reproductive organ.

cc. “Sexual assault” is committed when an actor subjects a person to sexual penetration (i) without the consent of the person, (ii) when the actor knew or should have known that the person was mentally or physically incapable of resisting or appreciating the nature of the person’s own conduct, or (iii) when the actor is nineteen years of age or older and the person is at least twelve but less than sixteen years of age. Sexual assault is also committed when an actor subjects a person to sexual contact (a) without consent of the person, or (b) when the actor knew or should have known that the person was physically or mentally incapable of resisting or appraising the nature of the person’s own conduct. Sexual assault by contact should be punished more severely if the actor causes serious personal injury to a person, than if the actor shall not have caused serious personal injury.

dd. “Sexual contact” means the intentional touching of a person’s intimate parts or the intentional touching of a person’s clothing covering the immediate area of the person’s intimate parts. Sexual contact also means the touching by the person of the actor’s intimate parts or the clothing covering the immediate area of the actor’s intimate parts when such touching is intentionally caused by the actor. Sexual contact shall include only such conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.

ee. “Sexual harassment” is unwelcome conduct or behavior of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Conduct that is sufficiently serious to limit or deny student’s ability to participate in or benefit from the University’s educational program creates a hostile environment, and is prohibited. Examples of sexual harassment include, but are not limited to: (1) an exposure of an actor’s genitals done with the intent to affront or alarm any person, and (2) viewing a person in state of undress without his or her consent or knowledge.
ff. “Sexual misconduct” includes dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment, and stalking.

gg. “Sexual penetration” means sexual intercourse in its ordinary meaning, cunnilingus, fellatio, anal intercourse or any intrusion, however slight, of any part of the actor’s or person’s body or any object manipulated by the actor into the genital or anal openings of the person’s body which can be reasonably construed as being for nonmedical or non-health purposes. Sexual penetration does not require emission of semen.

hh. The term “shall” is used in the imperative sense.

ii. “Stalking” means to engage in a knowing and willful course of conduct directed at a specific person or a family or household member of such person with the intent to injure, terrify, threaten, or intimidate.

jj. The term “student” includes all individuals taking courses at the University, whether full-time or part-time, pursuing undergraduate, graduate, or professional studies, whether or not they reside in the University residence halls. Individuals who withdraw after having allegedly committed sexual misconduct, or who are not officially enrolled for a particular term, but who have an expected continued academic relationship with the University, may be considered “students.”

kk. The “Student Affairs Officer” is the individual authorized by the University and the University Chancellor to be responsible for the administration of the Code, and in certain circumstances includes his or her designee.

ll. The “Title IX Coordinator” is the individual designated by the campus to respond to allegations of sexual misconduct by students, and in some circumstances can include his or her designee.

mm. The term “University” means University of Nebraska.

nn. The term “University business day” means any calendar day where the campus offices are open for business, excluding weekends and holidays.

oo. The term “University official” includes any individual employed by, associated with, or performing assigned administrative or professional responsibilities in the interests of the University. Counselors and Healthcare Professionals are bound by professional rules that may preclude their reporting violations of University rules.

pp. The term “University premises” includes all land, buildings, facilities, University approved housing and other property in the possession of, or owned, used, or controlled by the University, including adjacent streets and sidewalks.

Revised May 30, 2014
NCTA Youth Activity Policy

Overview

NCTA has a strong interest in protecting the safety of youth on our campus; therefore, the campus is implementing a Youth Activity Safety Policy in order to provide a safe, educational and enjoyable activity/program experience for all participants. This policy provides minimum specific guidelines for activities sponsored by the University of Nebraska-Lincoln and for activities sponsored by other organizations, but held on NCTA’s campus. NCTA units may on their own adopt policies that are stricter than the policies listed in this document. If non-NCTA activities cannot meet these guidelines, prior written approval from the NCTA Dean is needed. NCTA reserves the right to discontinue an activity if found to be in violation of these policies.

Definitions

Youth Activity – Any learning environment, activity, clinic, or conference sponsored by, or held on property owned or controlled by, NCTA that includes close interactions with youths with or without parental supervision/oversight. This includes visits by youth staying overnight for campus activities.

Activity Contract – A legal document required for any non-NCTA Sponsoring Organization using NCTA facilities for a youth activity, clinic or conference.

Activity Director – a person who plans, directs and supervises all youth activity programs and staff

Activity Support Staff – any person who provides support services such as food service, custodial, maintenance, etc. for the youth activity.

Activity Worker – includes directors, coaches, assistant coaches, trainers, student assistants, staff, faculty, counselors, chaperones, officials, referees or teachers or any other adult or student acting as a supervisor/mentor/worker in a paid, unpaid or volunteer status.

Sponsoring Organization - Any person, business or organization supporting an event, activity or organization by providing financial support to the activity and accepting liability for such event, activity or organization.

Youth – Any person under the age of 19 excluding full- and part-time NCTA students

Youth Activity Director and Sponsoring Organization Requirements

Youth Activity Directors and Sponsoring Organizations are responsible for the safety of the workers and participants for the duration of the Youth Activity. They are responsible for the behavior of the Activity Workers and adherence to this and all applicable University policies. University departments and organizations or any person, business or organization contracting to use NCTA facilities or property for youth activities, or programs have the following requirements:

A. All activities will comply with NCTA’s Youth Activity Safety Policy. Non-UNL Sponsoring Organizations will be required to comply with this policy or the activities must provide alternative guidelines that are approved in writing by the NCTA Dean. Activity Directors may request modifications to the policy, but modifications must be approved by NCTA’s Dean.

B. All Activities must comply with University policies including weapons, drug and alcohol policies. These policies can be found at: http://ncta.unl.edu/resources.

C. All Activity Contracts must be approved by NCTA’s Business Manager.

D. It is the responsibility of the Activity Director to ensure all Activity Workers have received a copy (electronic or paper) of the Activity Worker Guidelines. Revisions to this form are not allowed Parents/Guardians must receive the Parent/Guardian Information form approved by the NCTA Dean.

E. Activity Workers and Activity Support Staff must successfully pass a Sex Offender Registry Check for the state(s) in which they currently reside. No Activity Worker or Activity Support Staff can be listed on any Sex Offender Registry. Sex Offender Registry Checks must be conducted at least annually.

F. The Sponsoring Organization/Division/Office will submit an Activity Worker Background Check Request Form to the Residence Life Manager. Background Checks will be on individuals annually. All background checks will be kept on file for five years per the University of Nebraska File Retention Policy.

G. Non-UNL/NCTA Sponsoring Organizations will be required to have general liability coverage in the amount of $1,000,000 per occurrence and $3,000,000 aggregate that names the Board of Regents of the University of Nebraska as an additional insured. If an athletic activity, the general liability coverage must include participant liability in the amount of $1,000,000. Certificates of insurance must be sent to NCTA’s Business Office at least 30 days prior to the start of the activity for review. A non-NCTA Sponsoring Organization Activity may not begin without certificate of insurance approval by the NCTA’s Business Manager.
H. All Activity materials and publications must prominently note the name, address, and phone number of the Sponsoring Organization/Division/Office. The Activity address may be a NCTA address for purposes of receiving activity registrations and materials.

I. All youth participants must have a signed Youth Activity Release and Risk and Responsibility Form signed by their parents or they will not be allowed to participate in the event. These forms will be submitted to the Residence Life Manager to go in the Activity File.

Activity Worker and Activity Support Staff Eligibility

The Residence Life Manager is responsible for checking that an Activity Worker or Activity Support Staff does not have a relevant criminal background. Options may include a question on an activity application or a criminal history background check. The following convictions, regardless of when the conviction occurred, will render the Activity Worker or Activity Support Staff ineligible for participation:

- Any drug distribution activity or felony drug possession
- Any sexual offense
- Assault, including domestic violence related incidents
- Child abuse, molestation or other crime involving endangerment of a minor
- Murder
- Kidnapping
- Or any other felony or crime involving moral turpitude.

NCTA Administration reserves the right to deny any Activity Worker or Activity Support Staff participation in the Activity should the Administration, in its sole discretion, determine that the Activity Worker or Activity Support Staff has engaged in behavior not conducive to the activities environment.

Vehicle Travel

A. Any participating NCTA Activity Worker who will be responsible for transporting youth by vehicle must undergo and pass a Driving Record Check as required by the University of Nebraska-Lincoln. Non-NCTA Activity Workers who transport youth must have a valid driver’s license and be approved by the Activity Director to transport youth.

B. Avoid any one-on-one transportation of youth.

C. If one-on-one travel will occur, the Activity Worker is encouraged to contact his/her supervisor or designee immediately before departure and immediately upon the arrival at destination.

Activity Worker/Youth Interaction

A. A ratio of at least one adult supervisor to every 15 youth is required, with a minimum of two adult supervisors regardless of size of activity. At least one adult supervisor of the same sex as the youth is required.

B. When in bathrooms or locker rooms, Activity Workers must be the same gender as the youth. Activity Workers showering or bathing with youths is strictly prohibited under all circumstances. Activity Workers will not be in the shower or bath areas with youth except during extreme medical emergencies.

C. Youths will not be unsupervised in the residence halls at night.

D. Taking pictures of youth or posting to social media sites without parental permission is prohibited.

E. Use of an Activity Worker’s personal room, office or home for interacting/meeting alone with youth that are affiliated with the activity is prohibited. Activity Workers are prohibited from meeting youth off-site or off hours. Exceptions require parental written approval and the Activity Director’s approval in advance.

F. All youths must have adult supervision until released to a parent or guardian, unless specific written parental permission is received.

Youth Activity File Retention

A. Each event will be maintained in its own file. The file will contain a copy of the Final Event Form from the Dean’s Office, Youth Activity Background Check Request Form and all Youth Event Release and Risk and Responsibility Forms.

B. Per the University of Nebraska, Board of Regents File Retention Policy all information and forms will be kept for minimum of five years.

Child Abuse and Neglect Including Sexual Assault Reporting Requirements

Nebraska statutes require any person who suspects or is aware of any child abuse or neglect, including sexual assault, to report such abuse, neglect, or assault to law enforcement or the Department of Health and Human Services (DHHS). Law enforcement is likewise required to notify DHHS of any such incidents reported to them. Activity Workers are required to notify Department of Health and Human Services immediately by calling 1-800-652-1999.

This means that if you suspect any child abuse or neglect, including sexual assault:

- You must report it,
- You should give as much information about the
circumstances as possible,

- You are immune from liability from any civil or criminal liability if you have reported the information in good faith, and
- If you know of child abuse, neglect, or sexual assault but are not reporting it, you are breaking the law.

Reference: Nebraska Statutes 28-711; 28-716; 28-717:

Nebraska Statute 28-711: (1) When any physician, medical institution, nurse, school employee, social workers, or any other person has reasonable cause to believe that a youth has been subjected to abuse or neglect or observes such youth being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper local law enforcement agency, the local Department of Health and Human Services or by calling the statewide hotline number at 1-800-652-1999.

Nebraska Statute 28-716: Persons participating in an investigation or making a report of youth abuse or neglect shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements.

Nebraska Statute 28-717: Any person who willfully fails to make any report required by the law shall be guilty of a Class III misdemeanor.

NCTA CREDIT HOUR DEFINITION AND STANDARDS

A credit hour at NCTA is defined as (adapted from US Department of Education regulation 34 C.F.R. §668.8(k)(2)(i)(A)):

An amount of work represented in intended student learning outcomes and verified by evidence of student achievement not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 16 weeks, or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution. Examples include online, internship, laboratory, etc.

The number of credits associated with a course taught at NCTA must be in compliance with NCTA credit hour definition and standards and approved by Academic Council before being offered to students. Assignment of credit will be based on the standards shown below. The type of instruction will be the standard upon which credit is determined.

<table>
<thead>
<tr>
<th>Credit Type</th>
<th>Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 credit lecture</td>
<td>16 student contact hours</td>
</tr>
<tr>
<td>1 credit lab</td>
<td>32 student laboratory hours</td>
</tr>
<tr>
<td>1 credit internship</td>
<td>72 contact hours (72 – 60 minute hours)</td>
</tr>
</tbody>
</table>

*NOTE: 1 "contact hour" = 50 minutes of instructional time

Classroom Presentations (Lecture/Demonstration/Discussion)

Instructors must meet the following mandate:

1. Instructor/student contact: the instructor is responsible for ensuring the class meets for the equivalent of at least 16 class periods, each 50 minutes in length, for each credit awarded for the class. 1 credit of lecture = 16 student contact hours

In order to qualify as a valid credit-bearing class, NCTA classes must meet these guidelines:

1. Classroom activity must include specifically planned learning experiences based on identified Student Learning Outcomes
2. Classes must include direct instructor involvement.
3. Classes are generally held on campus utilizing scheduled space with presentations, demonstrations and discussions generally facilitated by the instructor.
4. Students engage in two hours outside effort (such as homework) for each hour of instruction.

Laboratory Activities

Instructors must meet the following mandate:

1. Instructor/student contact: the instructor is responsible for ensuring the class meets for the equivalent of at least 32 class periods, each 50 minutes in length, for each credit awarded for the class. 1 credit of laboratory = 32 student laboratory hours

Laboratories must meet these guidelines:

1. Laboratory activity must include specifically planned learning experiences based on identified Student Learning Outcomes.
2. Laboratories must include direct instructor involvement with ongoing supervision.
3. Laboratories are generally held on or off campus in scheduled space and include demonstration activities, practice and/or skill development.
4. Students engage in one hour outside effort (such as homework) for each hour of laboratory.

**Internships, practicums, clinical experiences, etc.**

**Instructors must meet the following mandate:**

1. **Instructor/student interaction:** the instructor is responsible for ensuring the student is involved with appropriate educational experiences equivalent to at least 72 periods of internships or selected clinical per semester, each 50 minutes in length, for each credit awarded for the class. One credit of internship, practicum, or clinical experience = 72 student activity hours.

**Internships must meet these guidelines:**

1. Programs of activities with planned learning experiences are identified jointly by instructor, student and, if appropriate, employer. Student learning outcomes associated with the experience are identified and evaluated.
   
2. The instructor engages in periodic supervision and evaluation of the student experience.

3. Activities may occur on or off campus.

4. No additional outside student effort is required.
PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. The University of Nebraska — Nebraska College of Technical Agriculture (NCTA) is a community which values the freedoms of inquiry and expression. NCTA has the duty to protect these freedoms and furthermore has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

All members of the University community must at all times govern their social and academic interactions with tolerance and mutual respect so that the men and women who pass through the University’s doors are enriched by these experiences and are prepared for full and enlightened participation in a multicultural society. Because of NCTA’s commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable in a college setting.

