

## **A MESSAGE FROM THE PRESIDENT**

Dear Student,

Welcome to Chadron State College. From the moment you first set foot on campus as a freshman, until you toss your cap into the air after you graduate, you will be surrounded by people dedicated to making your time at Chadron State College both rewarding and enjoyable.

Our committed and passionate faculty will prepare you to excel in your profession and in your life. Our academic programs are challenging but you will have available to you many campus resources to help you succeed. Take full advantage of all the services we have to offer to ensure your success. We know our academic programs are the best because employers tell us that students graduating from Chadron State College are exceptionally well prepared to begin their careers.

We recognize that the college experience is more than a classroom. Our beautiful campus is the center of a host of extracurricular activities designed to challenge and enrich your life and your college experience. Our many athletic programs, including NCAA Division II sports, intramurals, and club sports provide you with an avenue to participate if you aspire to be a student athlete or a welcome diversion from your studies as you cheer from the stands with your friends. Your college experience will be much richer if you take advantage of all the extracurricular opportunities we provide.

If I had to pick one word to describe Chadron State College, it would be vibrant—it is vibrant because of you and because of our faculty and staff, our academic programs, our athletic programs and our campus life. Welcome to Chadron State College and best wishes for your success.

Sincerely,

Janie C. Park, Ph.D.  
President

## CONTENTS

Introduction .....	1
<b>Campus Communication .....</b>	<b>1</b>
Chadron State College Officers of Administration .....	1
<b>ACADEMIC INFORMATION .....</b>	<b>1</b>
College Catalog .....	1
Academic Calendar .....	2
Petition for Waiver or Exception of College Academic Regulations.....	2
Student Rights and Responsibilities.....	2
Admissions, Conduct, and Discipline .....	2
Academic Honesty .....	3
Civility.....	4
Class Attendance .....	4
Makeup Work/Absences .....	4
Registration Process .....	4
Residency Requirements .....	4
Study Abroad.....	5
Challenging of Courses .....	5
College Level Examination Program (CLEP).....	5
Self-Paced Study (Correspondence Courses).....	5
Internships .....	6
Prior Learning Credit Program (PLC).....	6
Grading Information.....	6
Guidelines for CSC Exam Week.....	6
Grading System.....	7
Grade Point Average .....	7
Grade Distribution.....	7

Grade Appeals .....	7
Academic Amnesty .....	8
Academic Probation and Suspension .....	9
Probation .....	9
Suspension.....	9
General Regulations Regarding Graduation .....	9
<b>STUDENT SERVICES.....</b>	<b>10</b>
Financial Information.....	10
Costs .....	10
Scholarships .....	10
Financial Aid.....	10
Satisfactory Academic Progress (SAP).....	10
Graduate and Specialist Degrees .....	10
2nd Undergraduate Bachelors Degree .....	10
Academic Suspension .....	10
Academic Amnesty .....	10
Advising .....	11
Overview .....	11
Academic Counseling/Advisor & Major Changes.....	11
Advising Center.....	11
Disability Services.....	11
e-Compass .....	12
First-Year Seminar .....	12
ID Cards .....	12
Major/Career Exploration Services.....	12
Personal Counseling .....	12
Peer Tutor Program .....	13
Supplemental Instruction.....	13
Writing/Speaking Center.....	13

Notary Services .....	13
Career Services and Internships .....	13
<b>Computer Services .....</b>	<b>13</b>
Acceptable Use Policy .....	13
Computer Account Policy .....	14
Copyright Compliance Policy .....	14
Fair Use .....	14
The Digital Millennium Copyright Act (DMCA) .....	14
The Technology, Education and Copyright Harmonization (TEACH) Act .....	15
Copyright Compliance .....	15
CSC Copyright Resources.....	15
Responsible Network Use Policy .....	16
Resources and Facilities .....	16
Campus Computer Lab Facilities .....	17
Internet Accessibility—Residence Halls.....	17
Wireless Accessibility .....	17
Electronic Library Resources .....	17
PC for Individuals with Special Needs .....	18
Security Violation .....	18
Intellectual Property Rights.....	18
Software .....	18
Unauthorized Use.....	18
<b>Conferencing.....</b>	<b>19</b>
<b>Eagle Pride Bookstore.....</b>	<b>19</b>
Check Cashing Policy .....	19
<b>Health Services .....</b>	<b>19</b>
Health Resources.....	19

Instructional Resources .....	20
Photocopy/Fax.....	20
Reta E. King Library .....	20
Project Strive/TRIO.....	20
<b>RESIDENCE LIFE.....</b>	<b>20</b>
CSC Residence Halls .....	20
CSC Apartment Units.....	20
Residence Hall Staff.....	20
Residence Hall Residency Requirements.....	21
Room/Apartment Reservations .....	21
Room Reservation Cancellation Policy.....	21
Residence Hall/Apartment Contracts .....	21
Children.....	22
Room Privacy and Security.....	22
Disorderly Conduct/Unacceptable Behavior.....	22
Visitors .....	22
Quiet Hours/Noise.....	22
Residence Hall Closing Hours .....	22
Residence Hall Check In-Check Out .....	22
Apartment Rent Payment/Refunds.....	22
Check Out Procedures.....	22
Room/Apartment Key .....	22
Class Withdrawal .....	22
Part-Time Students.....	23
Room and Board Refund Policy.....	23
Room/Apartment Changes .....	23
Roommate Leaves .....	23
Room/Apartment Cleanliness .....	23

Apartment Air Conditioners, Evaporative Coolers, and Window Fans.....	23	Physical Assault .....	26
Heating Units.....	23	Employee Harassment.....	26
Damages .....	23	Suicide Threats or Attempts .....	26
Room Window Policy .....	23	Harassing Speech, Phone Calls, or E-mail Messages .....	26
Theft .....	23	Solicitation .....	26
Decorations.....	23	Residence Life Programs .....	26
Fire Regulations .....	23	Student Involvement .....	26
Fire Sprinkler System.....	23	Residence Hall Government.....	27
Grounds .....	24	Hall Monitor .....	27
Water Bed Policy .....	24	Abandoned Personal Property .....	27
Loft Policy.....	24	Vehicles/Parking .....	27
Maintenance Requests.....	24	Tornado Alert Procedures .....	27
Telephone Service .....	24	Reporting a Fire.....	27
Cable Television.....	24	<b>Campus Dining Service.....</b>	<b>27</b>
Internet Access .....	24	Serving Hours.....	27
Mail Service .....	24	Meal Plans Offered.....	27
Laundry and Vending Service.....	24	Carry-Out Service .....	27
Residence Hall Refrigerators .....	25	Guest Services .....	27
Residence Hall Storage .....	25	Special Diets.....	27
Pets .....	25	Eagles Grille.....	28
Posting of Information .....	25	Snackers C-Store Hours (located in High Rise lobby area) .	28
Alcoholic Beverages/Drugs.....	25	<b>STUDENT INVOLVEMENT OPPORTUNITIES.....</b>	<b>28</b>
Smoking .....	25	Alumni Phonathon.....	28
Gambling.....	25	Campus Activity Board.....	28
Firearms, Explosives, and Archery Equipment.....	25	Distinguished Speaker Series .....	28
Study Lounges.....	25	Galaxy Series.....	28
Common Areas.....	25	Residence Life Association.....	28
Recreational Equipment .....	26	Student Senate .....	28
Health Services.....	26	Student Clubs and Organizations .....	28

**CAMPUS POLICIES, REGULATIONS  
AND PROCESSES.....29**

Overview .....29

Code of Conduct.....29

Introduction .....29

Conduct & Discipline.....31

Sanctions .....31

Due Process .....31

Grievance Procedures.....31

Campus Clean Air Policy.....31

Family Educational Rights and Privacy Act .....31

Freedom of Expression.....33

Non-Discrimination Policy/Equal Educational  
and Employment Opportunity Policy.....33

Americans with Disabilities Act .....34

Posting of Information .....34

Sexual Harassment .....34

Solicitation on Campus .....34

Students Called into Active Military Duty.....35

Student Right to Know.....35

Weapons/Explosives .....35

Federal and State Penalties for Drug Possession and Sales.....35

    Type of Drugs (not exclusive).....35

    Federal Law.....36

    Nebraska State Law.....36

        MDUI Law .....36

        Minor in Possession/Consumption Law.....36

        Keg Law .....37

Open Container Law .....37

Administrative License Revocation (ALR).....37

Class III Misdemeanor: .....37

Class W Misdemeanor: .....38

Health Risks .....38

Alcohol-Reducing Your Risk - “By the Numbers!” .....38

Chadron State College Alcohol and Drug .....39

    General Alcohol and Drug Policy .....39

    Disciplinary Sanctions.....40

    In addition to the above policies: .....41

    Policy Table with Student Consequences ..... 42-44

## INTRODUCTION

The Chadron State College Student Handbook is distributed to CSC students as a guide to current policies, practices, and activities of the campus. It is not meant to serve as the ultimate authority concerning these matters, as Board of Trustees' policies are updated on a continual basis, and practices and activities are reassessed periodically. Please refer to the most recent Board Policy on file in the King Library or on-line at [www.nscs.edu](http://www.nscs.edu), and to administrators on campus for clarification of any material found in the Chadron State College Student Handbook.

### *Campus Communication*

CSC email and CSC Eagle-mail is the official form of electronic communication for CSC. Chadron State College will post important announcements on MyCSC.

### **Chadron State College Officers of Administration**

Dr. Janie Park

President

Dr. Lois Veath

Vice President for Academic Affairs

Mr. Dale Grant

Vice President for Administration and Finance

Dr. Randy Rhine

Vice President for Enrollment Management & Student Services

Dr. Charles Snare

Dean, School of Arts & Sciences

Dr. Gary White

Dean, School of Business, Entrepreneurship, Applied & Mathematical Sciences and Sciences

Dr. Margaret Crouse

Dean, School of Education, Human Performance, Counseling, Psychology & Social Work; Professional & Graduate Studies

Ms. Terie Dawson

Assistant Vice President for Enrollment Management & Institutional Research Officer

Mr. Steve Taylor

Assistant Vice President for Extended Campus Programs

Ms. Kimberly Bright

Dean of Students

### *Equal Opportunity Institution*

<http://www.csc.edu/hr/disclaimer.csc>

## ACADEMIC INFORMATION

### *Vice President for Academic Affairs*

Dr. Lois Veath

308-432-6203

[lveath@csc.edu](mailto:lveath@csc.edu)

### *College Catalog*

The catalog is an official publication of Chadron State College and is intended to provide general information.