This Student Code of Conduct is intended to present a clear statement of student rights and responsibilities and to set forth the procedures established by the University of Nebraska and NCTA to protect those rights and address the abdication of those responsibilities. The Student Code of Conduct describes the types of acts that are not acceptable in an academic community, as well as the general processes used to address those acts.

The NCTA Student Code of Conduct procedures act as an educationally-based fact-finding process, not a court of law. Its proceedings are not civil or criminal trials. The hearings are not adversarial proceedings but rather inquiries conducted by the Conduct Officer and/or Board.

Students do not relinquish their rights or shed their responsibilities as citizens by becoming members of the University community. Students must also be aware that, as citizens, they are subject to all federal and state laws in addition to all University regulations governing student conduct and responsibilities.

Article V: Interpretation, Review and Revision

(Updated June 2013)
PREAMBLE

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(Updated 2013)
Article I: Definitions

1. The term “University” means University of Nebraska–Nebraska College of Technical Agriculture (NCTA).

2. The term “Code” means the University of Nebraska-College Code of Conduct.

3. The term “student” includes all persons taking courses at the University, whether full-time or part-time, pursuing an undergraduate degree or certification, whether or not they reside in University residence halls. Persons who withdraw after allegedly violating the Code, or who are not officially enrolled for a particular term but who have an academic relationship with the University may be considered “students”.

4. The term “accused student” means any student who is charged with having violated one or more provisions of the Code.

5. The term “faculty member” means any person hired by the University to conduct classroom or research activities.

6. The term “University official” includes any person employed by, associated with, or performing assigned administrative or professional responsibilities in the interest of the University.

7. The term “member of the University community” includes any person who is a student, staff, faculty member, University official, or any other person employed by, or associated with the University. A person’s status in a particular situation shall be determined by the Conduct Officer.

8. The term “University premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the University, including adjacent streets and sidewalks.

9. The term “student organization” means any group recognized by the NCTA Student Senate. A “student organization” also applies to but is not limited to the following:
   a. Any athletic team—whether varsity, intercollegiate or club.
   b. Any self-organized student group (which may be an identifiable sub-group of students of NCTA).
   c. Any organized extracurricular function, not otherwise specified.

10. The “Senior Student Services Officer” is the person authorized by the Board of Regents of the University and the Campus Dean to be responsible for the administration of the Code.

11. The term “Conduct Officer” means a University official authorized on a case-by-case basis by the Senior Student Services Officer to impose sanctions upon students or student organizations, found to have violated the Code.

12. The term “advisor” means any person, including legal counsel, who assists the accused student or Conduct Officer during a Conduct proceeding.

13. The term “in violation” means that it is more than likely than not a student committed one or more violations of the Code.

14. The term “not in violation” means that it is likely that a student did not commit one or more violations of the Code.

15. An “Officer Hearing” is a meeting between the Conduct Officer and the accused student to determine whether a student or student organization has violated the Code and to impose sanction(s), if warranted.

16. The term “Conduct Board” means persons authorized by the Senior Student Services Officer to determine whether a student or student organization, has violated the Code and/or to recommend the imposition of one or more or sanctions.

17. The term “Appeals Board” means persons authorized by the Senior Student Services Officer to determine on appeal whether a student or student organization has violated the Code and/or to recommend the imposition of one or more sanctions.

18. The term “shall” is used in the imperative sense.

19. The term “may” is used in the permissive sense.

20. The term “policy” is defined as the written regulations of the University as found in but not limited to, the student handbook, residence life manual or the campus catalogs.

Article II: Student Code Authority

1. The Senior Student Services Officer, or designee, shall determine the selection process for the Conduct Board and Appeal’s Board member’s pool consistent with the Sections 5.3 and 5.4 of the Bylaws of the Board of Regents of the University of Nebraska.

2. The Conduct Officer shall develop policies for the administration of the Conduct program and procedural rules for the conduct hearings that are consistent with provisions of the Code.
Article III: Proscribed Conduct

A. Student Code Jurisdiction
1. Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises. However, University disciplinary jurisdiction may extend to any violation of the Code, by an individual student or a student organization as defined under Article I, whether or not the act occurs on University premises.
2. In regards to any investigation related to student misconduct, said student information may be internally communicated between any or all University organizations which a student may have contacted.
3. The University shall cooperate fully with law enforcement and other agencies in the enforcement of criminal law on University premises and in the conditions imposed by criminal courts for the punishment or rehabilitation of student violators. Individual members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
4. All sanctions imposed by the Conduct Officer and/or Conduct Board shall be, and continue, in effect pending the outcome of an appeal.
5. The decision(s) of the Appeals Board shall be final.

B. Disruption or Obstruction of University Operations, Activities or Functions; Unauthorized Occupation of University Premises.
1. Participation in a demonstration on the campus which materially and substantially disrupts the normal operations of the University and infringes upon the rights of other members of the University community.
2. Leading or inciting others to materially and substantially disrupt scheduled activities at any location on the campus.
3. Material and substantial disruption or obstruction of teaching, research, administration, or other University activities, including its public service functions on or off campus, or other authorized activities on the campus.
4. Material and substantial disruption of any activity or event of or sponsored by the University or an organization, either on or off campus.
5. Obstruction of ingress to or egress from any University building or facility or any student housing unit.
6. Obstruction of the free flow of pedestrian or vehicular traffic on the campus.
7. Unauthorized occupation or use of or entry into any University building or facility or any student housing unit, including both indoor and outdoor facilities.

C. Academic Dishonesty
1. The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found in violation of academic dishonesty shall be subject to both academic and disciplinary sanctions. Academic dishonesty includes, but is not limited to, the following:
   a. 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 an 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.
   b. Fabrication or 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.
   c. 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.
   d. Abuse of Academic Materials: Destroying, defacing, stealing, or making inaccessible library or other academic resource material.
   e. Complicity in Academic Dishonesty: Helping or attempting to help another student to commit an act of academic dishonesty.
   f. Falsifying Grade Reports: Changing or destroying grades, scores or markings on an examination or in an instructor's records.
   g. 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.
   h. 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 University Disciplinary Procedures.
2. 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 adviser, the instructor’s department chairperson or head, or the dean of the college in which the student is enrolled. When academic sanction is imposed which causes a 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 chairperson or head and to the Conduct Officer. The student shall be provided with a copy of this 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.

3. 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 applicable grade appeal procedure.

4. 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 the University Disciplinary Procedures. Any academic sanction imposed by the instructor shall be held in abeyance pending a final decision of guilt or innocence under the University 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 University Disciplinary Procedures, subject to the student’s right to appeal the severity of the academic sanction through the applicable grade appeal procedure.

D. Other Violations

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

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 any drug; or being unlawfully under the influence of any drug.

3. Smoking: Smoking in any University facility or vehicle except designated private student rooms in student housing units.

4. Physical Abuse: Physically abusing or threatening to physically abuse any person.

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

6. 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.

7. Sexual Assault: Sexual assault or any other uninvited behavior of a sexually explicit nature.

8. Dangerous Conduct: Conduct which is unreasonably dangerous to the health or safety of other persons or oneself.

9. Theft: Theft or attempted theft of any property.

10. Property Damage: Damaging or attempting to damage property of the University or of another individual.

11. Fireworks and Explosives: Using or possessing bombs, explosives, incendiary devices, or fireworks.

12. 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.

13. 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.

14. 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.

15. Firearms, Ammunition, Dangerous Weapons and Dangerous Chemicals: Possessing or selling firearms, ammunition, other dangerous weapons, or dangerous chemicals on the campus or on the premises of any student housing unit.
16. **Obstruction of Law Enforcement Officers, Firefighters or University Officials**: Obstructing or failing to comply with the directions of a law enforcement officer, firefighter or University official in the performance of his or her duty on the University campus, on the premises of any student housing unit or at any activity or event sponsored by the University or an organization.

17. **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.

18. **Indecent Exposure**: Committing any unlawful act of indecent exposure or public indecency.

19. **Gambling**: Any gambling activity in violation of the laws of the State of Nebraska or of the United States.

20. **Unauthorized Use of University Property**: Unauthorized use of any University property, facilities, equipment or materials.

21. **Unauthorized Keys and Unlocking Devices**: Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any University facility or lock.

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

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

24. **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 the University for cash or for payment of University goods or services.

25. **Abuse of Disciplinary Proceedings**: Abuse of University disciplinary proceedings shall include the following:
   a. Failure to obey a request to appear before a judicial officer or a judicial board.
   b. Falsification of testimony before a judicial officer or a judicial board.
   c. Disruption or interference with the orderly conduct of any judicial board hearing.
   d. Attempting to discourage any person from using University Disciplinary Procedures or participating in any disciplinary proceeding.
   e. Filing a malicious or frivolous complaint under the University Disciplinary Procedures or subordinate judicial board 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 University Disciplinary Procedures or under any subordinate judicial board disciplinary procedures.
   i. Violation of the privacy rights of any student or University employee in regard to any disciplinary proceeding.
   j. Influencing or attempting to influence another person to commit an abuse of disciplinary proceedings.

26. **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 University 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.

E. **Falsification or Misuse of University Identification and Other Documents**.
   1. Forging, altering or otherwise falsifying any University document, any University record or any University instrument of identification, or assisting another student in such misconduct.
   2. Borrowing, lending or improperly possessing any University instrument of identification.
   3. Submitting false information to any member of the faculty or staff or to any University office.

F. **Misuse of Computers or Computing Resources**.
   Computing resources at the University exist for the purposes of education, research, service, and administration. The use of computing resources for any purpose other than a purpose for which they are intended is an act of misconduct. Misuse of computers shall include:
   1. Accessing or attempting to access computing resources or computer-based information without proper authorization.
   2. Disrupting the intended use of computers or computer networks.
   3. Damaging or destroying computer equipment or computer-based information.
   4. Using a computer for an unauthorized purpose.
   5. Violating copyright laws or license restrictions with respect to the copying or use of computer programs, data, materials or information.
   6. Unauthorized use of another person's identification or password.

G. **Referral to Civil Authorities**
   When circumstances warrant, the University administration will refer acts of misconduct to appropriate civil or criminal justice authorities.
H. Standards of Academic Integrity

The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found in violation of the standards of academic integrity may 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 an 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 and/or equipment: 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 Acts of Academic Dishonesty: Academic units and members of the faculty may prescribe and give students prior written notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard shall constitute the Code.

I. Procedures and Sanctions for Academic Integrity

Under Section 2.9 of the Bylaws of the Board of Regents of the University of Nebraska, the respective colleges of the University have responsibility for addressing student conduct solely affecting the college. Just as the task of inculcating values of academic honesty resides with the faculty, the college faculty are entrusted with the discretionary authority to decide how incidents of academic dishonesty are to be resolved. If a faculty member suspects that a student has intentionally violated Code standards of academic integrity, the faculty member shall initiate the following procedures:

1. The faculty member shall request a meeting with each student involved. At the meeting the faculty member shall:
   a. Attempt to ascertain the facts pertinent to the incident;
   b. Explain to the student the basis for the suspicion of academic dishonesty; and
   c. Give the student an opportunity to explain the matter satisfactorily.
   d. If the student admits responsibility for the act of dishonesty and the faculty determines that imposition of only an academic sanction is appropriate, the faculty member may impose an academic sanction, such as retaking a test or rewriting a paper, or failure for the work involved or failure for the course.

2. If an undergraduate student and the faculty member cannot reach agreement on either the alleged act of dishonesty and/or the academic sanction, they may request the division chair to serve as a confidential mediator.

3. If an undergraduate student and the faculty member cannot reach agreement on either the alleged act of dishonesty and/or the academic sanction with the department chair’s assistance, they may request the Dean, or Dean’s designee to serve as a confidential mediator.

4. If the matter cannot be resolved with an undergraduate student through mediation with the division chair and the Dean or designee, as provided in Article III, Section E, 3 and E, 4, within ten (10) school days, or if after the initial meeting with the student, the faculty member determines with the concurrence of the department chair and the Dean of the college that the severity of the alleged academic dishonesty is of a nature that, if true, would warrant the imposition both academic and disciplinary sanctions, the Dean shall contact the University’s Conduct Officer to convene a Conduct Board.
a. The Conduct Board will function procedurally as outlined in Code, Article IV, Section E.

b. If the matter was referred to the Conduct Board as a result of failure of resolution through mediation with the Division Chair and the Dean, and the Board finds the student in violation of the standards of academic honesty, it may:
   i. Uphold the faculty member’s recommended academic sanction, or
   ii. Impose any less severe sanction that the Conduct Board determines to be appropriate.

c. Should the matter come to the Conduct Board because the severity of the alleged violation of standards of academic honesty has been determined to be of a nature that would warrant imposition of both academic and non-academic sanctions, and the Board finds the student in violation of those standards, the Board may impose both disciplinary sanctions as outlined in the Code, Article IV, Section F, and academic sanctions.

5. If the student accepts the initial academic sanction from the faculty member, or the determination reached after subsequent mediation with the Division Chair or Dean, the faculty member shall make a report in writing of the facts of the case and any academic sanction imposed, giving a copy of the report to the student. The faculty member will forward the report to the Senior Vice Chancellor for Academic Affairs & Student Life, via the Division Chair and Dean.

7. If the Conduct Board imposes disciplinary sanctions and/or academic sanctions, a report in writing of the facts of the case and the sanctions imposed will be given to the student and the Dean.

8. The decision reached by the Conduct Board may be appealed by the student within five (5) University business days of delivery of the decision to the student, according to the appeals process established in the Code, Article IV, Section H.

K. Acts of Misconduct of Student Organizations
An organization may be held responsible for misconduct, and subsequent sanctioning when:

1. Its officers, or other leadership, use, or recklessly allow the use of, facilities, resources, membership name of the student/campus organization for actions that are a violation of the Code; and/or

2. The officers or other leadership, of the student organization encourage, or fail to prevent violation of the Code by its members; and/or

3. A significant number of members of the student organization engage in concerted action which violates the Code and the officers or other leadership of the student organization are aware of the violation by its members and takes no reasonable action to stop the violation.

Article IV: Student Code Procedures

A. Interim Action – Removal from Academic Setting

1. If a University faculty or staff member observes conduct which substantially interferes with, or disrupts the academic environment within a classroom or other setting, she/he has the authority to remove the student from the environment in which the conduct occurs, up to and including contacting the Frontier County Sheriff’s Office to effect the removal.

2. Pending initiation of University Conduct proceedings, the faculty or staff member, may then temporarily suspend a student from that academic environment when that faculty or staff member believes that the presence of the Accused Student in that environment would seriously disrupt the normal operation of that environment.

3. In such cases of removal and/or interim suspension, the faculty or staff member shall forward the complaint to the Conduct Officer within 24 hours for consideration of Conduct proceedings against the Accused Student. The Conduct Officer shall then initiate appropriate Conduct proceedings against the Accused Student as promptly as is reasonably possible.

4. Until the Conduct Officer so directs, the student may not re-enter the academic setting. The student may be eligible for return after a specific period of time, determined by the Conduct Officer, contingent upon...
meeting specified conditions for re-admittance.

B. Interim Action – Temporary Suspension from Campus

1. Any student charged as being in violation of the Code has the right to maintain status as a student and attend classes while the case is pending final resolution within the University Conduct process, unless it is determined by the Senior Student Services Officer or his/her designee that the student’s continued participation as a student, whether inside or outside of the classroom, is an immediate harm, threat of harm, or source of hostile environment for the student charged, any alleged victim, or others.

2. Pending initiation of University Conduct proceedings, the Senior Student Services Officer, may at any time, temporarily suspend a student when the Senior Student Affairs Officer finds and believes from information coming to his or her attention that the presence of the Accused Student on the University premises would seriously disrupt normal operation of the University or constitute an immediate harm, threat of harm, hostile environment and/or danger to the health, safety, or welfare of the Accused Student or any member of the University community.

3. In such cases of interim suspension, the Senior Student Services Officer shall promptly instruct the Conduct Officer to initiate appropriate Conduct proceedings against the Accused Student as promptly as is reasonably possible.

4. During the suspension described in this article, the Accused Student may be denied access to any University premises (including classes) and/or all other University programs, activities or privileges for which the student might otherwise be eligible, as the Senior Student Affairs Officer may determine to be appropriate.

5. If a student placed on interim suspension is ultimately found “not in violation” of having violated the Code, such student shall be allowed, at the reasonable discretion of the appropriate faculty, to make up academic work missed while on suspension.

C. Student Conduct Rights

1. Any student involved in a Conduct proceeding has the right to confidentiality as mandated by the Family Educational Rights and Privacy Act of 1974 (FERPA).

2. An Accused Student has the right to have the case disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Conduct Officer.

3. An Accused Student has the right to see all charges in written form.

4. Any student involved in a Conduct hearing has the right to be assisted by an advisor (although advisors are not permitted to speak to the Conduct Officer or Conduct Board during the Conduct proceeding).

5. An Accused Student has the right to hear all evidence, present evidence, testify, and to hear and question witnesses.

6. An Accused Student has the right to have an opportunity to inspect documents and a list of witnesses for the hearing.

7. An Accused Student has the right to be notified of the decision rendered.

8. An Accused Student has the right to request an appeal.

D. Student Conduct Charges

1. Any member of the University community may submit allegations against any student or student organization for violation(s) of Student Conduct Rules and Regulations. Allegations shall be prepared in writing and directed to the Conduct Officer for his/her consideration of filing charges. Any allegation should be submitted as soon as possible after the alleged misconduct takes place, preferably within, but not limited to, five (5) University business days.

2. The Conduct Officer may conduct an investigation to determine if the allegation(s) have merit, determine if the allegations warrant a Conduct proceeding, and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Conduct Officer. Such disposition shall be final and there shall be no subsequent proceedings.

3. All charges shall be presented to the Accused Student in written form by a University official or the Conduct Officer.

4. A time shall be set for a hearing, not less than three (3), nor more than ten (10) University business days after the student has been notified, unless waived by mutual consent of the Accused Student and Conduct Officer. Maximum time limits for scheduling of hearings may be extended at the discretion of the Conduct Officer.

5. Except in the case of a student charged with failing to obey the summons of the Conduct Officer, a Conduct Board, or other University official, no student may be found to have violated the Code solely because the student failed to appear.

6. In such cases when a student fails to appear before the Conduct Officer, Conduct Board, or Appeals Board, a plea of “not in violation” shall be entered on the Accused Students’ behalf and the hearing may proceed as scheduled.

7. In all cases, whether the Accused Student is present or not, the evidence in support of the allegations shall be presented and considered.
E. **Student Conduct Hearings**

1. Officer hearings conducted by the Conduct Officer shall be carried out according to the following guidelines:
   a. The Conduct Officer shall initially meet with the Accused Student to ascertain their status as a student, explain the Conduct proceedings, obtain a plea, and determine if the Conduct Officer will conduct an Officer hearing or if the case will be referred to a Conduct Board.
   b. If an Officer hearing occurs and the student pleads “in violation”, the Conduct Officer may impose sanction(s) at that time.
   c. If an Officer hearing occurs and the student pleads “not in violation”, the Conduct Officer may discuss the facts of the case with the student, render a decision and, if the student is found to be “in violation”, impose sanction(s) at that time.

2. Conduct Board hearings shall be carried out according to the following guidelines:
   a. In cases where either University Suspension, Expulsion, or Deactivation are considered, the case shall be referred to a Conduct Board for an original hearing.
   b. The Conduct Board shall be composed of 5 members – consisting of at least one faculty member, one staff member, and one student.
   c. The Conduct Board shall select its own chair with all the members possessing voting privileges.
   d. Hearings shall not be open to the public.
   e. In hearings involving more than one Accused Student, the chairperson of the Conduct Board, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
   f. The Accused Student(s) and the Conduct Officer are responsible for presenting their respective cases to the Conduct Board.
   g. The Accused Student(s), the Conduct Officer, and the Conduct Board shall have the right to hear all evidence, present evidence, testify, and to hear and question witnesses.
   h. The Accused Student(s) and the Conduct Officer shall have an opportunity in advance to inspect documents and a list of witnesses for the hearing.
   i. Pertinent records, facts, reports, and statements may be accepted as evidence for consideration by a Conduct Board.
   j. All procedural questions are subject to the final decision of the chair of the Conduct Board.
   k. After the hearing, the Conduct Board shall determine by simple majority vote whether the student is found to be “in violation” of the Code. The decision shall be based solely upon evidence introduced and received at the hearing.
   l. The Conduct Officer, the Conduct Board’s, or the Appeals Board’s determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Code.
   m. The burden of proof shall rest upon the Conduct Officer bringing the charge.

3. The alleged victim and the Accused Student have the right to be assisted by any advisor they choose, including legal counsel, at their own expense.

4. The role of the advisor is limited in that they may only confer privately with the party they are representing and cannot directly address any other member of the Conduct proceeding. The only appropriate role for the advisor is to provide advice to the party who has requested his/her presence in a manner which does not disturb Conduct proceedings. If an advisor fails to act in accordance with these guidelines, he/she may be barred from Conduct proceedings.

5. There shall be a single verbatim record, such as a tape recording, of all hearings before a Conduct Board. The record shall be the property of the University.

6. In each case in which a Conduct Board determines that an Accused Student has violated the Code, the sanction(s) shall be determined and imposed by the Conduct Board.

7. Within five (5) University business days following the hearing, the Conduct Board shall inform the Accused Student in writing of its findings and of the sanction(s) imposed, if any.

F. **Conduct Sanctions Against Individual Student**

1. The following sanction(s) may be imposed upon any individual student found to be “in violation” of the Code.
   a. Warning: A formal, written notice that the student is violating, or has violated, one or more University Conduct Rules and Regulations and that a continuance of the misconduct may lead to additional disciplinary action. Also, that the incident has been documented and shall remain in the student’s Conduct file for the remainder of their NCTA career.
   b. Probation: A formal, written reprimand for a student’s violation(s) of specified University Conduct Rules and Regulations. This probation, including strict campus conduct guidelines, is for a designated period of time and may remain in effect for the remainder of a student’s NCTA career. It includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any University Conduct Rules and Regulations during the probationary period.
   c. Loss of Privileges: Denial of specified privileges for a designated period of time.
   d. Restitution: Compensation for loss, damage, or
injury. This may take the form of appropriate service and/or monetary, and/or material replacement.

e. Referral: Mandatory appointment(s) with on-campus services. Any costs or further actions associated with the referral are the responsibility of the student.

f. Discretionary Sanctions: In accordance with the goal of education and assisting students with conduct problems, this may include work assignments, educational requirements, service to the University or Curtis community, parental notification, or other related discretionary assignments (such assignments must have the prior approval of the Conduct Officer). Any costs associated with the assignment are the responsibility of the student.

g. Residence Hall Relocation: Moving a student from one room to another and/or one residence hall to another

h. Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

i. Residence Hall Expulsion: Permanent removal of the student from any and all of the residence halls. Student may not re-enter the residence halls, under any conditions, even as a visitor. Students expelled from the residence halls remain liable for all Residence Life costs and meal plan fees and are not eligible for refunds for the full occupancy period of the NCTA Housing Contract.

j. University Suspension: Separation of the student from the University for a definite period of time, after which the student may be eligible for return, contingent upon meeting specified conditions for re-admittance. The student must satisfactorily demonstrate to the Senior Student Affairs Officer that all conditions for re-admittance have been met before the student will be allowed to matriculate.

k. University Expulsion: Permanent separation of the student from the University, without the possibility of re-admission.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. If a student fails to abide by one or more of the sanctions imposed, a hold may be placed on his/her registration account until satisfactory progress is made towards completion.

4. Other than University expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential disciplinary record.

a. After graduation, and upon application to the Conduct Officer, the student’s confidential disciplinary record may be expunged of disciplinary actions other than residence-hall expulsion, University suspension, or University expulsion.

b. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, or University expulsion, shall be expunged from the student’s confidential record seven (7) years after graduation, final disposition of the case, or as otherwise authorized or required by law.

G. Conduct Sanctions Against Student Organizations

1. The following sanction(s) may be imposed upon any student organization found to have violated the Code.

a. Warning: A formal, written notice that the student organization is violating, or has violated, one or more University regulation(s) and that a continuance of the misconduct may lead to additional disciplinary action. Also, that the incident has been documented and will remain in the organization’s Conduct file for the remainder of their existence at NCTA.

b. Probation: A formal, written reprimand for the student organization’s violation(s) of specified regulation(s). This probation is for a designated period of time up to and including strict campus conduct guidelines for an extended period of time. It includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any University regulation(s) during the probationary period.

c. Loss of Privileges: Denial of specified privileges for a designated period of time.

d. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary, and/or material replacement.

e. Referral: Mandatory appointment(s) with on-campus services. Any costs or further actions associated with the referral are a responsibility of either the student organization or the individual students themselves.

f. Discretionary Sanctions: In accordance with the goal of education and assisting student organizations with conduct problems, this may include work assignments, service to the University or Curtis community, advisor notification, or other related discretionary assignments (such assignments must have the prior approval of the Conduct Officer). Costs associated with the assignment are a responsibility of the student organization.

g. Deactivation: Loss of all privileges, including University recognition, for a specified period of time.

2. More than one of the sanctions listed above may be imposed for any single violation.
H. Appeals

1. A decision and/or sanction(s) reached by the Conduct Officer or Conduct Board may be appealed by the Accused Student or student organization within five (5) University business days of delivery of the decision to the student or student organization.

2. Upon receipt of an appeal, a time shall be set for a hearing, not less than three (3), nor more than ten (10) University business days after the appeal notice has been received, unless waived by mutual consent of the Accused Student and Conduct Officer. Maximum time limits for scheduling of hearings may be extended at the discretion of the Conduct Officer.

3. Appeals may be filed for one or more of the following purposes:
   a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Code was violated, and giving the Accused Student a reasonable opportunity to prepare and present a rebuttal of those allegations.
   b. To determine whether the decision reached regarding the Accused Student was based on the evidence, that is, whether the evidence presented was sufficient to establish that a violation of the Code occurred.
   c. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing or could not have been discovered by the person.
   d. To determine whether the sanction(s) imposed are appropriate for the violation of the Code, which the student was found to have committed.

4. An appeal that does not clearly raise in writing one or more of the issues listed above shall be dismissed without further consideration.

5. In cases citing issues raised in Article IV, Section H, 3.d., by students or student organizations found to have violated the Code, review by the Appeals Board of the sanction(s) imposed by the Conduct Officer or Conduct Board shall not result in more severe sanction(s) for the Accused Student or student organization.

6. Appeals shall be in writing and shall be delivered to the Senior Student Affairs Officer, or his/her designee.

7. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents.

8. Upon the filing of an appeal, whether from an Officer hearing or Conduct Board, the Senior Student Services Officer shall appoint an Appeals Board to consider the appeal.

9. Appeals Board hearings shall be carried out according to the following guidelines:
   a. In cases where the Conduct Board has imposed either Suspension, Expulsion, or Deactivation as a sanction, the case shall automatically be referred to an Appeals Board for an appellate hearing.
   b. The Appeals Board shall be composed of 5 members – consisting of at least one faculty member, one staff member, and one student.
   c. The Appeals Board shall select its own chair, with all members possessing voting privileges.
   d. Hearings shall not be open to the public.
   e. Members of the Appeals Board shall not have been members of the original Conduct Board who heard the facts and incidents of the case at hand.
   f. In hearing an appeal, the Appeals Board’s scope shall be limited to only those issues directly raised in the written appeal.
   g. The Appeals Board may ask the Accused Student or student organization making the appeal and the Conduct Officer to make an oral presentation. The board may then ask questions of both parties.

10. The Appeals Board shall complete its review of the appeal within ten (10) University business days after its hearing, and shall promptly issue its written decision to the student or student organization.

Article V: Interpretation, Review, and Revision

1. Interpretation: Any question of interpretation regarding the Code shall be referred to the Senior Student Services Officer, or designee, for final determination.

2. Review: The Code shall be reviewed at least every five (5) years under the direction of the Senior Student Affairs Officer and Conduct Officer. The Senior Student Services Officer may convene a committee to consider revisions to the Code as deemed necessary.

3. Revision: A minimum of five (5) University business days’ written notice will be given to the student body for changes to this document. The most current version of this document shall be posted on-line.
Students' Rights and Responsibilities

Equal Educational Opportunity
The University of Nebraska affirms its policy of administering all educational programs, related support services, and benefits in a manner that does not unfairly discriminate on the basis of a student’s, or prospective student’s race, age, color, disability, religion, sex, sexual orientation, national or ethnic origin, marital status, or Vietnam-era veteran status for admission, academic performance and conduct in accord with University policies and rules and laws applicable to student conduct.

Furthermore, the University commits itself to encourage greater involvement of those individuals traditionally underrepresented in the student body, and to establish organization structures and procedures that assure all students equal access to the facilities and educational benefits of the institution. Grievance procedures exist for those students who believe they have been unfairly discriminated against on the basis of race, age, color, disability, religion, sex, sexual identity, national or ethnic origin, marital status, or Vietnam-era veteran status.

SECTION I: Rights and Responsibilities

The Board of Regents Bylaws, Chapter 5, contains a series of policies entitled “Responsibilities and Rights of Students.” A number of those policies are contained in this section, with the remainder being incorporated into other applicable sections.