Although the policies, procedures, and descriptions are current and accurate at the time of publication, the college and the Nebraska State Colleges Board of Trustees reserve the right to make changes at any time to facilitate the delivery of high-quality educational services. The information in the catalog, therefore, is subject to change and does not constitute a contract between the college and any other party. Any such changes are available from the Registrar's Office. Students are responsible for adhering to regulations and completing requirements for their program of study. **You may obtain a printed catalog from the Registrar's Office in Crites Hall, Room 115 or view it online at [www.csc.edu/catalog](http://www.csc.edu/catalog).**

### *Academic Calendar*

<http://www.csc.edu/academics/calendar/>

### *Petition for Waiver or Exception of College Academic Regulations*

Any request for waiver or exception to the academic policies and regulations stated in the Chadron State College General Catalog must be submitted as a written petition to the office of the Vice President for Academic Affairs. Consideration will be given to the petition by the Council of Academic Deans or the appropriate faculty recommendation committee for undergraduate regulations, or the Graduate Council for graduate regulations. A written response will be returned to the petitioning student.

## *Student Rights and Responsibilities*

### **Admissions, Conduct, and Discipline**

The Board of Trustees of the Nebraska State College System grants authority to the President of Chadron State College to designate appropriate officers to render initial decisions relative to conduct and discipline, and to establish representative college committees for the review of these decisions. Acceptance of this policy by the student is implied as a condition of his or her enrollment.

Pursuant to Board Policies 3100 and 3200, any State College may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the College, presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, the College may, among other things, take into account the individual's history and experience relative to:

- a) violence and destructive tendencies;
- b) student status on other College campuses; and
- c) any rehabilitative therapy the individual may have undergone.

A decision to utilize the authority conferred by this paragraph shall be communicated to the individual in writing. Decisions regarding the denial or placing of conditions upon admission, readmission or continuing enrollment of the student will be made by the Vice President for Enrollment Management and Student Services and are appealable through the process presented in Board Policy 3200.

Students suspended or dismissed from one of the State Colleges may be admitted to another Nebraska State College

only under the same conditions that they would be readmitted to the College from which they were suspended.

### **Academic Honesty**

Students are expected, with the assistance of the faculty, to conduct themselves in conformity with the highest standards with regard to academic honesty. Violation of college, state or federal standards with regard to plagiarism, cheating, or falsification of official records will not be tolerated. Students suspected of academic dishonesty must follow the Grievance Procedures (Academic) outlined in the CSC Student Handbook. In cases involving academic dishonesty, the instructor need only present basic evidence of academic dishonesty. There is no requirement on the part of the instructor to prove intent. Students found guilty of plagiarism or academic dishonesty will be dealt with by the instructor involved. Students found guilty of academic dishonesty more than once will be referred to the Vice President for Enrollment Management and Student Services for disciplinary action.

Violations of these standards may result in a failing grade for the assignment, course failure, suspension, or expulsion from the College. It is recommended that students seek the advice of instructors as to the proper procedures to avoid such violations.

The following acts are examples of plagiarism:

1. Handing in an assignment that someone else has written and claiming the work as one's own.
2. Handing in an assignment that contains sections, paragraphs, sentences or key phrases that someone else has written without documenting the source(s) for each portion

of the assignment not written by the student submitting the assignment.

3. Handing in an assignment that contains paraphrased ideas from another source, published or unpublished, without documenting the source for each paraphrase. (Changing around a few words in a sentence from the source is not sufficient to avoid plagiarism.)

“Someone else” in the three statements above may refer to a published author, another student, an internet source, or any person other than the student claiming credit for the assignment.

“Documenting” means providing the name of the author, the source used, and other relevant bibliographical information such as addresses for web sites used as sources. If an individual is unsure how to document sources used within an assignment, they are encouraged to ask their professor or the reference librarian for assistance.

The following acts are examples of academic dishonesty:

1. Cheating - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Facilitating Academic Dishonesty - intentionally or knowingly helping or attempting to help another in an act of plagiarism or academic dishonesty.

## **Civility**

Civil behavior enhances the academic setting and is expected at all times. The academic environment welcomes a difference of opinion, discourse, and debate within a civil environment. Courtesy and respect for others creates a pleasant environment and improves learning for all. The use of cell phones for conversation or text messaging is prohibited. Cell phones should be turned off prior to entering the classroom. The use of smokeless tobacco during class is prohibited.

## **Class Attendance**

**The College assumes that students will seek to profit from the instructional program and will recognize the importance of attending every class meeting of courses for which credit is expected. Students who do not attend class on a regular basis may experience a decrease in the course grade, academic probation, academic suspension, and a loss of financial aid.**

## **Makeup Work/Absences**

Lists of students anticipating absence for college-related activities (class field trips, participation on athletic teams, etc.) will be distributed to faculty. These students will be excused from their classes but not from the work required in those classes. Students who are anticipating an absence for whatever reason should visit with respective instructors before the absence to determine whether they can afford the absence.

A written notice informing faculty of student illness/hospitalization exceeding 3 class days will be sent by the Health Services Office upon request by the student. Notices

of serious illness, hospitalization or death of a family member will also be provided upon request to the Vice President for Enrollment Management and Student Services. **Responsibility for arranging make-up study and assignments rests with the student.**

## ***Registration Process***

<http://www.csc.edu/admissions/transfer/registration.csc>

## ***Residency Requirements***

### **Applying for Residency**

All applications must be submitted to and approved by the Admissions Office before the end of the first week of the term in which you wish to claim residency. Applications and additional information are available at the Admissions Office in Crites Hall.

Out-of-state students may apply for legal Nebraska residency if the student meets the following criteria:

1. Legal age (19+ years old)
2. Provide one of the approved methods of proof that you have lived in the state of Nebraska for six (6) consecutive months (180 days) immediately prior to applying for Nebraska residency and provide proof of that fact.
3. Other circumstances may qualify you to apply.

In addition to meeting these requirements, documentation of three (3) of the following six (6) items must be provided by the student and should have been held 30 days prior to applying for residency:

1. Current employment in Nebraska.
2. Payment of Nebraska state income tax for a full-time job.
3. Voter registration in Nebraska.
4. Nebraska driver's license.
5. Registration of vehicle in Nebraska.
6. Checking or savings account with a Nebraska financial institution.

If you are Native American, you must provide verification from the Tribal Enrollment Officer that you are an enrolled tribal member and then you will be considered a resident for tuition purposes.

### **Study Abroad**

Chadron State College offers its students the opportunity to participate in semester-based study abroad programs in countries such as Australia, New Zealand, England, Spain, Italy, Chile, Mexico, Argentina, and France. Short term foreign study tours, led by CSC faculty, are scheduled regularly and are available for college credit and financial aid to qualified students. For more information, contact Carl Cousin at the Extended Campus Office: **308-432-6496**.

### **Challenging of Courses**

An enrolled CSC student may challenge a course from the General Catalog for college credit except:

1. When the course is a prerequisite to a course already taken,
2. When the course has been taken previously for audit or credit, or

3. When the course has been determined to be ineligible for challenge by the academic school.

Requests to challenge a course must be made to the Academic Dean of the school in which the course is listed, who will then determine if the course is available for challenge and whether the challenge shall be by comprehensive examination and/or by some other evidence of competence in the subject matter of the course. Not all courses are eligible to be challenged.

Credit will be granted only if the grade received on the challenge is a "C" or above. The credit will be recorded on transcripts and calculated into earned hours.

Students are advised that due to the cost and time involved in challenging a course, they should feel confident that they possess both the skill and understanding to gain credit before applying to challenge any course.

**Forms for course challenges are available in the offices of the Academic Deans and/or the Registrar's Office.** Fees are determined annually and are charged through the CSC Business Office.

### **College Level Examination Program (CLEP)**

<http://www.csc.edu/extended/clep/>

### **Self-Paced Study (Correspondence Courses)**

Self-paced study (correspondence courses) is a home-study correspondence program designed to provide a broad selection of undergraduate courses to students who cannot, or choose not to participate in classroom study. Within certain limitations, undergraduate course work offered by correspondence will be

given equal status and will also share the same restrictions as credit earned in the classroom.

Students have the option of registering for selected correspondence courses in a full-year format or a semester-based format.

\*Under the full-year format, students have one calendar year from the end of enrolled semester in which to complete the course. These courses may be started at any time.

\*Under the semester-based format, students begin and complete courses at the same time as other spring and fall semester courses. Unlike full-year courses, semester-based courses may qualify for financial aid. Once registered for semester-based correspondence courses, students may not change to the full-year option. Semester-based correspondence courses are subject to the same policies and time restrictions as other semester-based CSC courses. Semester-based courses may be subject to enrollment limitations.

Full payment of tuition and fees is due upon registration for full-year format correspondence courses. Full payment of tuition and fees for Fall 2008 semester-based correspondence courses is due by 4 pm, August 15, 2008. Full payment of tuition and fees for Spring 2009 semester-based correspondence courses is due by 4 pm, January 2, 2009. Required books are not included in the cost of the course. Students are responsible for selecting courses for which they have the necessary background and prerequisites.

Students may not be simultaneously enrolled for more than six (6) correspondence credits. Approval of correspondence courses to be taken to meet a program or degree requirement

should be sought from the Registrar of the degree-granting institution prior to enrolling for the course.

**For more information, contact the Correspondence Office, Crites Hall 227, 1-800-600-4099, or (308) 432-6211.**

### **Internships**

<http://www.csc.edu/careerservices/internship.csc>

### **Prior Learning Credit Program (PLC)**

<http://www.csc.edu/extended/prior/>

### ***Grading Information***

#### **Guidelines for CSC Exam Week**

1. A final exam is required in all courses except those exempted by the academic School Dean.
2. The Friday of the next to last week of the semester will be a regular class day.
3. On the next to last Saturday of the semester, finals will be administered to Saturday classes.
4. No classes or exams may be held on Sunday.
5. Exams in evening courses will be administered during the last regularly scheduled class meeting--presumably on Monday, Tuesday, Wednesday or Thursday nights of the exam week.
6. Final examinations must be administered according to the exam week schedule.
7. The final examination may or may not be a comprehensive exam, according to the faculty member's prerogative.

8. A student may not be required to take more than three examinations in one day. If such a case arises, the student may arrange with the faculty member of the fourth and subsequent courses to take those exams at an alternate time during exam week.
9. Exceptions to the exam week guidelines must be approved through the academic School Dean.
10. Exams for labs will be given during the week prior to exam week.

### **Grading System**

The following grades are currently used at Chadron State College:

A - Superior.

B - Excellent.

C - Average.

D - Below average but above failure.

F - Failure to meet minimum requirements or student failed to officially withdraw from the course.

I - Indicates some portion of the student's work is unfinished due to a justifiable reason and is issued at the discretion of the faculty and academic School Dean. A grade for the term is recorded when the work is completed. If the work is not completed within twelve months, the instructor must submit a grade change to reflect a grade other than an "I".

IP -Indicates a course continuing into the next term.

P - Passing.

W -Indicates official withdrawal from a course with a passing grade.

AU –Indicates non-graded, audit participation in a course.