A. Statement of Responsibility
Students, like all members of the academic community, have the responsibility to create and support an educational environment. Each member of the community should be treated with respect and dignity. Each has the right to learn. This right imposes a duty not to infringe upon the rights of others. The academic community should assure its members those opportunities, protections, and privileges which provide the best climate for learning. (Board of Regents-BOR Bylaws, Section 5.0)

B. Publicity of Rules Affecting Students
The University shall publicize and keep current all rules, regulations, and policies concerning students and insure that they are readily available to all students and other interested persons. (BOR Bylaws, Section 5.1)

C. Admissions and Continued Enrollment Criteria
The University shall publish the criteria for admission, academic progress, certificates, and degrees for all divisions of the Nebraska College of Technical Agriculture. Admission to the University and the privileges of the University students shall not be denied to any person because of age, sex, race, color, national origin, or religious or political belief. (BOR Bylaws, Section 5.2)

D. Administrative Withdrawal
The University reserves the right to exercise an administrative withdrawal. Administrative withdrawals may be initiated when a student’s continued presence on the campus would constitute the potential for danger to self or others, or disruption of University community interests including teaching, administration or other University recognized activities.

E. Academic Evaluation (BOR Bylaws, Section 5.3)
1. Students shall be informed of the requirements, standards, objectives, and evaluation procedures at the beginning of each individual course.
2. Each student shall be given an evaluation of his/her performance during the progress of the course, if requested.
3. Each college shall provide for a faculty-student appeals committee for students who believe that evaluation of their academic progress has been prejudiced or capricious. Such procedure shall provide for changing of a student’s evaluation upon the committee’s finding that an academic evaluation by a member of the faculty has been improper. Procedures for appealing evaluation of academic progress are provided by each college unit. Generally, but not necessarily conclusively, the procedures are similar to the following: students wanting to appeal a grade (evaluation that has been prejudiced or capricious) shall attempt to discuss the matter directly with the instructor. If the student and instructor do not reach a satisfactory agreement, the student may submit an appeal in writing to the chairperson of the department in which the course is offered. If the student and chairperson do not reach a satisfactory agreement, the student may submit an appeal in writing to the dean of the college in which the course is offered. Normally, the decision made at this level, which may include a hearing by a faculty-student appeals committee, will be final.
4. Each college shall provide a mechanism by which students have an opportunity to report their perceptions of courses and the methods by which they are being taught, provided that such mechanism shall protect members of the faculty from capricious and uninformed judgments.

F. Eligibility for and Participation in Co-Curricular Activities
The University shall permit students to organize and join associations to promote their common interests and shall establish procedures for the official recognition of those organizations for use of campus facilities. Each such recognized organization shall be required to comply with all applicable federal and state statutes and University regulations. (BOR Bylaws, Section 5.10)
Co-curricular activities are offered by the University to meet the needs and interests, and to promote the development of special skills, of its student population. To participate, as a member, in any recognized University organization, a student must be registered (officially and continuously enrolled in at least one credit course, excluding audit hours). In order to participate as a member in any recognized co-curricular activity, a student must maintain a cumulative GPA of at least 1.75 for the first 45 hours attempted and at least 2.00 for 46 or more hours attempted. To be eligible to run for or hold an elected or appointed position in the NCTA Student Senate, a student must maintain a minimum cumulative GPA of 2.00 and not be on disciplinary probation.

These requirements supersede the membership rules, constitutions, and bylaws of all recognized student organizations. It is assumed that advisors and officers of all organizations shall establish and enforce membership requirements which may be more, but not less, stringent than the foregoing. Under all circumstances, University policy prohibits denial of University privileges to students on the basis of race, color, religion, sex, disability, age, or national origin, except under special circumstances as authorized by the law.

G. Campus Speakers
The purpose of a speakers program is to advance the general educational processes of the University by putting before the University community a broad range of ideas in a variety of contexts. The organizations administering speaker programs should make every attempt to provide balance on all subjects.

NCTA’s procedures will insure the orderly and adequate preparation for the event; however, the control of campus facilities will not be used as a device of censorship. (BOR Bylaws, Section 5.11)

SECTION II: Public Information

A. Public Information Regarding Students
In compliance with the federally-enacted Family Educational Rights and Privacy Act, and as defined by the Board of Regents, public information regarding students attending NCTA shall be the student’s name, current address, permanent address, year at the University, academic major field of study, telephone number, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and current enrollment status. Information contained in personal files of the student is considered confidential and requires written authorization by the student for release to the public. Records with names and personal identification deleted may be available for governmental or University-approved research and analysis. Public information will be released by the Registrar to anyone, upon inquiry, unless the student has requested that specific items not be released. The student’s request to have public information withheld should be filed at the Office of Records & Registration during the first week of each term of enrollment. (Bylaws, Section 5.6)

B. Counseling/Medical Records
Information exchanged with and/or maintained by a professional counselor/psychologist or medical personnel, about a student client, will remain confidential.

C. Disciplinary Records
Please refer to the Student Code of Conduct in this Handbook, Article IV: Conduct Policies, Section B. Sanctions, #3.

D. Campus Solicitation Policy
In order to preserve and promote an academic environment for students and faculty at the University, the following policy statement is hereby adopted:
1. The use of any part of the NCTA campus (buildings or grounds) for purposes of solicitation by a group not formally recognized by the University is strictly prohibited.
2. Solicitation is defined as the selling of any object or service for money. Also seeking donations, love offerings, or gifts by any group not formally recognized by the University will be considered solicitation. Solicitation is further defined as contacting any member of the campus community by personal contact, telephone, or letter to either recruit or gain membership in an organization not formally recognized by the University.
3. The use of campus mailboxes and bulletin boards for solicitation is strictly prohibited. Also, sale bills, fliers or political campaign materials placed on an automobile are strictly prohibited. Distribution of the aforementioned materials is also prohibited on campus, provided, however, that nothing herein shall prohibit the posting of political materials within the various campus buildings for any Federal, State or city or student election after said materials have been approved for posting by the respective building supervisor.
4. All outside groups must obtain sponsorship by an approved NCTA organization before they will be allowed to use on-campus facilities. No individual student or faculty member may sponsor an outside group for purposes of solicitation. Community organizations may reserve space to publicize events and activities through the Dean’s office.
5. Any organization sponsoring the activities of an off-campus group will be held responsible for the actions of their guests. Also, the faculty sponsor of the organization must be present while the off-campus group is visiting NCTA.

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6. Nothing in this policy shall be interpreted as restricting the use of the University newspaper or other appropriate publications for advertisements or solicitation or political materials, the publication of which remains consistent with responsible journalism.

SECTION III: Petitions

It shall be the right of any individual member or group of members of the University (i.e., students, faculty, or staff) to be granted, upon petition to the appropriate policy-making body or office, a public hearing at which the policy indicated by the group of petitioners in their petition shall be discussed. The policy-making body or offices petitioned shall schedule the hearing for some time convenient to the interested parties, if possible no later than two weeks after the petition is submitted during periods when the University is in session, and shall announce publicly in advance the time and place of the hearing.

At the hearing, that body responsible for the policy indicated in the petition, shall clarify said policy, offer the reasons, which justify that policy in view of the objections or questions raised about it in the petition, and respond to any additional questions or criticisms of the policy or related policies raised at the hearing by any member of the University. It is expected that, before such a petition is submitted, all other normal channels for raising questions about the policy will have been exhausted. If, in the view of the policy-making body or office to whom the petition may be submitted, the petition is merely a form of harassment or adequate answers are available through other normal channels, the petition may be referred to the appropriate representative body of that group primarily affected, i.e., Student Senate, Faculty Senate, or Staff Advisory Council, to determine whether the hearing must be held.

A decision by that representative body not to hold a public hearing shall be overruled by the submission to the same of a petition requesting such hearing and signed by at least 100 members of the University community. (UN Governance Manual, Section 6541.1)

SECTION IV: Disruptive Behavior

NCTA recognizes peaceful demonstration as a legitimate means of expressing one’s opinion. The response of the University to disruptive behavior must ultimately depend on the judgment of the officials who are in charge. However, the following should be observed:

1. Every effort should be made to end the disruption through reason and persuasion. These efforts shall include a clear indication of the willingness to discuss issues involved. Discussion of the issues will not be conducted under conditions of duress.

2. If the discussion method fails, the individuals involved will be notified that they are in violation of University regulations and they will be asked to cease the activity. In the event that the alleged violators do not cease the activity within a reasonable length of time, temporary sanctions, which may include probation and suspension, may be imposed on the scene. However, unless both the students and the University officials agree to a postponement, the University must hold disciplinary hearings within ten (10) working days or the temporary sanctions will be dissolved. Such disciplinary hearings shall be held, keeping in mind the established disciplinary procedures of the University. No temporary sanctions shall be made part of the student record. If a student is found innocent of the action for which temporary sanctions were imposed, no record of the temporary sanctions or of the hearings shall become part of any of the student’s file or records, and the student shall be given the opportunity to make up any work which the disciplinary action prevented the student from completing.

3. If the use of institutional sanctions and discussion methods fail to end the disruption, or if alleged violators are not members of the University community, extra-institutional methods (including the invocation of appropriate police powers) may be used. Non-members of the University community who engage in disruptive behavior on campus may be referred to civil authorities for appropriate action.

4. Evidence regarding the activity of non-members of the University community who are alleged to have engaged in disruptive behavior on campus may be referred to the appropriate agencies or persons.

5. The University community abhors the use of force as a method of settling disagreements and will always make exhaustive attempts to deal with issues by rational methods.
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INTRODUCTION
Welcome to on-campus living at NCTA! We hope you are looking forward to the residence halls becoming your home away from home.

We think you will find living on campus at NCTA to be one of the most exciting aspects of your collegiate experience. NCTA’s variety of housing facilities have been designed to provide a close-knit living atmosphere that encourages friendships, learning, leadership opportunities, and the reality of your active membership in the NCTA community.

Please note –
Office of Residence Life policies and procedures may be modified upon written notice.

THE OFFICE OF RESIDENCE LIFE
Mission Statement
The NCTA Residence Life program creates a student-centered learning experience leading to the academic, social, and personal success of students living in Residence Halls and offers support to students throughout the larger NCTA community.

Core Values
Courtsey: Residents learn to respect and appreciate each other for their differences as well as their similarities.

Accountability: Residents take responsibility for their actions. They own up to their mistakes and try to make things better.

Respect: Residents learn to respect and appreciate each other for their differences as well as their similarities.

Excellence: Residents believe they are able to achieve all they set out to do.

Success: Residents will be able to evaluate and measure their achievement in and out of the classroom.

Community: Residents develop, promote and preserve positive collaboration, understanding and interaction.

Involvement: Residents care about their surroundings and participate in the lives of their neighbors.

NCTA EXPERIENCE
Although, in the past, college “dorms” essentially represented a passive facility for sleep and study, the modern residence hall community has become an integral co-curricular part of your college experience.

Through your experience on campus, you will gain a better understanding of other life-styles and cultures, as well as your own preferences and abilities. You will develop a variety of skills including personal and intergroup communication, assertiveness, leadership, and personal initiative. The on-campus environment provides the "lab" for application of what you learn in classroom settings, and is designed to provide a challenging yet supportive transition period for you into your future career and life.

Supporting this development, NCTA requires all full-time first year students under the age of 21 with less than 30 credit hours of post secondary education and a cumulative GPA of 2.0 or lower on the first day of classes in the fall semester are required to live in campus housing for the duration of the academic year. The only exceptions are if:

- The student lives with his/her parents or guardian within a 45-mile driving distance from NCTA;
- The student will live with a close relative (grandparent, brother, sister, aunt or uncle) provided the relative is over 21 years of age, and the residence is within 45 miles of the NCTA campus;
- The student is married, a single parent or has a documented medical/mental health condition which makes it impractical to meet the housing requirement.

An exception request will only be considered after the appropriate form has been obtained from and returned with supportive documentation to the Residence Life Manager.

Exceptions must be approved by the Office of Residence Life.

Under federal law and University policy, room assignments and room changes cannot be made on the basis of race, color, religion, handicap, national or ethnic origin, or sexual orientation; however, we do reserve the right to deny housing to those who have been convicted of a crime or have pending criminal charges.

General Services
The Office of Residence Life is the branch of the campus responsible for the residential services and many of the activities and programs available to you on campus. Residence Life coordinates the housing assignments and maintenance of the physical aspects of the housing facilities, and also a broad range of educational, cultural, recreational, and social programs.

Housing Facilities
On campus housing facilities can accommodate
approximately 200 students in three traditional residence halls, and a suite style building. Each housing facility is staffed by live-in Resident Advisors (RAs) on each floor. All of the residence facilities feature several lounges, study areas, and recreational spaces for student interaction and involvement. All halls feature computer labs which are networked to the NCTA mainframe computers.

A variety of living environment options are available to students. Each room is furnished (unless otherwise noted) with desks, chairs, dresser space, window coverings, beds/mattresses, mirrors, closets, basic cable service and internet service. Each hall also has kitchens, lounges, laundry, and recreational facilities. Each hall has open visitation, meaning that guests (of the same or opposite gender) may visit at any time. An individual floor may set more limited visitation hours through community standards, with a vote of 2/3 of the residents of the floor. Students furnish bed linens, blankets, pillows, towels, and items to personalize their room.

**Residence Hall Special Features**

**Single Rooms:** Single rooms are available on a limited basis. An additional per semester charge is required. Your account (tuition, fees, room, and board charges) must be current before converting to a single room.

**Break Housing:** Housing during campus breaks is limited to those students who are providing a service to the campus or are required by their major to stay and care for campus animals.

A very limited number of rooms (not single rooms) may be available for break housing for residents not normally residing in a break hall. However, this is not guaranteed and students should plan accordingly.

**Residence Life Staff**

**A STAFF MEMBER CAN HELP YOU**

If you have lost your keys.  
If you need to move to a new room.  
If you are having a roommate conflict.  
If you have an emergency.  
If you are locked out of your room.  
If you have questions.  
If you want to get involved.

**Resident Advisors** or "RAs" are your personal link to your residence hall community and the day-to-day activities in your community. These undergraduate student leaders are carefully selected and trained. They coordinate the environment in your facility, and serve as a source of information, initiator of activities, advisor and friend.

**The Residence Life Manager** is responsible for the day-to-day operations of the office. Daily, direct supervision of the Resident Advisors, The Residence Life Manager oversees the recruitment, training and retention of the residence hall staff, staff manual and staff contract revision. The Residence Life Manager also oversees the coordination of the housing contracts and assignments.

**Residence Hall Community**

Concern, mutual respect, and maturity are basic to the development of a community that can assist you in your personal endeavors and achievements. It is expected that you will make a contribution to the building of your community. In turn, you can expect to reap the benefits of a unique learning experience.

Each residence hall contract shall be governed by and enforced in accordance with the laws of the state of Nebraska.

**Community Standards Model**

The primary goal of the Community Standards Model is to ensure that your need for sleep, educational, social, and personal time is respected. You are an integral part of the residential hall community and assist in the development and implementation of the Community Standards Model. You are asked to accept responsibility for your living environment by upholding NCTA policies, either contractually or by a vote. Community Standards may be renegotiated at any time. The development of Community Standards in the halls gives you a great deal of freedom and choice, while not infringing on the rights of others.

The Community Standards Model is a cooperative effort to respect the rights of others, to instill pride in the halls, and to strive for a community that will help all members experience success at NCTA.

**Resident’s Responsibilities**

Living on campus may represent the first contractual agreement you have ever signed. Your application and admission to NCTA, as well as to housing, represent a significant commitment of time, energy, and money. As a resident on campus, you have a right to an appropriate environment in your housing facilities, and you are also responsible for contributing positively to that environment. Upon moving into the residence halls and chapter houses, you are responsible for the following:

1. The rules and regulations of the state, campus, and the halls as stated in this handbook. You are responsible for knowing these rules and adhering to them at all times.
2. Attending floor meetings. You are responsible for all information discussed; if unable to attend, you should contact your Resident Advisor. General meetings of all residents are held in each residence hall during Fall and Spring semesters. Floor meetings are held periodically throughout each semester. Notices will be posted announcing the time and place of the
meetings. Attendance is required; you may be documented for noncompliance for failure to attend floor meetings

3. Activities that occur within your room. Even if not present or involved in a policy violation, you may be held responsible.

4. Your guests and their conduct while present in the halls. Residents may be subject to disciplinary action because of their visitor’s behavior.

Living in a Community

The residence hall community at NCTA consists of you, the members of your floor and building, members of the other residence halls, and people working in the offices in the residence halls. Your community will begin to develop from the day the halls open in August. The direction your community takes depends largely upon your involvement. Your interaction with others and their interaction with you is the largest factor in the creation of a supportive living environment. The residence hall environment can offer you support in the areas of academic excellence, social maturity, self-reliance and an increased understanding of one's self and others.

One of the best ways to help ensure the successful growth of your community is for residents to foster an atmosphere of mutual respect and consideration for one another. Before you act, consider the impact your behavior may have upon your fellow community members.

Living within your floor or hall community, you will have the opportunity to meet people who have a variety of backgrounds and life-styles. Your interaction with them may be one of the most rewarding aspects of your college experience. Each person you meet will have unique experiences to share. You are encouraged to become well acquainted with the people in your community and to use these experiences to increase your knowledge of others and make new and lasting friendships. You must also be willing to share yourself and your experiences with the members of your community. Your active involvement in the community and your participation in activities is essential for its growth and the formation of positive relationships.

Living With a Roommate

One of the first people you may be asked to get to know is your roommate. If you are sharing a room with a roommate, the two of you will be sharing the same living space for the entire school year. You and your roommate may be similar or very different, and it may take some work to develop that relationship. You do not necessarily have to be best friends with your roommate, but you do need to establish a working/living relationship. The next few pages offer you some ideas to help you and your roommate create a positive living environment.

First of all, do not wait for problems to arise before you discuss lifestyle differences. Communication is the key to successful residence hall living and interactions of all kinds. Always strive to keep communication channels open. Be honest but tactful when talking to your roommate. If you are finding it difficult to express your feelings, ask your RA for help - she or he can be a terrific sounding board and can also help mediate a conflict if necessary to help you develop a good relationship with your roommate, we suggest that consideration, communication and compromise are key factors.

The following may help you zero in on some typical lifestyle issues, allow you to examine the different ways you and your roommate approach issues, and give you the opportunity to work out methods of resolving differences before conflict arises:

**STUDYING:** When do you like to study? Do you plan to do most of your studying in the room or in places such as the library? At what noise level do you prefer to study? How much time do you devote to studying?

**ROOM CONDITION:** How much clutter do you like around the room? Is it okay for my side to be more messy/neat than yours? What is the best way to organize a method of cleaning, e.g. a schedule or specific tasks? Whose responsibility is it to clean certain areas? How often should the room be cleaned?

**SLEEPING HOURS:** Do you go to bed early or late? Get up early or late? Does noise or light bother you late at night or early in the morning? Do you get upset when awakened?

**PRIVACY:** How much privacy do you need? Do you need time to yourself in the room each day? Can it be scheduled?

**BORROWING:** Is it okay to borrow a possession or clothes? Do you need to ask first, no matter what it may be? (Be prepared to accept responsibility if something happens to the borrowed item. Offer to pay for or replace it.) Are there possessions which are accessible to me as your roommate, or certain possessions nobody is to touch except you?

**VISITATION:** How do you feel about me having a visitor of the same sex or of the opposite sex? If you have a visitor and this proves to be an inconvenience to me, how would you best like me to communicate this to you? How late is all right to have visitors? When is it all right to have overnight guests?

**FUTURE PROBLEMS:** If something is bothering you concerning the rooming situation, what would you most likely do? Would you be passive or assertive? How would you like to be approached concerning problems that might arise between us?

Dealing with Conflict
Conflicts may arise during the year. It is important to let your roommate, or anyone else you have a conflict with, know how you feel about situations. Otherwise small incidents can build up into a major quarrel.

When you are describing how you feel, be sure to:
1. Know what you are feeling.
2. Put the emotion you are feeling into words try to be specific.
3. Try to indicate what triggered the feeling.
4. Own the feeling as yours.

For example: “It makes me (own the feeling) angry (the feeling) when you leave your clothes all over the room (what triggered the feeling).” Not helpful: “You are a slob!” or “You’re a jerk!”

About Listening
Listening is just as important as describing your feelings. People do not always listen to others, even though they may seem as if they are. Here are a few suggestions for listening actively:

Recognize Differences in Listening: Listening is similar to reading. Some situations require more attention, depending on the purpose and the degree of difficulty of the material. Are you listening for pleasure, to understand, or to evaluate?

Be Ready to Listen: This applies both mentally and physically. Stop thinking of whatever else is on your mind. Devote your attention to the person speaking. Stand or sit in a comfortable position for listening.

Shift from Speaker to Listener: Listen to what the other person says when she/he is speaking. Don’t worry about what you will say next.

Withhold Evaluation: Control your judgmental responses to the words and ideas that you hear. Work on retaining your objectivity, even in touchy situations.

Listen Actively: Active listening includes paraphrasing and questioning. You become a part in determining the meaning of what is said. Ask for clarification of what is difficult for you to understand, or what you did not hear clearly.

Some Steps to Positive Relationships
1. Show concern for your roommate as a person.
2. Be open about your needs. Express your concerns before the become problems.
3. Appreciate the differences in your roommate.
4. Allow those differences to work for you instead of against you.
5. To have a good roommate, BE a good roommate!

The Roommate Bill of Rights
The following Roommate Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate. The quality of your on-campus experience will depend, to a large extent, on the consideration that you demonstrate toward each other.

Basic rights of a roommate include:
1. The RIGHT to read and study free from undue interference in one’s room. Unreasonable noise and other distractions inhibit this RIGHT.
2. The RIGHT to sleep without undue disturbance from noise, guests of roommate(s), etc.
3. The RIGHT to expect that a roommate will respect one’s personal belongings.
4. The RIGHT to a clean environment.
5. The RIGHT to free access to one’s room and facilities without interference from the roommate.
6. The RIGHT to privacy.
7. The RIGHT to host guests with the expectation that the guests are to respect the rights of the host’s roommate(s), visitation hours, NCTA staff members, and other hall residents.
8. The RIGHT to be free from fear of intimidation, physical, and/or emotional harm.
9. The RIGHT to expect reasonable cooperation and the use of “shared” appliances (i.e., television, etc.) and a commitment to honor agreed upon payment procedures.
10. The RIGHT to address grievances. Your residence hall staff is available for assistance.

Remember, to be a mature adult is to accept responsibility for yourself and the welfare of others. Only you can assure that you and your roommate(s) enjoy these rights. The biggest mistake roommates make is not discussing a problem as it develops. The important thing is to keep lines of communication open. Communication means actively listening to what your roommate says, as well as talking with him/her about your ideas and feelings.

Residence Hall Leadership Opportunities
There is a positive correlation between academic success and campus involvement; research has shown that involved students do better academically, and have more success in the job market upon graduation. The residence halls provide an opportunity for community involvement.

Students are encouraged to become involved in residence hall government. Each hall has its own governmental system. Like any other concentration of people within boundaries, the residence halls function best when positions of leadership, organization, and representation are established. For this reason, each hall selects a president, vice president, and secretary. Other leadership positions are available within each hall and on the floor.
Residence Hall Association (RHA)
RHA is the overall representative governing body for the residence halls. RHA promotes a positive on-campus living environment by addressing and representing the residence hall system as a unit in determining issues and concerns affecting all on-campus students (residents). In addition to promoting inter- and intra-hall programming, RHA supports and sponsors programs and events between halls and other campus organizations.

Officers of the organization include: President, Vice President, Secretary/Treasurer. The responsibilities these officers have are as follows: attend biweekly executive and general body meetings, participate in actively participate in or lead hall and RHA committees, serve as a liaison to all halls in an effort to keep halls informed of activities and opportunities, and generate ideas and enthusiasm for hall projects and activities.

RESIDENCE LIFE OPERATIONAL POLICIES

Check-In
As a residence hall student you will need to complete the check-in process upon arriving to the residence hall and if you change rooms at any time. The following is an explanation of your responsibilities when checking into a new room:
1. If changing rooms, please make arrangements to check out 24 hours in advance with a staff member.
2. Review, complete, sign, and return the Room Condition Form. When you check in, you will be given a Room Condition Form (RCF) which was initially filled out by your RA. You are responsible for reviewing, completing, signing, and returning the RCF with all damages in your room listed. It is extremely important to accurately review and complete the inventory. It will serve as the basis for check-out charges if damages occur.

Check-Out
You must follow the proper check-out procedures when changing rooms or vacating the premises such as, withdrawing or transferring from NCTA, moving off-campus, etc. Failure to check out properly will result in a minimum of a $50 improper check-out fee. In addition if keys are not returned, an appropriate fee will be assessed. Please follow the guidelines below to ensure proper check-out:
1. Please make arrangements to check out 24 hours in advance with a staff member.
2. Clean your room prior to check-out appointment.
3. Return keys to staff member.
4. Sign your Room Condition Form. Upon checking out a staff member will accompany you to your room to assess the condition of your room.
5. Pay for damages, if any.
6. Fill out a forwarding address card. Failure to do so may result in not receiving your mail at your new address.

Any damages that have occurred will be recorded on the RCF. You are responsible for damages listed on this form. Students are not charged for damages that were initially recorded during check-in.

If you change rooms or vacate the residence halls without following the above guidelines, you will be assessed the improper check-out fee and appropriate fee for lost keys, as well as charges for any cleaning that may be needed in your room.

Abandoned Property
Any personal property with an estimated value of $250 or more that is abandoned on the premises of NCTA (i.e. left behind in the residence halls or elsewhere on campus) will be subject to the following:
1. A notice will be mailed to the student at the student’s most recent address on record.
2. The notice will be sent within six months of the end of the contract between NCTA and the student.
3. The notice will describe the abandoned property, the location where it can be claimed, a NCTA contact person, and the date by which the property must be claimed. This date will be no later than 14 days from the postmark date of the notice.
4. If the property has not been claimed by the specified date, the property will become the property of NCTA, and will be subject to NCTA’s policy on transfer/disposal of surplus property. Inquiries regarding the abandonment of student property should be directed to the Residence Life Manager at 367-5247.

Housing Deposit
Each student who resides in one of the on-campus residence halls is required to pay a $250 deposit at the time they submit their housing contract. This deposit is used to reserve the students spot in the on-campus housing. The deposit will also be used to pay for any charges for damages caused by the student within the room they are assigned and to pay for any damages caused to the common areas of the residence halls when the individual(s) who caused the damage cannot be identified. The housing deposit will only be returned to the students who:
1. Do not have any holds on their students accounts
2. The student has correctly followed the check-in/check-out procedures

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The housing deposit can be carried over from year to year for as long as the student resides on campus. Student who leave to go on an internship may apply for an exemption to have their deposit refunded to them.

Room Changes
By federal law and University policy, room assignments and room changes cannot be made on the basis of race, color, religion, handicap, national or ethnic origin, or sexual orientation. NO room changes may be made the first two weeks or the last week of each semester. If you desire a room or a roommate change you must request the change with the Residence Life Manager. If you change rooms or halls without proper authorization, you may be required to move back to your original room and will be charged $50 for an improper move.

Room Consolidation
The consolidation process begins the third week of classes and continues for four weeks of each semester. Students whose roommates move out or make changes should also check with the Residence Life Manager to see if their billing status has changed. In these cases, it is important to realize that unless a single room is being paid for, a roommate may be assigned to you, you may be assigned to live in another room with a roommate, or you may be automatically billed for a single room (per Consolidation Policy). In such an event, you will be notified of your options. It is important to follow the directions of that notification. Please note that a private room is not guaranteed if a roommate moves out.

Summer Housing
Generally, one residence hall is open for summer student housing. Applications for summer housing are available at the Office of Residence Life in the mid-spring semester of each year.

Hall Policies During Break Periods

Break Schedule
As is outlined in the housing application/contract, students are entitled to and must abide by the Terms of Agreement. According to those terms the halls will be closed at the following times:

Thanksgiving Break:
Tuesday, November 24, 2015 at 5:00 p.m. through Sunday, November 29, 2015 at 10:00 a.m.

Winter Break:
Friday, December 18, 2015 at 10:00 a.m. through Sunday, January 10, 2016 at 10:00 a.m.

Spring Break:
Friday, March 18, 2016 at 5:00 p.m. through Sunday, March 27, 2016 at 10:00 a.m.

Break Housing
The Office of Residence Life will offer Break Housing during official University breaks for those students who have a function to perform for the campus. Students not preforming campus functions (watching after/caring for farm animals) will be charged a fee of $30 per night. Break Housing will be offered on a first come basis where spaces are available.

Residence Hall Services

Cable Service
Your room and many hall lounges in the residence halls have expanded basic cable access, which is included in the room fee.

Equipment Services
Each hall maintains equipment for you to check out. Equipment may include tools, sports equipment, vacuum cleaners, and more! A photo ID card is required upon check-out. You must be a resident of that hall to check out equipment from the desk. Items available at the desk will vary.

Dining Service
The goal of the food service staff is to make dining an enjoyable part of each day. Menus are designed and information is distributed to assist you in healthy eating habits. The personnel at the Dining Services office can answer any questions or address any concern you may have regarding food services. They may be contacted in the East Hall located in the basement or at phone number (308) 367-5294.

Meal Plans May Only Be Changed Through the First Week of Classes With the Residence Life Manager.