### **Grade Point Average**

Chadron State College assigns quality points to letter grades as follows:

A - 4 points    B - 3 points    C - 2 points    D - 1 point    F, I, IP, P, W, AU - 0 points

To determine grade point average, the total number of quality points earned for each attempted credit hour is divided by the total credit hours attempted (including semester hours passed and failed). The grade point average is computed only for courses taken at Chadron State College for non-teaching majors, but utilizes all courses from all institutions attended for teaching majors (Bachelor of Science in Education degrees).

### **Grade Distribution**

Grades are available on-line only, via MyCSC. Students in need of official paper copies should contact the Registrar's Office.

### **Grade Appeals**

Students have the opportunity to appeal a grade. Grade appeals may only be made in the subsequent Fall/Spring/Summer semester and must be made following the posting of grades, but no later than the end of the first two weeks (14) days of the subsequent semester of enrollment.

- Step 1. The student must first meet with the instructor of the course in which the grade is being appealed and provide, in writing, a letter containing:
- a. the facts surrounding how grades in the class were assigned;

b. how the standards established in Step 1a differ from what

the student perceives their quality of work to be;

c. any inaccuracies the student believes exist in the assignment of the final grade.

Step 2. If the grade appeal is not settled in Step 1 and the student feels the instructor has not evaluated all of the evidence or if there is additional evidence that was not considered by the instructor, the student may then appeal within ten (10) working days to the Dean of the School within which the department resides. In the appeal, the student should include all of the information gathered in Step 1. The student shall also provide information addressing why the evidence was not properly evaluated or what additional evidence exists that was not initially examined by the instructor.

Step 3. If the grade appeal is not settled in Step 2, the student has ten (10) working days to request a review by the Student Academic Review Committee. The appeal should contain information explaining why the student feels the Dean did not accurately consider the evidence in making his/her decision. The Committee will consider all information gathered in steps 1 and 2 and make its recommendation to the Vice President for Academic Affairs (VPAA). The VPAA will then make a decision regarding the grade appeal and forward it to the student in writing.

Step 4. The decision of the VPAA may be appealed to the President of the College and should include all information gathered in the previous steps. The appeal

should contain information explaining why the student feels the VPAA did not accurately consider the evidence in making his/her decision. Final authority regarding grade appeals rests with the President of the College and no appeal shall be allowed to the Board of Trustees.

### **Academic Amnesty**

Academic Amnesty permits undergraduate students to eliminate one semester's grades from their cumulative grade point average. The courses and grades will appear on the transcript with a notation that the student was given amnesty and these courses are not part of the cumulative grade point average. All courses taken during the semester will be subject to amnesty including self-paced study (correspondence) and those courses which were successfully completed.

Only returning students can apply for academic amnesty. Application must be made after the posting of grades for which amnesty is sought, but no later than the ninetieth (90) calendar day of the subsequent Fall or Spring semester of enrollment. Since amnesty may affect financial aid awards, students receiving financial aid should contact the Financial Aid Office prior to applying for amnesty. Academic Amnesty is only available once in a student's career. Further information is available from the Registrar's Office.

## Academic Probation and Suspension

### Probation

Probation is a warning to the student that his/her grades are below the academic standards of Chadron State College. A student will be placed on probation if:

- his/her CSC cumulative grade point average (GPA) is below 2.00.
- as a first-year student, he/she earns less than a 1.00 in his/her initial semester at Chadron State College. The student will be allowed to continue for one additional semester on probation.

The student's failure to bring his/her cumulative GPA to an acceptable level will result in academic suspension from Chadron State College.

### Suspension

Academic suspension results in a student being denied enrollment at Chadron State College, except in summer terms and in self-paced study (correspondence) courses.

- A student who is not a first-time first-semester student and who earned less than a 1.00 cumulative GPA will be academically suspended.

-A student who has been placed on probation will be academically suspended from the College if his/her semester GPA falls below 2.50 and the cumulative GPA falls below the following scale:

- After attempting semester hours 1.25 1-29 CSC

- After attempting semester hours 1.50 30-44 CSC
- After attempting semester hours 1.75 45-59 CSC
- After attempting hours 2.00 60+ CSC semester

The first suspension from Chadron State College is for one semester. The second (and subsequent) suspension is for three years.

### Suspension Appeals

A student may appeal the first academic suspension, probation, or a denial of admission if he/she believes that an error occurred or if extenuating circumstances affected their scholastic performance which would warrant retention in college. The appeal is initiated with written petition to the Vice President for Enrollment Management and Student Services. A second (and subsequent) suspension is not eligible for appeal. If a student decides to return to CSC after a second suspension, a written letter of appeal is written to the Dean of Students requesting readmission.

### General Regulations Regarding Graduation

<http://www.csc.edu/registrar/graduation.csc>

## **STUDENT SERVICES**

### ***Vice President for Enrollment Management and Student Services***

Dr. Randy Rhine  
432-6231  
rrhine@csc.edu

### ***Financial Information***

#### **Costs**

The Board of Trustees for the Nebraska State College System sets the tuition rates each year. Room, board, and fee charges are also approved by the Board of Trustees. The current tuition, fee, room and board costs may be obtained from the Business Office.

#### **Scholarships**

<http://www.csc.edu/financialaid/scholarships/>

#### **Financial Aid**

<http://www.csc.edu/financialaid/index.csc>

#### **Satisfactory Academic Progress (SAP)**

<http://www.csc.edu/financialaid/sap.csc>

#### **1<sup>ST</sup> Undergraduate Bachelors Degree**

<http://www.csc.edu/financialaid/sap.csc>

#### **Graduate and Specialist Degrees**

<http://www.csc.edu/financialaid/sap.csc>

#### **Second Baccalaureate Degree**

<http://www.csc.edu/registrar/graduation.csc>

#### **Endorsements/Additional Majors**

<http://www.csc.edu/financialaid/sap.csc>

#### **Transfer Credit**

<http://www.csc.edu/financialaid/sap.csc>

#### **Financial Aid Probation**

<http://www.csc.edu/financialaid/sap.csc>

#### **Financial Aid Suspension**

<http://www.csc.edu/financialaid/sap.csc>

#### **Financial Aid Appeals**

<http://www.csc.edu/financialaid/sap.csc>

#### **Extenuating Circumstances**

<http://www.csc.edu/financialaid/sap.csc>

#### **Academic Suspension**

<http://www.csc.edu/financialaid/sap.csc>

#### **Academic Amnesty**

<http://www.csc.edu/financialaid/sap.csc>

### **CSC Refund Policy**

<http://www.csc.edu/businessoffice/refund.csc>

### **Federal Refund Policy**

<http://www.csc.edu/businessoffice/refund.csc>

### **Official Withdrawal from CSC**

<http://www.csc.edu/finaid/withdrawal.csc>

### **Unofficial Withdrawal from CSC**

<http://www.csc.edu/finaid/withdrawal.csc>

### ***Advising***

#### **Overview**

Mission: Advising is part of an ongoing commitment to the quality of student life at Chadron State College. Our mission is to help build a foundation for all students through a variety of programs and services that promote academic, social and personal development to enhance the overall educational experience.

Advising is available to assist students in reaching their potential at Chadron State College. Programs are designed to ensure that the college experience is a growing and learning process from pre-enrollment to graduation and beyond.

**Most services are located on the first floor of Crites Hall and can be reached by calling 432-6461 with the exception of the Learning Center which is located on the second floor of the Kline Center and can be reached at 432-6381.**

### **Academic Counseling/Advisor & Major Changes**

Academic counseling is invaluable in helping students to understand and adjust to the culture of higher education. It can be useful at any time during a student's college career. This service enables students to become wise consumers by facilitating choice a of major, understanding academic requirements, planning and problem solving, as well as connecting to other resources, both on- and off-campus. Academic counseling is provided by trained professionals and coordinated with faculty advising.

**Students wishing to change their major or advisor may pick up a "Request for Advisor or Major Change" form in the Advising office on the first floor of Crites Hall, (308)432-6461, or at [www.csc.edu/publications/changeadvisor-major0403.pdf](http://www.csc.edu/publications/changeadvisor-major0403.pdf).**

#### **Advising Center**

The Advising Center coordinates with the academic programs on advisor assignments and assists students in making appropriate advisor and major changes. The Advising Center is located at 108 Crites Hall. The Center is open Monday-Friday and staffed with faculty from various disciplines across campus to assist all students whether they are incoming freshmen, undecided, current students or in need of help outside their current major.

#### **Disability Services**

Services for students with disabilities (learning, ADHD, physical and/or psychological) include counseling, tutoring and assisting students to discuss their academic needs with

professors, as well as providing additional resources, referral services and/or special accommodations as appropriate.

Disabled students who are in need of special accommodations must begin their request through the Advising office. A student-initiated conference with the Disability Services Contact Person is required. In addition, documentation of the disability(ies) by a qualified professional must be on file in the Disability Services Contact Person's office in order to honor requests. Students are encouraged and supported in understanding their disabilities and in expressing any subsequent needs to their professors.

The goal of Disability Services is to provide a learning environment with as equal access as possible.

### **eCompass Testing**

Appropriate English and Reading placement is required for all English, Humanities, and Philosophy courses and is recommended for math courses.

Computerized testing is available by appointment with the Advising office. Test results are received immediately upon completion of the test.

### **First Year Seminar**

This course is designed to assist the student in obtaining the academic skills and knowledge necessary to reach his/her educational objective. Topics covered include memory development, time management, test taking, communication skills, career planning, study skills and techniques, questioning skills, ideas for wellness, understanding of diversity and career issues that face many college students. This course is

recommended for all new students and others who may benefit. The purpose of this course is to provide opportunities to learn and adopt methods that promote success in college and life.

### **ID Cards**

ID cards are issued in the office of Advising. The first card is free of charge; there is a \$5.00 fee for a replacement card. This card gains the student access to the residence halls, library, food services, athletic and fine art events.

### **Major/Career Exploration Services**

Students can receive personal and confidential Career Counseling Services, which enable them to explore major/career options after examining their interests, skills and values.

Advising has Self-Directed Search packets available in the director's office to help students determine for which jobs they may be most qualified or take the Myers Briggs Type Indicator®, this instrument measures personality preference on four scales; Extraversion - Introversion (E - I), Sensing - Intuition (S - N), Thinking - Feeling (T - F), and Judgment - Perception (J - P).

### **Personal Counseling**

Professional counselors offer confidential, personal counseling to all students. This counseling is available for students who are making difficult choices, going through periods of transition, seeking to change behaviors and/or improving their decision-making skills.

### **Peer Tutor Program**

Chadron State College's nationally certified Peer Tutoring Program consists of students who come highly recommended by faculty, meet stringent qualifications, and are eager to share the secrets of their successes.

The Peer Tutoring program is designed to enrich a student's academic and personal experience at CSC. Students are encouraged to use the tutoring program EARLY to gain the greatest benefit.

Tutoring is a FREE service provided by the College and available to all CSC students.