Hall/Floor Community Facilities
Most hall floors have study or TV lounges, and every hall has a kitchen. You are responsible for picking up any personal trash, as well as removing your pizza boxes and other food or drink containers used in the facilities. If the custodian needs to spend an excessive amount of time cleaning the lounges and kitchens, a cleaning charge may be assessed.

Laundry Rooms
Laundry is provided at no charge to NCTA residents. Automatic washers and dryers are located in each residence hall. Due to limited numbers of washers and dryers, non-residents cannot use these facilities. NCTA is not responsible for damaged or stolen laundry. Clothing left in laundry rooms for an extended period of time may be placed in a designated lost & found.
Mail Service
Mail is delivered daily, except weekends and holidays, to the hall mailroom area. You are assigned a mailbox according to your room number. To help the distribution of mail go more quickly, please have your mail addressed in the following manner:

Resident Name
Hall & Room #
404 E 7th St
Curtis, NE 69025

Off-campus groups or businesses wishing to send materials through U.S. Mail must send them to specific room addresses. When you receive a package, you will receive a notice in your mailbox. To pick up your package, you will need to bring an ID, plus the package slip, to your RA.

Painting of Rooms
All painting requests are to be made by filling out a work request. Painting will be done on an as-needed basis by the Facilities Staff. Painting is not to be done by the student.

Refrigerators
You may bring your own small refrigerator, maximum size of 4.5 cubic feet. Only one refrigerator per resident is allowed. Refrigerators are furnished in all the hall kitchens; however, the department of Residence Life cannot be held responsible for any food left in these or your personal refrigerators at any time including during breaks.

SAFETY AND SECURITY IN THE RESIDENCE HALLS

Specific guidelines have been established by NCTA and the University to create a secure residence hall environment. The Residence Life staff and the Frontier County Sheriff’s Office attempt to provide a quick response to crisis. The Residence Life staff provide an “on duty” RA in each hall every night and weekend for assistance with any problem. Also, the Residence Life staff provide activities or programs throughout the year in an effort to increase student awareness of the safety needs of the community. Each student is responsible for his or her own behavior and should be concerned about the actions of other members of their community. Violations of safety and security policies or any suspicious activity should be reported to staff immediately.

Without your support, a safety and security program is limited. You are issued outdoor keys for your convenience and community safety. Outside doors of all buildings are locked 24 hours a day. Locking outside doors provides security for you.

PLEASE DO NOT PROP DOORS OPEN - OPEN DOORS COMPROMISE SECURITY AND SAFETY OF RESIDENTS.

If you observe propped doors, please un-prop them. Also please report suspicious persons entering the hall to a staff member. One act of carelessness can victimize every student in your community. You are also advised to lock your room doors when you are not present or are sleeping.

Keys
To ensure that your belongings are secure, you are urged to lock your room at all times. It is against policy for you to loan or duplicate keys. Loss of your keys will result in an assessment of $10 for the room key or $30 for the entry key to replace the key and a $20 charge for an automatic re-core of your room.

Lost Keys
1. In the event a key is temporarily misplaced (e.g. locked in a room, left at home) you should contact a staff member. You must use a photo ID card to identify yourself.
2. In the event that a key is lost, you must see the Residence Life Manager for a replacement key. A partial refund for recovered keys may be issued. A deposit may be required for a loaner key. If the loaner key is not returned within 7 days the room will be re-cored, the deposit kept, and the student will be charged for the re-core and a new key.

Harassing Phone Calls
If you receive harassing phone calls, it should be reported to an RA, the Residence Life Manager or the Frontier County Sheriff.

EMERGENCY POLICIES AND PROCEDURES

Accident or Illness
You should report any illness or accident to your RA. If illness or accident prevents your return to the residence hall after a weekend or other period away from campus, your RA or the Residence Life Manager should be notified.

In Case of Emergency
In case of life-threatening emergencies, call 911. If possible, also contact the staff member on duty. For non life-threatening emergency situations please contact a Residence Life staff member and the Frontier County Sheriff’s Office.

Fire Alarms
State law, as well as residence hall policy, requires that all students leave their room and/or public areas when a fire alarm is sounded. Failure to evacuate during an alarm will subject the student to NCTA disciplinary action and/or civil action. If the fire alarm sounds, take the following action:
1. Leave lights on.
2. Wear a coat or blanket and hard soled shoes.
3. Leave room, close and lock the door.
4. Go to the exit. Walk swiftly and do not run or push.
5. Assemble outside of the hall at a safe distance from the building (in extreme weather conditions, waiting in the lobby of the nearest hall).
6. Do not return to the hall until an all-clear signal has been given by a campus official.

Smoke Detectors
Smoke detectors are provided for your safety in each room and should not be tampered with or disconnected.
1. Smoke detectors become activated when too many combustible particles accumulate in the air.
2. A loud, high pitched noise will alert you to evacuate.
3. If you determine that there is no fire or danger, air out your room/apartment by opening a window and fanning the smoke detector to stop the alarm. Do not open your door to the hall, as it could set off the fire alarm for the whole building. It is important that you be aware that the smoke detector does not automatically alert the fire department.
4. If your smoke detector goes off repeatedly when there is no fire or makes other unusual noises, please fill out a work request form.
5. It is a serious violation to disconnect or tamper with a smoke detector. Disciplinary action will be taken if detectors are found damaged or removed due to vandalism.

Tornado Alarms and Shelters
When you hear the continuous siren, you should go to the tornado safety area of your hall or nearest area of cover. Seek shelter at the lowest available floor, clear of all windows. Do not use elevators. Tune your radio to the local station for updated weather information. The following is a list of the shelter areas in the residence halls:
- Aggie Central.................. 1st Floor inner hallway
- Aggie West............... Communal shower areas
- East Hall................. Basement
- West Hall............... Basement

NCTA Missing Person Policy
Revised: 02/28/13

The purpose of this policy is to establish procedures for the Nebraska College of Technical Agriculture to respond to and assist with reports of missing students. This policy applies to students who reside in campus housing.

For purposes of this policy, a student may be deemed a “missing person” if the university is notified a person is missing for more than 24 hours without any known reason, or which is contrary to his/her usual behavioral pattern, or within the 24 hour period if there is unusual circumstances.

A. Procedures for designation of an emergency contact
1. Students will be given the opportunity yearly during the housing registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below. This individual will further be updated as to the progress of the investigation into the missing person. This designated emergency contact will remain in effect until changed or revoked by the student.
2. If a student decided to complete this form at a time other than housing registration or they need to make updates to this form they may contact Residence Life at 308-367-5247, or at their office located on the second floor of Ag Hall.
3. Students under the age of 18 who are not emancipated will have their custodial parent or guardian notified no more than 24 hours after the student is determined to be missing in addition to notifying any emergency contacts they have listed.

B. Procedures for notification that a student is missing
1. Any individual who believes a residential student may be a missing must notify either the Office of Residence Life at 308-367-5247, or the Frontier County Sheriff’s Office at 308–367-4411, as soon as possible.
2. If an individual who lives off campus is believed to be missing, the reporting person will be immediately referred to their local Law Enforcement. All campus departments will work with these agencies to assist them in their investigation.
3. The Office of Residence Life or the Frontier County Sheriff’s Office will work together to gather all essential information about the residential student to determine the validity and credibility of the report.
4. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction) the Frontier County Sheriff’s Office will report the missing person to the National Crime Information Center of the Department of Justice and contact the appropriate law enforcement agency to report the student as a missing person and request their assistance as the lead investigating agency on the case.
5. No later than 24 hours after determining that a residential student is missing, the Office of Residence Life will notify the emergency contact for the students. In addition, the parent/guardian for the students under the age of 18 will be contacted.
6. The Universities Administrative and Emergency Operation Teams will also be notified at this time.

C. Campus communications about missing students
The lead investigating agency will be the contact point for the release of any information pertaining to the case. This agency may consult with the universities Office of Residence Life. All inquiries to the University regarding the missing student’s case, or information pro-
vided to any individual about a missing student, shall be referred to the Office of the Dean. Services who shall refer such inquiries and information to the lead investigating agency.

Prior to providing any information about a missing student, university employees shall consult with the Office of the Dean and investigating law enforcement authorities to ensure that communications do not hinder the investigation.

**MAINTAINING THE RESIDENCE HALLS: A COOPERATIVE EFFORT**

**Student Rooms**
You are responsible for keeping individual rooms clean. Your cooperation is asked in maintaining a high standard of cleanliness and keeping maintenance repairs at a minimum. You will need to provide the necessary cleaning supplies. Mops, buckets, brooms and vacuums are available in each hall. You are responsible for emptying your own trash in the dumpsters provided outside the building.

You are encouraged to decorate and personalize your rooms to the extent that it does not damage the room or its contents. You are permitted to move the furniture within your room but not out of your room. The use of decorations to personalize your room is encouraged. Some simple guidelines apply; within the room, posters must not be placed edge to edge so that a continuous path of fuel is established in the event of fire; decorations should also be mounted in a way that does not damage walls or leave "tape scars or excessive tack/pin holes." Nails, screws and permanent adhesive hooks are not to be used to mount decorations of any kind. Window decorations should not be visible from the exterior of the buildings unless it is NCTA related.

**Public Areas**
The custodians are responsible for maintaining the public areas such as public bathrooms, laundry rooms, lounges, stairwells, hallways, building entrances/exits and kitchens. Custodians are not expected to clean up personal messes or dispose of personal trash. Excessive messes may result in the community being charged.

**Health and Safety Inspections**
Periodic health and safety inspections are conducted by the Residence Life staff. The intent of these inspections is for preventative and corrective action. You will be given a 24-hour notice prior to the inspections. If your room does not meet minimal health and safety standards, you will be given 24 hours to correct the problem. Items found that may be illegal or in violation of Residence Hall policy will be confiscated (see Confiscation policy).

**Maintenance Requests**
Fill out the online Work Order Request Form at http://nctaresidencelifeworkorder.info
- Please be detailed in the description of the issue

**Heating/Plumbing Concerns**
For heating/air or plumbing emergencies requiring immediate attention, contact a staff member in addition to filling out a work order.

**Lockouts**
If you are locked out of your room and require assistance, report to your RA. You will be required to provide proof of your identity with a picture ID. Once your identity has been verified, you will be granted access to your room.

**Damages**
All residents of a room will be responsible for damages, loss, and custodial or maintenance work that is due to student negligence and not admitted to by any one individual in the room. NCTA recognizes that some allowances must be made for normal wear and tear usage.

While custodial and maintenance services are provided, residents share responsibilities for general maintenance and upkeep of their community living environment. This environment includes student rooms, living areas, hallways, stairwells, rest rooms, public areas, and exterior grounds facilities.

**Residence Hall Damage Charges**
Damage charges for furnishings in the residence halls are subject to change, but currently are as follows:

<table>
<thead>
<tr>
<th>Lights</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluorescent bulbs</td>
<td>$25.00</td>
</tr>
<tr>
<td>Fluorescent light covers</td>
<td>$35.00</td>
</tr>
<tr>
<td>Overhead</td>
<td>$27.00</td>
</tr>
<tr>
<td>Globes</td>
<td>$10.00-25.00</td>
</tr>
<tr>
<td>Round Corridor</td>
<td>$13.00</td>
</tr>
<tr>
<td>Overhead in suites</td>
<td>$27.00</td>
</tr>
<tr>
<td>Exit lights</td>
<td>$65.00-120.00</td>
</tr>
<tr>
<td>Emergency lights</td>
<td>$47.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mirror</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathroom</td>
<td>$50.00</td>
</tr>
<tr>
<td>Above sink</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lounge Furniture</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cushion (foam &amp; structure)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Fabric cushion cover</td>
<td>$50.00</td>
</tr>
<tr>
<td>Burn or break determined at time</td>
<td></td>
</tr>
<tr>
<td>Removal from lounge</td>
<td>$10.00 per day/item</td>
</tr>
<tr>
<td>Couch</td>
<td>$800.00</td>
</tr>
<tr>
<td>Loveseat</td>
<td>$700.00</td>
</tr>
<tr>
<td>Chair</td>
<td>$420.00</td>
</tr>
<tr>
<td>Study table</td>
<td>$450.00</td>
</tr>
<tr>
<td>Service</td>
<td>Cost</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>Dart holes in door</td>
<td>$2.00 each or refinish</td>
</tr>
<tr>
<td>Peephole</td>
<td>$10.00</td>
</tr>
<tr>
<td>Door reinforcement</td>
<td>$17.00</td>
</tr>
<tr>
<td>Door signs (rest room, etc.)</td>
<td>$17.50</td>
</tr>
<tr>
<td>Cabinet drawers</td>
<td>$15.00</td>
</tr>
<tr>
<td>Floor waxing</td>
<td>$50.00</td>
</tr>
<tr>
<td>3' X 4'</td>
<td>$25.00</td>
</tr>
<tr>
<td>2' X 3'</td>
<td>$17.00</td>
</tr>
<tr>
<td>Refinish one side of door</td>
<td>$50.00</td>
</tr>
<tr>
<td>Cabinet doors (bathroom &amp; kitchen)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Cabinet drawers</td>
<td>$15.00</td>
</tr>
<tr>
<td>Door signs (rest room, etc.)</td>
<td>$17.50</td>
</tr>
<tr>
<td>Door reinforcement</td>
<td>$17.00</td>
</tr>
<tr>
<td>Peephole</td>
<td>$10.00</td>
</tr>
<tr>
<td>Dart holes in door</td>
<td>$2.00 each or refinish</td>
</tr>
<tr>
<td>Trash Can</td>
<td>$5.00-$10.00</td>
</tr>
<tr>
<td>Mattress</td>
<td>$80.00</td>
</tr>
<tr>
<td>Mattress pad/cover</td>
<td>$18.00</td>
</tr>
<tr>
<td>Bed Frame</td>
<td>$150.00</td>
</tr>
<tr>
<td>Bed wood ends</td>
<td>$100.00 (each)</td>
</tr>
<tr>
<td>Desk chairs</td>
<td>$140.00</td>
</tr>
<tr>
<td>Desks</td>
<td>$400.00</td>
</tr>
<tr>
<td>Desk shelf</td>
<td>$225.00</td>
</tr>
<tr>
<td>Dresser</td>
<td>$450.00</td>
</tr>
<tr>
<td>Traverse-(4’ length)</td>
<td>$32.00</td>
</tr>
<tr>
<td>I Beam</td>
<td>$20.00</td>
</tr>
<tr>
<td>Blankets</td>
<td>$35.00-125.00</td>
</tr>
<tr>
<td>Screen</td>
<td>$30.00</td>
</tr>
<tr>
<td>Broken screen frame</td>
<td>$20.00</td>
</tr>
<tr>
<td>Re-install screen</td>
<td>$15.00</td>
</tr>
<tr>
<td>Holes in screen</td>
<td>$30.00</td>
</tr>
<tr>
<td>Window glass</td>
<td>$40 - $150.00</td>
</tr>
<tr>
<td>Window handle/crank</td>
<td>$20.00/$40.00</td>
</tr>
<tr>
<td>Mattress</td>
<td>$80.00</td>
</tr>
<tr>
<td>Door lock</td>
<td>$150.00</td>
</tr>
<tr>
<td>Key replacement based on function</td>
<td>$10.00</td>
</tr>
<tr>
<td>Re-core</td>
<td>$20.00</td>
</tr>
<tr>
<td>Strike plate</td>
<td>$30.00</td>
</tr>
<tr>
<td>Service Call</td>
<td>$120.00</td>
</tr>
<tr>
<td>Fire extinguisher refill</td>
<td>$50.00</td>
</tr>
<tr>
<td>Glass in door</td>
<td>$25.00</td>
</tr>
<tr>
<td>Thermostat</td>
<td>$50.00</td>
</tr>
<tr>
<td>Switch/outlet plate/cable</td>
<td>$10.00</td>
</tr>
<tr>
<td>Cable Jacks</td>
<td>$100.00</td>
</tr>
<tr>
<td>Phone Jacks</td>
<td>$25.00</td>
</tr>
<tr>
<td>Ethernet Jacks</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**Windows, Screens & Treatments.**

| Draperies | $75.00-125.00 |
| Drapery cleaning | $45.00 |
| Drapery Rods | $30.00 |
| Traverse-(4’ length) | $32.00 |
| I Beam | $20.00 |
| Blinds | $35.00-125.00 |
| Screen | $30.00 |
| Broken screen frame | $20.00 |
| Re-install screen | $15.00 |
| Holes in screen | $30.00 |
| Window glass | $40 - $150.00 |
| Window handle/crank | $20.00/$40.00 |

**Room Furnishings**

| Mattress | $80.00 |
| Mattress pad/cover | $18.00 |
| Bed Frame | $150.00 |
| Bed wood ends | $100.00 (each) |
| Desk chairs | $140.00 |
| Desks | $400.00 |
| Desk shelf | $225.00 |
| Dresser | $450.00 |
| Trash Can | $5.00-$10.00 |

**Doors**

| Solid core | $500.00 |
| Hollow core | $120.00 |
| Refinish one side of door | $50.00 |
| Cabinet doors (bathroom & kitchen) | $20.00 |
| Cabinet drawers | $15.00 |
| Door signs (rest room, etc.) | $17.50 |
| Door reinforcement | $17.00 |
| Peephole | $10.00 |
| Dart holes in door | $2.00 each or refinish |

**Cleaning / Maintenance**

| Trash or mess clean-up | $10.00 min. (at general rate of $25.00/hr) |
| Floor waxing | $50.00 |

**Bulletin Boards**

| 2’ X 3’ | $17.00 |
| 3’ X 4’ | $25.00 |

**Locks and Keys**

| Door lock | $150.00 |
| Key replacement based on function | $10.00 |
| Re-core | $20.00 |
| Strike plate | $30.00 |
| Service Call | $120.00 |

**Electrical & Fire Safety Equipment**

| Fire bells or horns | $155.00 |
| Fire pull station | $100.00 |
| Smoke detector | $120.00 |
| Sensors | $100.00 |

**Bathrooms & Kitchens**

| Faucet | $75.00 |
| Toilet | $75.00 |
| Water closet | $55.00-$175 |
| Toilet seat | $25.00 |
| Ceramic tile (each piece) | $5.00 |
| Shower head | $25.00 |
| Sink (broken) | $125.00 |
| Shower curtains | $25.00 |
| Sink stopper | $10.00 |
| Soap dispensers | $25.00 |
| Soap tray | $25.00 |
| Towel bar | $25.00 |
| Paper towel dispenser | $35.00 |
| Toilet paper holder | $30.00 |
| Shower Curtain | $10.00 |

**Walls**

| Paint one wall or ceiling(defacing/stains) | $50.00 min. |
| Tape/adhesive marks | $2.00 each |
| Nail/pin/tack holes in walls | $5.00 min. ea |
| Up to 1/2” hole/dent | $10.00 each |
| Scratches/gouges | $10.00 each |
| Larger than 3” hole/dent | $60.00 each |

**Ceilings and Floors**

| Burn on carpet | determined at time |
| Ceiling or floor tile (marked or broken) | $2.00-6.00 each |
| Small marks | $1.00 each |

**NCTA Residential Room Entry Policy**

The Office of Residence Life reserves the right to enter a Student’s room for the purpose of inspecting the premises when an authorized agent of NCTA has the reason to believe, including but not limited to the following:

1. housekeeping, or maintenance is necessary;
2. occupant is at risk;
3. damage is being done to NCTA property;
4. a policy of the NCTA Student Code of Conduct, or Residence Life policy is being violated.
STUDENT RIGHTS AND RESPONSIBILITIES

Residency on campus carries with it the presumption that you will conduct yourself as a responsible member of the residence hall community. By signing the Residence Life contract, you agree to abide by all published NCTA policies, rules and regulations.

R-1. Alcohol
The possession or consumption of alcohol in any residence hall or on NCTA property is prohibited. In addition, it is a NCTA policy violation if you are in a room where alcohol is present or have an alcohol collection.

If a student chooses to violate these policies, sanctions may include community service, mandatory attendance in an alcohol/drug education class as well as behavioral requirements, contract cancellation, suspension, or expulsion.

Anytime a student(s) is found in possession or the presence of alcohol, the Frontier County Sheriff's Office will be notified and cited accordingly to the laws of the State of Nebraska.

R-2. Candles and Incense
Due to the potential fire hazard, candles (decorative ones included, lit or unlit) and incense are not permitted in the residence halls under any circumstances. Candles and incense will be confiscated (see Confiscation policy). Repeat violations could result in removal from housing due to the extreme fire danger and potentially endangering the lives of fellow community members.

R-3. Chewing Tobacco
Spitting chew where others may come into contact with it, on the floor, stairs, walls, carpet, in the recycle bins, drinking fountains, garbage cans, sinks, sidewalks, etc., presents a health hazard and will not be tolerated. Open containers are never to be used.

The use of chewing tobacco is limited to your room. Discarding tobacco chew should be done with respect and consideration for your roommate and others living within the housing facilities. Residents must provide a sealable container for their spittoon and dispose of it in a responsible and safe manner. Any hall damages such as stained carpet, etc., will be assessed to the responsible resident.

R-4. Compliance
Residents are expected to cooperate fully by furnishing all the requested information and complying with all requests made by a NCTA official and/or Residence Life staff member. This includes, but is not limited to, providing proper I.D. when requested, meeting with residence hall staff members as directed, and/or completing sanctions outlined as the result of an administrative disciplinary meeting. PRANKS, VERBAL HARASSMENT OR SWEARING DIRECTED TOWARD A STAFF MEMBER WILL NOT BE TOLERATED AND MAY LEAD TO FURTHER DISCIPLINARY ACTION.

Computer Labs
Computer labs are available to all University students. See The Computer Lab section under the Student Code of Conduct for further details on hall computer labs. Computer labs located in residence halls are for resident use only.

Confiscation
The Office of Residence Life reserves the right to confiscate property identified as a policy violation in this handbook and in the residence hall contract.

Items that are not illegal to possess but are a violation of residence hall policy (i.e. microwaves, pets, hot plates, candles, etc.), or are used to violate residence hall policy (i.e. stereos, etc.) may be confiscated by Residence Life staff. These items will be held by the Residence Life Manager; you will be responsible to collect them at the end of the semester/academic year.

Items that are illegal to possess (such as drugs, drug paraphernalia, and weapons) will be confiscated and not returned to you. These items will be turned over to the Frontier County Sheriff’s office and will be disposed of or used as evidence. You will receive written confirmation of any items confiscated from your room. Items that are confiscated and returned must be removed from the residence hall and campus upon return.

R-5. Container Collection
Possession of alcoholic containers is not allowed in the residence halls. Possession of alcohol containers, including but not limited to: kegs, party balls, beer bongs, bottles, and/or cans within a residence hall room shall be considered a container collection.

Collections of these and other types of beverage containers are not allowed for sanitary reasons. At the time of documentation, containers will be removed and disposed of.

R-6. Controlled Substances
The possession, sale, manufacturing and/or use of illegal drugs on campus is a violation of local, state and federal laws.

Any resident who hosts a gathering where alcohol is present is in violation of NCTA regulations. The hosts will be placed on probation for a full calendar year. If the student hosts a second party, that student’s residence hall contract may be cancelled.

R-7. Cooking
Cooking is prohibited in resident rooms. Cooking is to be done in hall kitchens only. Storing food in the kitchens is at your
own risk.

R-8. Disorderly Conduct
Behavior that is disruptive to orderly community living is prohibited. This includes, but is not limited to, fighting, pranks, or any other behavior which may cause physical injury or is potentially dangerous to the health and well being of the residents. This also includes threats or acts of self injury such as attempted suicide. For more information, please see the Student Code of Conduct.

R-9. Displaying Offensive/Disrespectful Items
Items deemed disrespectful or offensive by others is prohibited on room doors or when visible through the window or open room doors. Residents are expected to comply with requests to remove items. Some displayed items may also violate the harassment policies and will not be allowed.

R-10. Door Locking/Propping
For safety reasons no doors in the halls, including stairwell doors, are to be propped open at any time. Non-compliance will result in disciplinary action. For your protection and the protection of others, when using these doors, remember to close the door behind you, un-prop propped doors and do not provide entrance to anyone when these doors are locked.

R-11. Electrical Appliances
Only items with enclosed heating or lighting elements are permitted. Both the appliance and any cord used in connection with it must have a UL (Underwriters Laboratories) approved label. Examples of items not permitted for safety reasons include but are not limited to: toaster ovens*, toasters*, “George Foreman”-style grills*, electric skillets*, electric grills*, halogen lamps, microwave ovens*, and convection ovens.

Refrigerators are not to exceed 4.5 cubic feet. No modification of room switches, lights or electrical outlets is allowed, including the installation of dimmer switches, ceiling fans, etc.

Please note that the electrical system in NCTA housing has finite abilities. Overloading these systems can present fire and safety hazards. Surge protectors, heavy duty power strips, and heavy duty extension cords are recommended.

R-12. Elevators
In the event that an elevator should malfunction, use the emergency alarm and await assistance. Under no circumstances should an individual attempt to open the doors by force or use alarm bells for reasons other than an emergency. All problems with the elevators should be reported to the Residence Life Manager. Vandalism (e.g. tampering with doors and control panels, jumping, rocking, etc.) will not be tolerated in elevators.

R-13. Equipment Use
Bicycle use and storage is not permitted in building hallways, lounges, stairwells, kitchens, or in the entrances or exits. The use of any sports equipment, such as bicycles, skates, skateboards, balls, or Frisbees is prohibited within the residence hall buildings including porches, hallways, lobbies, stairs, public areas, and posted areas.

Residence hall equipment, supplies, and furnishings must not be dismantled or removed from their designated area. Charges will be assessed for misuse, removal, damage, or theft.

R-14. Exit Exams/Finals Week Study Hours
All residence halls will begin 24 hour quiet hours on the Sunday prior to the start of finals week. Policy violations may result in your being asked to leave one hour after your last final or immediate removal. During the spring semester, 24 hour quiet hours will begin the Sunday prior to Exit Exams week.

The first offense for violating this policy will be a warning, second offense will result in removal from the residence halls one hour following the student’s last final exam and a third offense will result in immediate removal from the residence halls.

R-15. Fire Safety
It is an extremely serious offense to FALSELY ACTIVATE THE FIRE ALARM OR TAMPER WITH THE ALARM EQUIPMENT (heat detectors, pull stations, fire extinguishers, exit/emergency lights, and sprinkler heads) OR SMOKE DETECTORS AND IS A FEDERAL, STATE AND LOCAL VIOLATION OF THE LAW. Failure to evacuate during an alarm will subject the student to NCTA disciplinary action and/or civil action. No fuel-powered motor vehicles or associated parts are permitted within the residence halls for use, maintenance, repair, or storage.

Restitution and/or immediate eviction may be imposed for any of the following: failure to evacuate during a fire alarm, activating false alarms in residence halls, propping open fire doors, creating a fire hazard, malicious burning, or tampering with fire equipment (fire extinguishers, plastic ties securing valves, fire alarm pull stations, smoke detectors, fire hose connections, sprinkler heads, sprinkler pipes, connections, valves, emergency exit signs, etc.). A $50 fine per violation may be imposed for not abiding by the received citation or verbal instructions of the inspector or NCTA staff regarding the correction of fire hazards. More details on Fire Alarm procedures may be found in the previous Emergency Procedures section.

R-16. Food Storage
Storage of food between the window and screen is prohibited. Nonperishable foods may be kept in rooms if stored in closed boxes or refrigerators. Storing foods in the hall kitchens is at your own risk. All food items must be in airtight containers to prevent insect and rodent infestation.
R-17. Furniture
Furniture purchased for the use of residents living in the residence halls and designed for the common areas (lounges) shall remain in the common areas; it is not to be taken by students to their rooms for personal use. If a student does not comply with the policy, there is a per day charge of $10 for each item of furniture found in the room and the fine increases exponentially for each subsequent violation.

Each individual student room is furnished according to the room’s possible capacity. All Residence hall furniture MUST remain in the room for which it is assigned. Any student found removing furniture from the room will be charged a rate of $10 per day for the missing furniture on top of any charges for damages to the furniture.

R-18. Gambling
Unlicensed gambling is a violation of state law. Gambling is not permitted on state property.

R-19. Guests
Guests may visit your room at any time. A resident may have an overnight guest of the same gender, provided the roommate approves and both the resident and guest adhere to the following regulations: All guests need to have a picture I.D. (i.e. drivers’ license) and produce it to a staff member when requested.

1. A resident may host one same-gender guest at a time and for a limit of three consecutive nights in a month. Approval to have an overnight guest must be obtained in advance from the host’s roommate. Visitation or overnight guests of one roommate should not infringe on the rights or access of other roommates or suitemates. Over-night guests are only allowed with the consent of other roommates. Residents are encouraged to introduce their guest to the Resident Advisor.

2. If the guest will be using another resident’s bed, prior approval must be obtained. Guests or residents may not use lounge furniture for sleeping purposes.

3. It is the host’s responsibility to inform guest(s) of the policies and procedures of the residence halls. Guests who violate policy may be required to leave the residence halls.

4. Any person may be restricted from NCTA property, including residence halls, when disrupting normal services, or has harmed or threatened to harm a member of the student body, faculty, or staff.