### **Supplemental Instruction**

Supplemental Instruction (SI) is a learning enhancement program attached to a traditionally challenging course. SI is provided for all students who want to improve their understanding of course material and improve their grades. Attendance at sessions is voluntary. SI offers a chance for students to compare notes, to discuss strategies for studying, and to practice test taking. At each session students will be guided by the SI leader, a competent student of has previously taken the course. SI leaders attend all class sessions, take notes, read all assigned material, and conduct three or more 50 minute SI sessions each week.

Regular attendance at SI sessions may help improve students' chances to earn a better grade. Students will have developed a better understanding of course content as well as more effective ways of studying. This may help in other classes also.

### **Writing/Speaking Center**

The Writing Center is a collaborative learning program dedicated to working one-on-one with student writers. In a writing session, writing assistants encourage students to discuss ways to improve their writing. They help students clarify their thinking and develop their ideas. Writing assistants also help students find strategies for improving organization, sentence structure, grammar, and punctuation. The center houses a library of handouts and style manuals, a collection of handouts about writing, and provides a comfortable place to sit, read, and write.

The Speaking Center staff (located on the 2nd floor of the Kline Building) is available to assist students with major class presentation projects. Media software and preparation is available for practice and presentations. Assistance includes strategies for organization, delivery, and presentational aids.

### **Notary Services**

A notary public is an officer who can witness and authenticate documents. This service is available to all members of CSC and the community at no charge. Students often need their signature notarized authorizing access to their education records (FERPA), residency, and felony statements.

### **Career Services**

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

### **Computer Services**

### **Acceptable Use Policy**

[www.csc.edu/compserv](http://www.csc.edu/compserv).

## **Computer Account Policy**

Student accounts are automatically generated by Computer Services. Students will be granted an account for the duration of their student status.

Employee accounts may be established by completing an Employee Request for Computer Account form, available from Computer Services. Employees will be granted an account for the duration of employment. Individuals are considered employees if hired for Chadron State College full-time and part time positions. Student employees funded via work study or institutional funds do not qualify for employee accounts. Faculty Emeritus may obtain an account by completing an Employee Request for Computer Account Form.

Employees will make reasonable efforts to safeguard their account passwords. No employee may allow unauthorized persons access to college data, computing or network resources by sharing their password, except in cases necessary to facilitate computer maintenance and repairs. Unauthorized persons include and are not limited to student employees and family members.

Although it is the policy of the State College not to monitor individual usage of any computing resources, the College or System Office as appropriate, reserves the right to monitor user activities taking place on the CSC network and on computer lab systems, via network monitoring software, cameras, student lab assistant's observation, etc. without advance notice or specific permission, for any legitimate business purpose.

Individuals must adhere to this Acceptable Use Policy in order to retain access to campus computer facilities.

## **Copyright Compliance Policy**

Chadron State College employees, students and guest users are required to comply with federal copyright laws and with college policies and procedures designed to implement those laws. Three federal acts form the basis for copyright compliance. They are, in order of enactment, the Copyright Act of 1976 and the Fair Use Guidelines, the Digital Millennium Copyright Act of 1998, and the Technology, Education and Copyright Harmonization Act of 2002.

### **Fair Use**

The Fair Use Guidelines evolved from the Copyright Act of 1976 and were developed for the educational community. Although a set of formal and quantifiable standards have emerged from court decisions and other tests of Fair Use, just two tests are needed to determine compliance, Brevity and Spontaneity. Small portions of entire works may be used and then only a minimal number of times for a small number of classes and students.

### **The Digital Millennium Copyright Act (DMCA)**

The DMCA of 1998 is the U.S.A.'s answer to a perceived need for laws regulating international intellectual property, especially ideas committed to digital media for entertainment. DMCA is highly prescriptive and restrictive and does not incorporate Fair Use provisions for education. However, it has far-reaching implications for colleges. File sharing of copyrighted audio, video or other mediated materials is prohibited.

## **The Technology, Education and Copyright Harmonization (TEACH) Act**

The TEACH Act, is aptly described in its title. It is intended to bring the technical provisions of DMCA into harmony with the Fair Use Guidelines for education, more specifically for on-line and other mediated instruction. Although TEACH's mediated instructional Fair Use guidelines are expressed using traditional classroom terminology, its language is fairly clear and the specifics are clearly outlined.

## **Copyright Compliance**

The faculty and staff of Chadron State College are required to know the copyright law, to remain abreast of new developments in the law and to comply with the law as follows:

- Fair Use guidelines will determine the selection and use of copyrighted materials for both traditional and mediated class instruction.
- Copyrighted materials used according to Fair Use principles will be removed from electronic storage upon conclusion of the course.
- Fair Use may be applied to any digitized, copyrighted materials, even those print or analog works communicated in digital format.
- Works specifically allowed under TEACH include performances of non-dramatic literary works, performances of non-dramatic musical works, and reasonable and limited segments of dramatic and audio visual works.

- Written notice of institutional, instructor, and student obligations under the TEACH Act must be supplied to class members.
- As much as is technically feasible, transmission of copyrighted materials is limited to members of the class.
- Archived materials are to be used only for immediate future offerings of the class.
- Policies and technical measures should provide assurance that digital codes or embedded management systems are not modified, i.e. no tampering with producers' security.
- The college is required to provide written evidence of copyright compliance intent.
- All copyright compliance practices are to be expressed as institutional policy.

## **CSC Copyright Resources**

Copyright resources are available from the CSC Reta King Library web site, [www.csc.edu/library/fastfacts/copyright.csc](http://www.csc.edu/library/fastfacts/copyright.csc) and from the CSC Computer Services web site, [www.csc.edu/technology/policy-acceptance.csc](http://www.csc.edu/technology/policy-acceptance.csc). Review of the following resources, by employees and students, is strongly encouraged to ensure compliance.

- \* CSC Procedure for Action on Possible Infringement of Intellectual Property Rights (DMCA)
- \* CSC Guidelines for Copyright and Higher Education (Fair Use and TEACH)
- \* CSC Written Notice of Institutional, Instructor, and Student Obligations under the TEACH Act

## **Responsible Network Use Policy**

Purpose: To protect the campus network and student computers and to provide reliable, responsive network performance.

- A. 1. Individuals requesting a residence hall or wireless network personal computer connection are required to certify the following upon application for campus network connectivity.
  2. The most current version of the operating system is installed and configured.
  3. The most current version of anti-virus software is installed and configured.
  4. The most current version of anti-spyware software is installed and configured.
  5. The computer has been scanned and is free of viruses and spyware.
- B. Individuals are required to maintain current versions of the software stated in A.
- C. It is the student's responsibility to acquire the software stated in A. from a source other than the CSC network. Once connected to the campus network, students may obtain updates via the CSC network, however it is the student's responsibility to obtain updates in a timely manner and prior to expiration. Refer to the 'Guide to Protecting your Computer and the CSC Network' for recommended software and associated web sites.
- D. Individuals are required to turn file serving off. File serving is defined as software which serves information (audio, video, data) to the network, including personal web servers, ftp servers, etc. File sharing software which does

not allow serving to be turned 100% off is not allowed to function on the campus network.

- E. Individuals are required to keep legal downloading to a minimum. Downloading of copyrighted material is prohibited as per the CSC Copyright Policy.
- F. Individuals are prohibited from attaching unauthorized devices to the campus network including routers, switches, hubs, wireless access points, and gaming boxes.
- G. Individuals are required to use the wired and/or wireless configuration information and ports as assigned by Computer Services. Utilization of unassigned configuration information or unassigned ports is not authorized.
- H. Individuals in violation of this policy will be disconnected from the network.
  - 1st Offense: 7 days
  - 2nd Offense: 14 days
  - 3rd Offense: 30 days, Petition to Director required to reconnect
  - 4th Offense: Permanently

## **Resources and Facilities**

Computer Services Offices

Computer Services Offices are located in Miller Hall, Room 115.

Miller Hall Training Room 125

Use is limited to the existing hardware and Computer Services supported software. No additional hardware or software is to be installed in the training room environment.

Hours of use are Monday through Friday, 8:00 a.m. – 4:00 p.m.

Those using the room must abide by all Computer Services and CSC policies.

CSC groups may reserve the room by calling Computer Services. No fee will be assessed.

Student groups must have a faculty member present and responsible for the proceedings.

Non-CSC organizations may request reservations, through the CSC conferencing office, no sooner than the first day of the term in which use is requested. The fee for such use will be \$100 per day.

### **Campus Computer Lab Facilities**

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

The following are designated as general access labs and are reserved for the use of students and employees. Group reservations are not permitted:

Old Administration 3<sup>rd</sup> floor, Brooks Hall, Edna Work, High Rise lobby, Student Activity Center commons area, and Library basement.

Many other department- based computer labs are available across campus.

Refer to the Computer Lab Directory on the Technology web site for a list of labs, locations, number of computers, and responsible staff member.

### **Internet Accessibility - Residence Halls**

Students may access the Internet and campus network with a wired fast Ethernet connection directly from residence hall rooms. A student is limited to one network connection to a personal computer. Refer to the Responsible Network Use Policy for additional requirements/restrictions.

### **Wireless Accessibility**

Access to the wireless network is provided to students, employees and registered guests from designated areas “hot spots” across campus. After registering a laptop with Computer Services, individuals may connect their personal wireless ready laptop to the Internet and public CSC servers. CSC provided wireless laptops are available for checkout from the Library desk for use in the Library by students and employees with CSC computer lab accounts. All users of the wireless network must abide by CSC policies.

### **Electronic Library Resources**

The Reta E. King Library provides easy access to an electronic database listing of books and reference materials available from the state colleges and universities in Nebraska. Access to the catalogs can be obtained from public PCs in the Library or via MyCSC.

### **PC for Individuals with Special Needs**

A PC is available on the 1st Floor of King Library for use by students with a sight impairment, dyslexia or reading difficulties. Software provided includes Job Access With Speech (JAWS) and Kurzweil. Students wishing to utilize this resource should contact the Disability Services Contact Person or the Tutoring Services Coordinator.

### **Security Violation**

In the event of an actual, suspected, or anticipated violation of the security of a computer system, designated system administrators may inspect any file on Chadron State College computers, without the user's knowledge, in an effort to determine the nature and means of the violation and the perpetrator thereof. In order to protect the integrity of the investigation network activity may be monitored, user directories and files may be reviewed, and user accounts may be disabled until the conclusion of the investigation. Files will be backed up for the purpose of recovery if circumstances warrant.

Only those individuals named by the Director of Computer Services as being directly responsible for the security of Chadron State College computers may use special privileges which permit the examination, copying or printing of files, programs, electronic mail, or other information in a user's account, without the user's prior permission. This shall apply equally to mail resident on servers which has not been retrieved by the user.

The designated individuals may only use their special privileges in the event of a violation or reasonable suspicion of

violation of computer security. A system administrator may not divulge any information obtained using special privileges to any person other than the Director of Computer Services who will take the appropriate action. If an individual suspects someone has attained access to his/her account, the incident should be reported to the Director of Computer Services immediately in order to initiate appropriate action.

### **Intellectual Property Rights**

Please refer to the CSC Copyright Policy.

### **Software**

Please refer to the CSC Software Licensing Policy.

### **Unauthorized Use**

All information processed through Computer Services is considered sensitive and/or confidential. This information is based on a legitimate "need to know".

The unauthorized use or abuse of any college owned or leased computer system and installed software and files is prohibited.

Chadron State College reserves the right to cancel accounts, initiate disciplinary action, limit or restrict access to computer accounts, equipment or the network, file criminal charges or take other appropriate action against individuals who act in an irresponsible manner and/or infringe upon the rights of others.

Unauthorized actions include but are not restricted to the following:

- \* Attempting to or successfully logging in to an account other to that which is officially assigned by Computer Services.

- \* Using an account for other than the authorized purpose.
- \* Providing students with Chadron State College issued passwords.
- \* Modifying or destroying data which is not specifically assigned to or created by the user.
- \* Using computers, software, or other college equipment for personal or commercial financial gain is strictly prohibited unless specifically authorized by the Board of Trustees.
- \* Abusing computer hardware.
- \* Including profane, vulgar or other harassing language within e-mail messages, programs, and/or files.
- \* Accessing pornographic resources that are in view of and offensive to others.
- \* Utilizing computer resources with the intent to harass others.
- \* Installing and/or spreading virus related software.
- \* Placing undue burden on the CSC network.
- \* Violating CSC Policies.

Students found browsing, hacking, or attempting any type of security breach into areas outside of their assigned directory will face revocation of computer access, grades of “F”, and possible suspension or expulsion from Chadron State College. Employees found browsing, hacking, or attempting any type of security breach into areas outside of their assigned directory will face revocation of computer access and possible termination of employment.

Inspection of a user’s files on back-up media by Computer Services personnel in the course of responding to a request from that user for restoration of one or more files shall not be deemed a violation of the user’s privacy.

### ***Conferencing***

<http://www.csc.edu/conferencing/>

### ***Eagle Pride Bookstore***

<http://www.eaglepridebookstore.com/>

### **Check Cashing Policy**

Chadron State College students may cash checks in the Eagle Pride Bookstore. Accepted will be personal checks up to \$10 and checks for \$10 over the amount of a purchase. Personal checks must be made payable to the Eagle Pride Bookstore with the student’s address, telephone number and ID (social security or driver’s license) number on the check. Two- or three-party checks will not be accepted. Please check with the Bookstore about the terms and conditions of its check cashing policy. State of Nebraska Work Study checks can be cashed also depending upon amount of check and if a purchase is involved.

### ***Health Services***

<http://www.csc.edu/healthserv/>

### ***Health Resources***

<http://www.csc.edu/healthserv/>

### ***Instructional Resources***

At the request of Chadron State College, Western Nebraska Community College (WNCC) is offering classes on the CSC campus for students needing instruction in basic writing and math skills. Courses include: Basic Writing, Basic Mathematics, Developmental Writing, and Introductory Algebra. Students are allowed to enroll in these WNCC courses along with CSC courses during the same semester. Interested students should consult with their advisors or the CSC Admissions Office to determine whether or not these classes are recommended for them. Tuition is paid to and credit recorded at WNCC. Upon completion of the course(s), students must request that a WNCC transcript be sent to CSC. Students receiving financial aid should see the CSC Financial Aid Office to make arrangements to pay for WNCC classes.

### ***Photocopy/Fax***

Photocopy machines are available to students in the Reta E. King Library, the Eagle Pride Bookstore, and the machines room located in the basement of Old Admin. Copy cards for use in photocopy machines may be purchased at the King Library. FAX machines are available for student use in the Eagle Pride Bookstore and in the machines room of Old Admin.

### ***Reta E. King Library***

<http://www.csc.edu/library/>

### ***Project Strive/TRIO***

[www.csc.edu/projectstrive](http://www.csc.edu/projectstrive)

## **RESIDENCE LIFE**

<http://www.csc.edu/housing/index.csc>

### **CSC Residence Halls**

The **residence hall rooms** are designed to accommodate two students. Upper-division students and transfer students are given priority for private room requests. First year students may occupy private rooms according to availability. All rooms have adequate closet and drawer space and may be equipped with twin beds, study chairs and desks. All of the residence halls are air conditioned.

### **CSC Apartment Units**

<http://www.csc.edu/housing/apartments.csc>

**THE FOLLOWING PAGES IN THE STUDENT HANDBOOK CONTAIN THE TERMS AND CONDITIONS OF RESIDENTIAL LIFE AT CHADRON STATE COLLEGE. PLEASE READ ALL THE INFORMATION PROVIDED WITHIN AS IT CONSTITUTES ITEMS THAT YOU WILL BE RESPONSIBLE FOR AS A RESIDENT STUDENT.**

### **Residence Hall Staff**

Like life outside college, campus life can present difficulties and opportunities. The goal of the Housing and Residence Life Program is to help students resolve or avoid such difficulties and make college living meaningful and rewarding. This is

possible through the efforts of the specially selected and trained staff who work directly with the students. Students are invited to visit with any of these individuals regarding questions about the campus or campus housing.

**Resident Advisors (RAs)** - The Resident Advisor (RA) is the heart of the residence life program. RAs are returning students who live on each floor in the residence halls and help acquaint new student to campus. They help sponsor programs designed to inform fellow students about life on campus, in Chadron, and the surrounding area. A student can expect to have considerable contact with his/her RA and should consult him/her regarding College policy, rules, and regulations. Answering questions and solving problems are some of the many duties performed by this outstanding group of students.

**Residence Hall Directors (RDs) and Residence Hall Coordinators (RCs)** - Each hall has a building manager with the title of Residence Hall Director (RD) or Residence Hall Coordinator (RC). The RD/RC lives in the hall and is responsible for the total operation of a residence hall. The RD/RC helps coordinate programs with the hall RAs, assists with training and supervision of RAs, and schedules desk workers and security.

**Assistant Director of Residence Life Programs** - The Assistant Director of Residence Life Programs is responsible for the overall development of programs for students in the residence halls as well as the supervision and training of the RD/RCs and RAs. The Residence Life office is located on the east end of the first floor wing of Kent Hall.

**Residence Life Assistants** - Residence Life Assistants work in the Housing & Residence Life Office. They are involved in

the recruitment process of new students and help acquaint the new students to campus.

**Director of Housing and Residence Life** - The Director of Housing and Residence Life is responsible for the coordination and delivery of a high quality housing program for on-campus resident students. The Housing and Residence Life Office is located on the first floor of Crites Hall.

### **Residence Hall Residency Requirements**

<http://www.csc.edu/housing/requirements.csc>

### **Room/Apartment Reservations**

<http://www.csc.edu/housing/forms/roomres.csc>

### **Room Reservation Cancellation Policy**

<http://www.csc.edu/housing/forms/roomres.csc>

### **Residence Hall/Apartment Contracts**

Residents sign a contract for the full academic year if they move in at the beginning of the fall semester. Those residents who move in after the start of the fall semester or at the beginning of the spring semester sign a contract that runs through the remainder of the academic year. Summer sessions are considered to be a separate contract period. Students' room contracts with the CSC Housing and Residence Life Office are legally binding. The terms of the contract are included on the back of each contract. In addition, students are responsible for the information regarding the residence halls, CSC Apartments, food service, and campus which is included in the CSC Student Handbook and/or Hall Monitor.

## **Children**

The CSC Apartment resident student is responsible for the actions of children who occupy his or her apartment. Children are to be properly supervised at all times. Neglect of parental responsibility may result in termination of the housing contract. The student shall be financially responsible for actions of the children. The College is not liable for accidents which may occur to children. Please keep children away from the street for their own safety as well as others.

## **Room Privacy and Security**

<http://www.csc.edu/housing/policies.csc>

## **Disorderly Conduct/Unacceptable Behavior**

<http://www.csc.edu/housing/policies.csc>

## **Visitors**

<http://www.csc.edu/housing/policies.csc>

## **Quiet Hours/Noise**

<http://www.csc.edu/housing/policies.csc>

## **Residence Hall Closing Hours**

<http://www.csc.edu/housing/policies.csc>

## **Residence Hall Check In - Check Out**

<http://www.csc.edu/housing/policies.csc>

## **Apartment Check In - Check Out**

<http://www.csc.edu/housing/policies.csc>

## **Apartment Rent Payment/Refunds**

<http://www.csc.edu/housing/apartmentspp.csc>

## **Check Out Procedures**

<http://www.csc.edu/housing/policies.csc>

## **Room/Apartment Key**

A room/apartment key will be issued when a student registers in campus housing. Students are advised to keep their room/apartment locked and their key with them at all times. An assessment will be made for each key that is lost. If a key is lost, it should be reported immediately to the Residence Life Staff. The staff will have the student complete a Lost Key form. Requests for lock changes will be billed to the student. The student will then submit the form to the Housing and Residence Life Office and pick up a new key from the Maintenance Department. Refunds for recovered keys may be issued through the Housing & Residence Life Office. Students are not allowed to duplicate College keys.

## **Class Withdrawal**

Withdrawal from CSC classes does not automatically terminate the housing contract. Once a student files withdrawal forms, he/she is required to meet with the Residence Life Staff/Housing Office to review move-out policies and procedures. Housing charges may continue to accumulate until the student has signed the appropriate cancellation forms at the Housing and Residence Life Office, removed all belongings from the residence hall/apartment, returned the room key, and completed the check-out process with the Residence Life Staff. Only CSC students or staff may reside in campus residences.

## **Part-Time Students**

Any student who drops below 12 semester hours after the first week of the semester must receive special permission from the Housing and Residence Life Office to remain in the residence halls/apartments and must return to full-time status for the following semester.

## **Room and Board Refund Policy**

<http://www.csc.edu/housing/rates.csc>

## **Room/Apartment Changes**

<http://www.csc.edu/housing/policies.csc>

## **Roommate Leaves**

Should a roommate leave, the student has one week (7 days after the roommate officially checks out of the room) to do one of the following:

1. Move in with a roommate of his/her choice.
2. Have a roommate of the student's choice move in with him/her.
3. If eligible, change his/her contract from a double to a private room at the private prorated rate.
4. The Residence Hall Director may assign a roommate if or when one is available. This could involve a move by either or both students.

## **Room/Apartment Cleanliness**

<http://www.csc.edu/housing/policies.csc>

## **Apartment Air Conditioners, Evaporative Coolers, and Window Fans**

<http://www.csc.edu/housing/apartmentsmaint.csc>

## **Heating Units**

In order for the heating units to function properly it is imperative that furniture and other objects that tend to obstruct the flow of air be kept away from heating vents and electric baseboard heaters.