5. The host resident is responsible for the actions of their guests and must be with them at all times.

6. Keys will not be loaned to guests.

7. No opposite gender guests are permitted to stay in a resident’s room overnight.

8. Bathroom facilities in residence hall houses are designated either for men or women. Persons may only use bathrooms in the residence halls that are designated for their gender. This includes guests of residents.

9. The privilege of having guests may be revoked if the privilege is abused or there are violations of policies and procedures of the hall and of the campus involving the guests.

R-20. Harassment
Harassment in any form, including verbal, physical and visual contact, threats, demands and retaliation is prohibited. NCTA maintains a strict policy prohibiting sexual harassment and harassment due to race, religious creed, color, national origin, ancestry, physical ability, medical condition, marital status, sexual orientation, age, or any other basis protected by federal, state or local law, ordinance or regulation. All such harassment is unlawful and will not be tolerated. NCTA’s anti-harassment policy applies to all persons involved in the operations of NCTA and prohibits unlawful harassment by any student or employee of NCTA. Any attempt by a student or guest to physically or verbally harass a resident/student or other NCTA staff member because of the performance of his/her duty will be VIEWED SERIOUSLY AND RESULT IN DISCIPLINARY ACTION, INCLUDING THE POSSIBILITY OF SUSPENSION OR EXPULSION.

The Nebraska College of Technical Agriculture is committed to providing an academic environment free of harassment. Any incidents of harassment should be reported to a Residence Life staff member and to the Frontier County Sheriff’s Office immediately. Depending on the circumstance, incidents of harassment will be handled through the appropriate office.

R-21. Hazing/Endangerment
Any act which intentionally or recklessly endangers the health or safety of an individual or produces mental or physical discomfort, embarrassment, harassment or ridicule, is prohibited. Willingness not withstanding. Hazing is illegal in the state of Nebraska.

R-22. Holiday Decorations
Cut greenery, trees or branches are NOT permitted in rooms. Combustible decorations present a fire hazard in a residence hall room, therefore, prudent use of such decorations is strongly encouraged.

R-23. Identification (I.D.)
Misrepresentation or misuse of student identification is prohibited. Residents, visitors and guests are required to produce a picture I.D. (i.e. drivers’ license) immediately upon request to a staff member to verify their identity.
R-24. Keys  
Student keys are not to be loaned to or duplicated for another person’s use. If you lose your key(s), please follow these steps:

1. Check with the Residence Life Manager to see if the key(s) has been turned in.
2. If not found, the Residence Life Manager will have the lock re-cored and re-keyed and you will be assessed the appropriate fees.

Liability
The Office of Residence Life is not liable for loss or damage to personal property in resident rooms, public areas, laundry, or storage rooms. It is the residents’ responsibility to keep their rooms locked at all times. Residents may be covered by their private insurance policy to cover their property against loss.

R-25. Littering/Trash
Improper disposal of personal trash is considered littering. Residents are responsible for the proper disposal of their trash in the dumpster located outside their building. In the event that a resident litters a public area (i.e. hallway, stairwell, lounge) or the surrounding grounds of the building, that student will be responsible for the cost of the clean up. Cigarette butts need to be placed in an outside receptacle. Room trash and litter found in common areas will result in disciplinary sanctions.

R-26. Noise
Residents responsible for excessive noise and/or disruptive behavior will be subject to disciplinary action. Sound equipment should not infringe on the rights of others. At no time should amplified sound be directed out of windows.

The issue of noise control, both inside and outside the residence halls, is important in providing an environment conducive to the total development of students on an educational, social, and cultural basis. You are encouraged to discuss any concerns regarding noise with the staff members of the hall, but are expected to confront the situation first. In addition, it may be necessary in some instances for the Residence Life Manager to require that students remove the source of the noise (stereo, TV, guests) from the room and residence hall.

We strongly encourage the use of headphones during quiet hours/courtesy hour periods. The repeated use of sound equipment in which the volume exceeds acceptable levels can result in disciplinary action. The student may be required to remove the equipment from the residence halls.

R-27. Pets
Only non-dangerous fish are permitted in the residence halls. The aquarium size may be no larger than 5 gallons. Any student caught violating this policy will be assessed the cost of a pest control visit and cleaning. This policy does not apply to students with a disability who require the use of a service animal as prescribed by their attending physician or licensed mental health practitioner.

R-28. Posting Policy
All postings are to be done in approved areas within the residence halls. These areas include community bulletin boards. No postings are to be on entrance or fire doors.

R-29. Prohibited Use of Computing Resources
The use of NCTA computing resources, including the use of University email addresses (any address ending in unl.edu), to publish content that violates the University Code of Conduct or Residence Life policies may result in disciplinary action. Images or written content that is harassing, libelous, obscene, or illegal in nature is prohibited and will be addressed by NCTA. It should be understood that any content published on the World Wide Web is considered in the public domain and may be used to pursue a judicial response.

R-30. Quiet Hours/Courtesy Hours
Minimum quiet hours are established to provide periods during which noise and other disturbing activities are prohibited to allow residents a peaceful time to sleep and/or study. Quiet hours are periods of heightened standards for low noise levels in the halls. Set quiet hours are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Quiet Hours</th>
<th>Courtesy Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday - Thursday</td>
<td>10:00 am - 9:00 am</td>
<td>9:00 am - 1:00 am</td>
</tr>
<tr>
<td>Friday and Saturday</td>
<td>9:00 am - 1:00 am</td>
<td>1:00 am - 9:00 am</td>
</tr>
</tbody>
</table>

Courtesy hours are in effect 24 hours a day and require that all residents and guests keep their noise to a level that does not interfere with others.

Residents are expected to honor the requests of other students to restrict loud conversations, stereos, televisions and other disturbing activities. Realizing that students’ academic demands and personal schedules vary, students should always honor requests by others to minimize noise.

R-31. Roofs
Unauthorized individuals are not allowed on the roof, overhangs, or awnings of any residence hall building or adjoining facilities.
R-32. Room Cleanliness
Residents are required to keep their rooms clean and orderly. Health and Safety Inspections will be held periodically throughout the year. We reserve the right to clean and charge for the cleaning of rooms deemed unsanitary. Residents will receive a minimum of 24 hours notice prior to inspection, and given 24 hours to correct any problems or violations.

R-33. Roping
The use of ropes and roping dummies inside of the residence halls or using University furniture for roping purposes is forbidden. Roping may only be done in the Livestock Teaching Center Arena or at the Activity Area located between East and West Traditional Residence Halls.

R-34. Skateboards, Roller skates, In-Line Skates, Scooters
Use of skateboards, roller skates, in-line skates, scooters and all similar personal vehicles is prohibited inside any building on the NCTA campus.

R-35. Smoking
All residence halls are smoke-free. Smoking areas are located outside each residence hall, and residents and their guests must dispose of smoking materials in the receptacles provided. Smoking is limited to designated perimeters ten (10) feet or beyond the buildings, including entrances.

Smoking through a Hooka device is considered smoking and is not allowed indoors.

R-36. Solicitation/Sales
Canvassing or solicitation of funds, sales, votes, memberships, literature, signatures, or subscriptions whether it is NCTA related or not - is not permitted in the residence halls.

This includes going “door-to-door” for the above reasons. Also, putting “door hangers” on door knobs and/or sliding flyers underneath doors into student rooms is not permitted. Residence hall rooms are not to be used for any commercial purposes. Any advertising done by NCTA departments, student organizations, and student senate, MUST follow the Office of Residence Life posting policy (please contact the Residence Life Manager for more information on the posting policy).

Soliciting for non-NCTA related business, charity, political, or religious purposes in campus buildings is prohibited. All items posted on bulletin-boards must be approved in advance by the Residence Life Manager, as per the posting policy. Additionally, flyers/coupons from vendors for the purpose of solicitation will not be placed in student mail boxes unless it arrives through U.S. postal mail.

The sale of items in the residence halls by campus organizations must be approved in advance by the Residence Life Manager and is to be restricted to the main lounges at hours agreed upon.

R-37. Theft
Theft is a violation of local, state and federal laws and is prohibited. NCTA assumes no responsibility for students' personal belongings. Coverage through homeowners' insurance or from an independent insurance agent is strongly recommended. Keeping your room door locked at all times is highly encouraged. All thefts should be reported to Residence Life Staff immediately.

R-38. Vandalism/Damages
Intentional damage, destruction or defacement of NCTA property is prohibited. Any damages done to NCTA property, except for that which is defined as normal wear and tear, will be billed to the Student’s housing deposit.

Common area damages are charged equally to all students residing in that area. If, however, an individual student or group of students is responsible for damage to the hall, the responsible party will be required to pay the costs incurred. Residence Life may offer a reward for information leading to the persons responsible for vandalism.

R-39. Violation of Federal, State, or Local Law
Violation of federal or state law, or a county or municipal ordinance or regulation within residential premises will not be tolerated.

R-40. Violence/Fighting/Threats or Intimidation/Assault
Threats of violence (verbal, physical or sexual or attempted suicide), assault or conduct that threatens the health and safety of yourself or any other person in or around the residence hall community will not be tolerated. For more information, see the Student Conduct Code.

R-41. Weapons/Firearms/Explosives
Possessing or using bombs, explosives, incendiary devices and fireworks is prohibited. Possessing or selling firearms, ammunition or other weapons, with the exception of pocket knives with blades less than 4", on campus-owned or controlled property is prohibited, and will not be tolerated. Misuse of personal defensive devices (e.g., pepper spray, etc.) is prohibited. The owner is responsible and accountable for any misuse of these devices.

POSSESSION OF FIREARMS MAY RESULT IN REMOVAL FROM THE RESIDENCE HALLS. RESIDENTS REMOVED FOR DISCIPLINARY REASONS MAY BE HELD FISCALLY RESPONSIBLE FOR THE ENTIRE TERM OF THEIR RESIDENCE HALL CONTRACT.

R-42. Windows
Throwing, dropping, hanging, marking on, etc., of any object from a residence hall window is prohibited. Removal of window screens and entering or exiting a residence hall by way of a window is prohibited. Window decorations should
not be visible from the exterior of the buildings unless NCTA related or for holidays.

**RESIDENCE LIFE DISCIPLINARY PROCESS**

Any time individuals of varying life-styles come together to live in a community environment such as a residence hall, rules and regulations such as those previously described become necessary. When violations of these rules and regulations occur, the Residence Life staff is responsible for determining if action should be taken to protect the welfare of the community and/or the physical maintenance of the residence halls. The process by which action is taken comprises the Residence Life disciplinary process.

Resident Advisors and all other staff members must address every violation of which they become aware. Do not expect or ask staff members to ignore policy violations. Be aware that the staff is dealing with an alleged violation of student responsibility, and this is not an indication of feelings about the student as an individual.

**How The Residence Life Disciplinary Process Works**

“Documented” is the term used by the NCTA community when a residence hall staff member witnesses and reports a violation of a University policy. In most cases, when a student is observed violating NCTA policy, a residence hall staff member will identify him/herself, communicate which regulation has been violated, and request identification (if they are unfamiliar with those involved). If you find yourself in such a position, you should remember two things:

1. **Don’t panic** -- the discipline system is part of the total educational process and is protective of your rights.
2. **Always cooperate** -- produce your ID immediately upon being asked (failure to cooperate will only complicate your situation).

**Disciplinary Sanctions**

The purpose of a sanction, in addition to protecting others, is primarily to educate the individual by increasing his/her awareness of the consequences of conduct violations and the importance of responsibility to the NCTA community for one’s actions. This will ordinarily be the guiding force behind imposition of sanctions. In some instances, however, the community’s need to properly function outweighs the University’s ability to educate an individual. In such a case, for the benefit of both the student and the residence community, suspension or expulsion from the residence halls may result.

**Sanctions**

The following sanctions may be imposed upon any individual student found to be “in violation” of NCTA or Residence Life Conduct Rules and Regulations.

A. **Warning:** An oral or written notice that the student is violating, or has violated, one or more NCTA or Residence Life Conduct Rules and Regulations and that a continuance of the misconduct may lead to additional disciplinary action.

B. **Probation:** A formal, written reprimand for a student’s violation(s) of specified NCTA or Residence Life Conduct Rules and Regulations. This probation, including strict campus conduct guidelines, is for a designated period of time and may remain in effect for the remainder of a student’s NCTA career. It includes the NCTA or Residence Life Conduct Rules and Regulations during the probationary period.

C. **Loss of Privileges:** Denial of specified privileges for a designated period of time.

D. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary, and/or material replacement.

E. **Referral:** Mandatory appointment(s) with on or off-campus services. The student must complete all follow-up recommended from the referred office(s). Any costs or further actions associated with the referral are a responsibility of the student.

F. **Discretionary Sanctions:** In accordance with the goal of education and assisting students with conduct problems, this may include work assignments, educational requirements, service to the NCTA community, parental notification, NCTA suspension/expulsion, or other related discretionary assignments or sanctions. Any costs associated with the assignment or sanction are the responsibility of the student.

G. **Residence Hall Relocation:** Moving a student from one residence hall to another.

H. **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

I. **Residence Hall Expulsion:** Permanent removal of the student from any and all of the residence halls. Students may not re-enter the residence halls, under any conditions, even as a visitor. Students expelled from the residence halls remain liable for all Residence Life costs and meal plan fees and are not eligible for refunds for the full occupancy period of the NCTA Housing Contract. Depending on the seriousness of the violation a referral may be made to the NCTA Conduct Officer.

* A student may be removed from the residence halls upon being found responsible of one or more violations of NCTA or Residence Life Rules and Regulations.

Termination of a student’s right to tenancy is not considered denial of the individual’s right to an education.
NCTA Mission Statement
The Nebraska College of Technical Agriculture is devoted to a statewide mission of preparing students for successful careers in agriculture, veterinary technology, food and related industries. The college provides open access to innovative technical education resulting in associate degrees, certificates, diplomas and other credentials.

NCTA Vision
The Nebraska College of Technical Agriculture will be an effective and nurturing student-centered learning community with a national reputation for producing graduates who are in high demand by cutting-edge industries.

NCTA Values
- Dedication to student development
- Demonstration of personal integrity and responsibility
- Practical and applied educational activities
- Student engagement in the learning process
- Commitment to seek and teach the most recent and accurate academic information
- Educational activities that lead to student lifelong learning and gainful employment
- Respect for the contributions, perspectives and personal worth of all members of the college community

NCTA Key Characteristics
- Important and distinctive features of the NCTA experience:
- Practical, applied, experiential education activities
- Career-applied technical education
- Programs relevant to job attainment and career development
- Dedicated and caring faculty and staff
- Low student-to-faculty ratio
- Accessible land and animal resources for hands-on learning
- Interaction and support from agricultural industries and employers
- Close working relationship with the UNL Institute of Agriculture and Natural Resources (IANR) and the College of Agricultural Sciences and Natural Resources (CASNR)