## **Damages**

<http://www.csc.edu/housing/policies.csc>

## **Room Window Policy**

<http://www.csc.edu/housing/policies.csc>

## **Theft**

<http://www.csc.edu/housing/policies.csc>

## **Decorations**

<http://www.csc.edu/housing/policies.csc>

## **Fire Regulations**

<http://www.csc.edu/housing/policies.csc>

## **Fire Sprinkler System**

The following safety information pertains to halls with fire sprinklers. To ensure proper functioning of the sprinkler system, please observe the following:

1. Items should not be hung or attached to the sprinkler head or piping.
2. Sprinkler heads should never be obstructed or tampered with in any way.

3. Frisbees, balls, and other items that can damage the sprinkler heads are not to be thrown in the rooms, hallways, or other common areas.

Residents who tamper with the fire sprinkler system and cause damage will be subject to disciplinary action. This may include being held responsible for all damages to resident and college property, possible removal from the residence hall, and/or possible legal action.

### **Grounds**

No outdoor construction of any type, including fences, is permitted. Occupants shall not store or place personal property on the outside of the dwelling or on the adjacent premises. A playground area is available in West Court for the children of CSC Apartment residents. Please note that Chadron State College assumes no responsibility for children playing in this area. All toys, bikes and personal property should be picked up at the end of each day.

Upkeep of the grounds and snow removal is done by the CSC Maintenance Department.

### **Water Bed Policy**

<http://www.csc.edu/housing/policies.csc>

### **Loft Policy**

<http://www.csc.edu/housing/policies.csc>

### **Maintenance Requests**

All necessary repairs and maintenance should be reported to the Residence Life/ Housing staff. The Residence Life/Housing

staff will report the repair on a Work Order form and report it to the CSC Maintenance Department.

In no case may items be placed on the outside of the building or on window ledges. Window screens are to be left in place at all times and damages may be assessed for bent or missing screens.

### **Telephone Service**

<http://www.csc.edu/housing/faqs.csc>

### **Cable Television**

<http://www.csc.edu/housing/faqs.csc>

### **Internet Access**

<http://www.csc.edu/housing/faqs.csc>

### **Mail Service**

Mail is delivered regularly by the postal department to each residence and is placed in the mailboxes provided. Your box is numbered and may be opened with your room key.

To speed mail handling and delivery, it is important that mail be addressed in the following manner:

Your Name  
Hall Name, Room #  
Street Address  
Chadron, NE 69337

### **Laundry and Vending Service**

Coin operated washing machines and dryers are available for use by the residents within each building or area. Each laundry room has facilities for hand laundry.

Soft drink and food vending machines are located in each building or area.

### **Residence Hall Refrigerators**

Refrigerators (1.7 cu. ft.) may be leased for \$15 per semester. They are suitable for small amounts of food, ice, and beverages. It is necessary to sign a contract and pay in advance to lease a unit. They are contracted on a first-come first-serve basis at the time of check in. Students may bring refrigerators 6 cu. ft. or less.

### **Residence Hall Storage**

Limited storage space is provided in each residence hall. Items placed in hall storage must be properly packaged in boxes, luggage, or cartons and must bear the name and home mailing address of the student. The College assumes no responsibility for items placed in storage. Items left in storage after a student moves out may be discarded or sold at the Residence Hall Garage Sale with proceeds to be used for hall programming.

### **Pets**

<http://www.csc.edu/housing/policies.csc>

### **Posting of Information**

The Assistant Director of Residence Life Programs (432-6403) must approve the posting of information on residence hall bulletin boards. Posters and other advertisements may be posted on public bulletin boards only. RAs will post items of interest by their room door in the hallway. Regulations prohibit individuals or clubs from posting materials on fire exit doors,

windows, and in stairwells. Information posted in these areas or postings not approved by the Assistant Director of Residence Life Programs will be removed.

### **Alcoholic Beverages/Drugs**

<http://www.csc.edu/housing/policies.csc>

### **Smoking (effective Fall 2007)**

The CSC Residence Halls are “Smoke Free” and smoking in the residence halls is not allowed. All members of the CSC community are asked to comply with this policy. This policy is in place to promote and support the health of residential students and staff.

### **Gambling**

<http://www.csc.edu/housing/policies.csc>

### **Firearms, Explosives, and Archery Equipment**

<http://www.csc.edu/housing/policies.csc>

### **Study Lounges**

The residence halls have designated study lounges available. This provides students an alternate quiet place to study away from their room if the Library is closed.

### **Common Areas**

The custodial staff is responsible for the lobby, hall, and stairwell cleaning; please be considerate. Students should put trash in the appropriate receptacles in each residence area. Unwanted mail should be disposed of properly.

### **Recreational Equipment**

In the interest of safety, the use of roller blades or skates, skateboards, and bicycles is prohibited in the residence halls. Damage caused by the use of recreational equipment may be assessed to the student responsible.

### **Health Services**

<http://www.csc.edu/healthserv/>

### **Physical Assault**

Students involved in the assault of another person within campus housing may be removed from the housing residence and will face disciplinary sanctions.

### **Employee Harassment**

Any attempt by a student or guest to physically or verbally harass a College employee in the performance of his/her duty may lead to a strict disciplinary sanction.

### **Suicide Threats or Attempts**

Every effort will be made to get needed help to students who attempt or speak of suicide while living in campus housing. Students exhibiting suicidal behavior or expressing suicidal thoughts may be required to attend counseling in order to remain in the residence halls. Students who are believed to have ingested a harmful substance will be required to go to the hospital and be checked by a physician. Students who attempt suicide will have their individual situation assessed and the following may occur: 1) the student, if deemed harmful or disruptive to the campus community, will be asked to leave the campus; 2) the student may be allowed to remain in the

residence hall while receiving counseling at the discretion of the Director of Housing and Residence Life and the Vice President of Enrollment Management and Student Services.

### **Harassing Speech, Phone Calls, or E-mail Messages**

Should a student receive prank or harassing phone calls or e-mail messages, it should be reported to the Residence Life staff immediately. Personally directed harassing speech on campus which is intended to threaten or lead to violent behavior is unacceptable. Harassment will not be tolerated and will result in disciplinary action.

### **Solicitation**

Campus housing is not to be used for any commercial purposes. Soliciting for business, charity, political, or religious purposes on campus is prohibited.

### **Residence Life Programs**

Discover the exciting residence life programs offered by the Residence Life Office, RDs, RCs, RAs, Hall Councils, and Residence Life Association.

### **Student Involvement**

The Housing & Residence Life Office employs many students at the front desks of each residence hall as well as in the offices of Residence Life, Student Center, Campus Security, and Housing and Residence Life. Students are also involved in the various residence hall governing bodies. These students represent an excellent pool of residents interested in the quality of their living environment and are utilized as representatives of students' opinions. In addition, the Housing

and Residence Life Office views involvement in student groups, professional organizations, and interaction with like departments on campus as an excellent way to stay tuned in to current issues.

### **Residence Hall Government**

Residence hall government offers resident students the opportunity to take part in the decisions that affect the environment of the residence halls. Hall government provides a formal line of communication between the resident student and the administration of the College. Residence Life Association is made up of the members from each floor and the apartments and the president, vice-president, and member-at-large from each hall council. Residence Life Association considers issues that pertain to all the residents of the campus.

### **Hall Monitor**

The Hall Monitor is an electronic newsletter published by the Housing & Residence Life Office and posted on the Housing Web page and My CSC student account. The purpose of this publication is to inform students of policies and procedures, upcoming events, and campus services.

### **Abandoned Personal Property**

Any personal property left in the apartment or on the premises by students who vacate or abandon an apartment will be held for ten (10) days and then deemed abandoned. After that time Chadron State College may dispose of the property without compensation and charge the student for labor involved in removing trash or property. Chadron State College

may sell or otherwise dispose of such property in any manner without liability.

### **Vehicles/Parking**

<http://www.csc.edu/housing/policies.csc>

### **Tornado Alert Procedures**

<http://www.csc.edu/housing/apartmentspp.csc>

### **Reporting a Fire**

<http://www.csc.edu/housing/apartmentspp.csc>

### ***Campus Dining Service***

<http://www.csc.edu/diningservices/index.csc>

### **Serving Hours**

<http://www.csc.edu/diningservices/dining.csc>

### **Meal Plans Offered**

<http://www.csc.edu/diningservices/faq.csc>

### **Carry-Out Service**

<http://www.csc.edu/diningservices/sacklunch.csc>

### **Guest Services**

<http://www.csc.edu/diningservices/faq.csc>

### **Special Diets**

<http://www.csc.edu/diningservices/faq.csc>

### **Eagles Grille**

<http://www.csc.edu/diningservices/foodcourt.csc>

### **Snackers C-Store Hours (located in High Rise lobby area)**

<http://www.csc.edu/diningservices/snackers.csc>

## **STUDENT INVOLVEMENT OPPORTUNITIES**

### ***Alumni Phonathon***

<http://www.csc.edu/alumni/events/phonathon.csc>

### ***Campus Activity Board***

<http://www.csc.edu/clubs/index.csc>

### ***Distinguished Speaker Series***

Every year Chadron State College presents a distinguished speaker for students, faculty, staff, and the community. Recent speakers include Apollo 13 Astronaut Fred Haise, Ralph Nader, the Cherokee Indian Chief Wilma Mankiller, Dr. Hunter “Patch” Adams, the Southern Poverty Law Center founder Morris Dees, and Colorado Governor Bill Owens.

### ***Galaxy Series***

<http://www.csc.edu/conferencing/calendar.csc>

### ***Residence Life Association***

As a member of our residential community, you are automatically a member of the Residence Life Association. This organization is the “official voice” of our on-campus residents and works closely with department leaders to promote a great residential experience. In addition to advising Residence Life on issues of policy and budget, RLA is a programming group. RLA annually sponsors/co-sponsors major events such as Week of Welcome, Homecoming, Valentine’s Day Banquet, Spring Daze, Go Green Week, etc. Additionally, it provides financial support to hall councils for social and educational programs and for a variety of community amenities. RLA also provides many leadership opportunities for residents such as becoming a Resident Advisor, Hall Council member, or judicial representative. Whether you just want to participate or really want to make a difference, plenty of opportunities are available.

### ***Student Senate***

<http://www.csc.edu/clubs/index.csc>

### ***Student Clubs and Organizations***

<http://www.csc.edu/clubs/index.csc>

# CAMPUS POLICIES, REGULATIONS AND PROCESSES

## *Overview*

Chadron State College is sensitive to the needs and concerns of all students and actively promotes student respect toward each other. Open communication among students and between students and the College community will prevent and/or solve many problems.

With this goal in mind, students are routinely educated about issues that directly affect their welfare through student programming and contact with faculty and staff. Those issues include health concerns, acquaintance rape and other crimes, disabilities, financial problems, social and personal concerns as well as academic needs.

Students are encouraged to seek assistance from a CSC academic advisor, counselor, Resident Advisor, and/or Residence Hall Director or Coordinator in dealing effectively with needs and concerns.

## *Code of Conduct*

### **Introduction**

Chadron State College emphasizes both academic standards and a sense of community within this educational environment. Students are expected to maintain the principles of academic integrity and to respect themselves and others in their academic and personal endeavors. Individual responsibility in maintaining high standards of behavior is essential to the

intellectual and personal growth of all members of this community.

Chadron State College students are subject to the duties acquired through involvement and participation in the academic community. Students are entitled to the rights and protections granted to them through their membership in this community. Students may also become subject to enforcement of civil laws by the proper authorities.

Students are responsible to obey the laws of the state and nation, the regulations and policies of the Board of Trustees of the Nebraska State Colleges, and of Chadron State College, and to refrain from any conduct injurious to themselves, to others, or to the reputation or interests of the College. A violation of College regulations or policy, whether the violation occurs on or off campus, shall cause the student to be liable to discipline by the College, including suspension, following a hearing designated for that purpose.

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

Failure by a student to pay a financial obligation owed to the College or to any department, division, or agency thereof will result in denial of readmission, denial of official transcripts, denial of registration for ensuing terms, withholding of diplomas and, in addition, may result in suspension and/or denial of grade reports, until such debt be paid in full. The President of Chadron State College is authorized to promulgate specific policies to enforce the provisions of this section.

Violations of the law affecting Chadron State College's academic objectives may result in the enforcement of these

regulations regardless of civil charges filed outside the College. Disciplinary action taken by Chadron State College is permitted outside of any action taken by civil authorities when a violation has been committed on campus property.

**Violation of the law occurring off-campus may result in enforcement by civil authorities as well as College authorities.**

### **Definitions**

The following shall apply to the Chadron State College Code of Conduct:

1. Alcoholic beverage shall mean all liquid or solids containing alcohol which are capable of being consumed by a human being.
2. Behavioral requirement shall mean specific conditions which must be met by a student or organization.
3. Campus shall mean all land, buildings, and facilities owned, used, or controlled by Chadron State College including student housing and the thoroughfares which are adjacent to the above.
4. College shall mean Chadron State College.
5. Disciplinary proceedings shall mean action taken by the College independent of civil or criminal proceedings.
6. Drug shall mean any controlled substance included in Neb. Rev. Stat 28-405 (1989 Reissue) and regulated under Nebraska criminal laws.
7. Expulsion shall mean permanent suspension of student or organizational standing.
8. Hazing shall mean any action by an organization or a member of that organization in which a member or prospective member is subjected to acts which cause harm or create the risk of harm to the physical or mental well-being of the individual.
9. Jurisdiction shall mean any case of alleged misconduct by any student or organization occurring on campus, in student housing, or at an off-campus event sponsored by the College or a College organization.
10. Member of the Chadron State College community shall mean any individual who is a student, faculty, staff member, College official, or any other person employed by the College.
11. Misconduct shall mean any act which is a violation of standards of student conduct contained in this Code of Conduct or any other College policy and regulation.
12. Organization shall mean any student group sanctioned by Chadron State College pursuant to the policy relating to student organizations.
13. Probation shall mean a specified period of time during which a student or organization is prohibited from activities or undergoing conduct scrutiny.
14. Referral to civil authorities shall mean the referring of acts of misconduct to appropriate civil or criminal justice officials.
15. Restitution shall mean reimbursement, monetary and other, for damages to or misappropriation of property or the payment of medical expenses incurred as a result of misconduct.
16. Student shall mean any individual taking at least one course on campus or off campus or maintaining a relationship with Chadron State College such as

completion of work from a previous semester while not officially enrolled at the time of the alleged misconduct.

17. **Student housing** shall mean any College residence hall or student housing facility recognized by the College.
18. **Suspension** shall mean exclusion from some or all College classes, activities, and privileges for a set period of time.
19. **Unlawful or illegal** shall mean in violation of municipal, state, and federal laws and regulations.
20. **Warning** shall mean a written notice to a student or organization that future specified misconduct of a repetitive or continuing nature may be cause for other disciplinary action.

### ***Conduct & Discipline***

<http://www.nscs.edu/Policy%20Manual/Policy%20Manual%20Master/Policy%203100.pdf>

### ***Sanctions***

<http://www.nscs.edu/Policy%20Manual/Policy%20Manual%20Master/Policy%203100.pdf>

### ***Due Process***

<http://www.nscs.edu/Policy%20Manual/Policy%20Manual%20Master/Policy%203200.pdf>

### ***Grievance Procedures***

<http://www.nscs.edu/Policy%20Manual/Policy%20Manual%20Master/Policy%203210.pdf>

### ***Campus Clean Air Policy***

Smoking will be prohibited in Chadron State College campus facilities and vehicles except as designated below:

1. Smoking on the grounds of CSC is allowed as long as such use is not within close proximity (defined as within 10 feet) of any facility entrance or work site, unless other restrictions prevail.
2. Signage reflecting this policy and smoking product waste receptacle placement will be accomplished by the College Department of Physical Facilities.
3. Noncompliance with these provisions will be managed in accordance with existing faculty, staff, and student guidelines.

### ***Family Educational Rights and Privacy Act***

The Family Educational Rights and Privacy Act (FERPA) of 1974 [(Public Law 93-380) as amended by Public Law 93-568, also known as the Buckley Amendment] allows the College to release public (directory) information without prior consent of a student unless he/she notifies the College's Vice President for Enrollment Management and Student Services not to release this information without consent by using a form available from that office. Any student wishing to allow access to his academic records by certain pre-designated persons can obtain a "Release of Information" form from the office of the Vice President for Enrollment Management and Student Services. This form must be completed by the student and signed by a Notary Public. The College will provide free notary service.

Public (directory) information regarding students attending Chadron State College shall be:

- a. the student's name, address (local and permanent), telephone listing (local and permanent), email address;
- b. date and place of birth;
- c. photographs;
- d. year in college and major field of study;
- e. participation in officially recognized college activities and sports;
- f. weight and height of members of athletic teams;
- g. degrees and awards received;
- h. most recent previous educational agency or institutions attended; and
- i. enrollment status (full-, part-time, undergraduate, graduate).

Information concerning students obtained through counseling or disciplinary activities will not be made available to unauthorized persons within the College, or to any person outside the College without the expressed written consent of the student involved (or the parents of dependent students) except under legal compulsion or where the safety of others is involved. Records with names deleted and kept confidential may be made available for governmental or college-approved research and analysis.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Vice President for Enrollment Management and Student Services written requests that identify the record(s) they wish to inspect. The Vice President for Enrollment

Management and Student Services will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel, athletic coaches, and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees of the Nebraska State College

System; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Chadron State College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Subject to any requirements of the Record Management Act, the College shall provide for the periodic destruction of non-current disciplinary records.

### ***Freedom of Expression***

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

The acquisition, understanding, and interpreting of knowledge can be facilitated by the study and evaluation of controversial issues and positions. Free expression in the

academic community shall not be abridged by special restrictions or censorship on publications, speakers, or broadcasting. Any student group, working within the construct of campus-directed organizations and in consultation with a faculty/staff advisor, shall be allowed to invite and hear any person of its choosing. The College administration has the authority to assign time, place, and manner of performance of each speaker and/or performance. Those procedures required by the College before a guest speaker appears on campus should insure orderly scheduling of facilities and adequate preparation for the event. The event should be conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship.

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

### ***Non-Discrimination Policy/Equal Educational and Employment Opportunity Policy***

Chadron State College is an equal opportunity institution. CSC does not discriminate against any student, employee, or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations

implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Kara Vogt, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Chadron State College, 1000 Main Street, Chadron, NE 69337, (308)432-6224. The term “disability” includes physical or mental impairments that substantially limit one or more major life activities. Upon request, the College will provide students with disabilities with accommodations including, but not limited to, reasonable modifications to residence hall rooms. Students may contact Jerry Cassidy, ADA Services Counselor at (308) 432-6461.

### ***Americans with Disabilities Act***

The College’s written policy regarding the Americans with Disabilities Act (ADA) may be reviewed in the Office of the Director of Human Resources or in the Reta E. King Library. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available in these locations.

Chadron State College does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The following people have been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations:

- PROGRAM ACCESS:** Vice President for Academic Affairs
- Dr. Lois Veath, Sparks Hall, Room 227, 432-6203
- Dr. Randy Rhine, Vice President for Enrollment

- Management and Student Services, Crites Hall, Room 337, 432-6231
- PHYSICAL ACCESS:** Vice President for Administration
- Mr. Dale Grant, Sparks Hall, Room 226, 432-6202
- EMPLOYEE ACCESS:** Director of Human Resources
- Kara Vogt, Sparks Hall, Room 124, 432-6224

### ***Posting of Information***

The building manager must approve posting of information which is allowed on bulletin boards only. PLEASE DO NOT post information on walls, doors, windows, or outside trash receptacles. Information posted on anything other than bulletin boards will be removed. Persons putting up the information are also responsible for the removal of the posted information. Bulletins and announcements should be removed when they become dated.

### ***Sexual Harassment***

[www.csc.edu/hr/policies.csc](http://www.csc.edu/hr/policies.csc)

### ***Solicitation on Campus***

Prior authorization is required for solicitation and/or sales by students and/or clubs, organizations and/or groups for the purposes of selling services, merchandise, goods or obtaining contributions, either on or off campus through the Office of Student Activities. The proceeds from sales must be used for fulfilling the purpose of the soliciting club or organization.

Solicitation by individuals or non-college groups, including religious groups, is prohibited except through established College vendors.

### ***Students Called into Active Military Duty***

Chadron State College is supportive of those individuals who are in the National Guard or Reserves and have been called into active military duty during a semester in which they are an enrolled student. The following policy has been developed for addressing students who are called into military service:

1. If the activation to military service is less than two weeks in length, the faculty will be requested to allow these individuals ample time to meet the course deadlines.
2. If the activation is more than two weeks in length and within the first six weeks of the semester, students will be given full refunds of all tuition and fees paid.
3. If the activation is greater than two weeks and occurs from six to 11 weeks within the semester, the student will have the choice of receiving a full refund of the tuition and fees paid or receive an Incomplete in all courses.
4. If the activation is greater than two weeks and occurs after 11 weeks of the semester, the student will be given open-ended Incompletes which should be completed within a reasonable amount of time upon return to civilian life.

**Contact the Vice President for Enrollment Management and Student Services at 432-6280 for more information regarding this policy.**

### ***Student Right to Know***

[www.csc.edu/righttoknow/](http://www.csc.edu/righttoknow/)

### ***Weapons/Explosives***

Chadron State College prohibits all persons (employees, students, vendors, contractors, visitors, etc.) who enter college

property from carrying or possessing a handgun, firearm, explosives (including fireworks), prohibited weapons of any type, or any item designed to cause injury or death regardless of whether the person is licensed to carry the weapon or not. Only certified law enforcement officials who have appropriate approval will be allowed to carry a weapon.

Students residing on campus in the residence halls who possess hunting equipment (all firearms, archery equipment, knives, etc.) are required to register those with their Resident Hall Director and store them in secure designated areas.

Although the Nebraska Legislature has passed a concealed handgun law, concealed weapons are not permitted on our campus, buildings, grounds, other CSC property, or at CSC activities. Any violators may be reported to law enforcement officials to face the possibility of criminal prosecution.

### **Federal and State Penalties for Drug Possession and Sales**

#### **Type of Drugs (not exclusive)**

Schedule I: Heroin, LSD, Mescaline, Psilocybin, Other Hallucinogens, PCP, Quaaludes, and MDA.

Schedule II: Morphine, Demerol, Codeine, Percodan, Fentanyl, Dilaudid, Seconal, Nembutal, Cocaine, Amphetamines, and other opium and opium extracts and narcotics.

Schedule III: Certain barbiturates such as amobarbital and codeine containing medicines such as Fiorinal #3, Doriden, and codeine based cough suppressants and all anabolic steroids.

Schedule IV: Barbiturates, narcotics and stimulants including Valium, Talwin, Librium, Equanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets).

Schedule V: Compounds that contain very limited amounts of codeine, dihydro-codeine, ethyl morphine, opium, and atromine (Robitussin AC).

### **Federal Law**

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under 21 years of age may be punished by up to twice the term of imprisonment and the fine otherwise authorized by law.

Federal trafficking penalties for Schedule I and II drugs range from a minimum of 5 years to a maximum of life in prison. Penalties for trafficking Schedule III and IV drugs range from 3 to 5 years in prison and a fine of \$250,000. Federal penalties for trafficking marijuana range from 5 to 10 years of imprisonment and up to \$5 million fine.

### **Nebraska State Law**

The State of Nebraska has established sanctions for the possession, use and sale of controlled substances which are consistent with Federal penalties established for such.

The severity of the offense depends on the type and quantity of the illegal substance, as well as the holder's intent (personal use, distribution or sale). For example, in Nebraska, the criminal possession of one to seven ounces of cocaine is a class Id Felony, punishable by a mandatory minimum of 3 years imprisonment and a maximum of 50 years imprisonment. Unlawful possession of marijuana (one ounce or less) is a violation, resulting in a fine of not more than \$100 for the first offense. Nebraska law also provides a double penalty for possession of illegal drugs.

Additional violations result in larger fines and the imposition of misdemeanor criminal charges which include the establishment of a permanent criminal record.

### **MDUI Law**

Any individual under the age of 21 who is cited for a traffic violation, and is operating or in actual physical control of motor vehicle with a blood alcohol level between .02 and .08 can be arrested for minor driving under the influence.

Penalty: If the chemical test discloses the presence of a concentration of alcohol, the operator's license will be impounded by the court for 30 days for each violation. If the individual refuses preliminary breath tests or chemical test, the operator's license can be impounded by the court for ninety (90) days.

Neb. Rev. Stat. 60-6,211. 01, 60-6,211. 02

### **Minor in Possession/Consumption Law**

Any individual under the age of 21 may not sell, distribute, consume, or have in his/her possession or physical control any

alcoholic beverage in any public place; including public streets, alleys, roads, highways, or upon property owned by the State of Nebraska or any subdivision thereof. If the individual is found guilty of possession or consumption of alcohol, the maximum penalty is three months in jail, a \$500 fine and a court record that remains for life. Neb. Rev. Stat. 153-18-0.02

### **Keg Law**

Whenever a licensee sells a container of beer with a liquid capacity of 5 or more gallons or eighteen and ninety-two hundredths or more liters, the seller has to record the date of the sale, the keg identification number, the purchaser's name, the number of the purchaser's motor vehicle operator's license, state identification card or military identification (if a picture ID), together with the purchaser's signature. This form is kept by the licensee for at least 6 months.

Penalty: A \$50 deposit can be kept by license holder if police are notified about keg tampering, alterations or removal of keg identification. If an individual unlawfully tampers with, alters or removes the keg identification number from a beer container after such container has been taken from the licensed retail store, he/she shall be guilty of a Class III Misdemeanor. Neb. Rev. Stat. 53-167. 02, 53-167. 03

### **Open Container Law**

It is unlawful for any person to consume alcoholic liquor in public streets, alleys, parking areas, roads or highways, inside a vehicle located in any of these areas, or upon property owned or controlled by the State or any governmental subdivision of

the State unless a license has been granted by the controlling entity.

Penalty: First offense is a Class IV Misdemeanor \$100-\$500 fine; second offense is a Class II Misdemeanor up to 6 months imprisonment and/or \$1,000 fine. Neb. Rev. Stat. 53-186

### **Administrative License Revocation (ALR)**

The provisions of the ALR are:

- . . . refusal to give an alcohol test: immediate impoundment of license with automatic revocation in thirty days. A petition for a hearing must be filed within ten days after the date of arrest. At the expiration of thirty days after the date of arrest or if after a hearing it is found that the impounded operator's license should be revoked, the operator's license shall be revoked for one year.
- . . . submits to a chemical test which discloses the presence of a concentration of alcohol of .08 or more: immediate impoundment of license with automatic revocation in thirty days. At the expiration of thirty days after the date of arrest or if after a hearing it is found that the impounded operator's license should be revoked, the operator's license shall be revoked for a period of ninety days the first time and one year for the second and any subsequent time.
- . . . Upon conviction, Class W Misdemeanor penalties will be imposed.

### **Class III Misdemeanor:**

- Furnishing alcohol to persons under the age of 21.
- Possession by persons under the age of 21.
- Use of false ID for alcohol purchase.

- Maximum-three month imprisonment or \$500 fine or both.

### **Class W Misdemeanor:**

- Driving Under the Influence (DUI) (BAC of .08 or more) and implied consent refusal.
- First conviction mandatory minimum-seven day imprisonment and \$200 fine/6 month license revocation.
- Maximum-sixty days imprisonment and \$500 fine/6 month license revocation.

### **Health Risks**

The use of illegal drugs, tobacco and the abuse of alcohol may have serious health consequences, including damage to the heart, lungs, and other organs. Alcohol related accidents are the number one cause of death for persons aged 15-24. The most significant health risk, besides death, is addiction. Chemical dependency is a disease that, if not “arrested”, is fatal. No addict (including alcoholics and smokers) ever thought he/she would become addicted.

- The use of cocaine or amphetamines greatly increases the risk of heart attack.
- Stimulants (“uppers”, speed, crack, methyl, crystal) may cause permanent damage to the brain, heart, lungs, and other organs from long-term use.
- Medical consequences of alcohol abuse include liver damage and disease, gastrointestinal problems, and brain damage as well as causing injury to the fetus during pregnancy.
- Abuse of alcohol and marijuana during puberty can result in an imbalance of sex hormones resulting in reduced

muscle mass and shrinkage of testicles in males, and menstrual difficulties and infertility in females.

- Inhalants (“poppers”, rush, laughing gas, glue, paint thinner) may cause mental confusion, mood swings, delusions, and hallucinations.
- Depressants (“downers”, ludes, reds, barbs) greatly increase the risk of car crashes because they affect vision, judgment, coordination, and physical skills.
- The use of hallucinogens, especially PCP, can result in an irreversible drug induced psychotic state and/or delusions which may trigger life-threatening behavior.
- Users of heroin and other opiates risk AIDS infections from sharing needles.
- In cases of rape, 75% of the men and 55% of the women had been using alcohol or other drugs.

### **Alcohol-Reducing Your Risk - “By the Numbers!”**

Research reveals that, under certain circumstances, alcohol use can be dangerous. Zero “0” alcohol is the safest choice if you are:

- On certain medications or if you have certain illnesses (ask your doctor).
- Behind the wheel or engaged in tasks that require full mental or physical functioning.
- Stressed or tired.
- Either the son, daughter, or sibling of someone with alcoholism.
- Recovering from alcoholism or drug dependency.
- Violating policies, laws (including legal age limits), or personal values.

- Expecting, nursing, or considering pregnancy.

If you OBSERVE the times to avoid alcohol, you can greatly reduce the risk of experiencing an alcohol-related problem.

However, if you aren't in the zero "0" category and choose to drink, current research suggests:

- 1 Never more than one drink an hour. \*
  - 2 No more than two drinks a day for men, one for women.  
\*\*
  - 3 Never drink more than four days a week.
- \* A "standard drink" is equal to a 12-oz. beer, a 5-oz. glass of wine, or a 1.5-oz. shot of 80 proof liquor.

\*\* Recent studies indicate that women may develop alcohol-related health problems more quickly and at lower levels of alcohol consumption than do men. Recommendations for alcohol use are thus lower for women.

Exceeding these recommendations increases the chances of having problems, either immediate or longer-term. (0-1-2-4 standard used with permission of the "Alcoholism and Drug Abuse Council of Nebraska.")

# **Chadron State College**

## **Alcohol and Drug Policy**

### **General Alcohol and Drug Policy**

The possession or consumption of alcoholic beverages or illegal drugs on college property is in violation of the policies of the Board of Trustees of the Nebraska State Colleges. In Board Policy 2800, the Board has formulated standards of conduct for students which prohibit the following acts:

1. Use, possession, manufacture, distribution or sale of alcohol, illegal drugs or drug paraphernalia on College premises or while on College business or at College activities, or in College supplied vehicles.
2. Storing in a locker, desk, vehicle, or other place on College owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol.
3. Use of alcohol off College premises that adversely affects a student's work or academic performance, student's safety or the safety of others.
4. Violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia.

Board Policy 3100 provides that the following acts shall be considered to constitute misconduct for which an offending student may be subject to disciplinary sanctions:

1. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption, manufacture, or being in the presence of any alcoholic beverage, including empty bottles/cans or any alcohol container on any part of the College campus including outdoor areas and parking lots;

2. Alcohol consumption that endangers the health, safety, or property of oneself or another, or requires medical treatment or College staff intervention;
3. Unlawful or unauthorized possession, use, distribution, delivery, dispensing, manufacture or sale, or being in the presence of any drug; being in possession of paraphernalia for drug use, except as expressly permitted by law, or being unlawfully under the influence of any drug unless directed by a licensed physician;
4. Inflicting unwanted physical contact on another person; conduct that intimidates, harasses, or threatens the safety, health, property, or life of others or oneself; participating or contributing to an incident of abuse or assault; causing, provoking or engaging in any fight, brawl or riotous behavior;
5. Any act occurring on the College campus or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or group of persons;
6. Sexual harassment, assault or any other uninvited behavior of a sexually explicit nature;
7. Conduct which is unreasonably dangerous to the health or safety of other persons or oneself;
8. Damaging or attempting to damage property of the College or of another individual;
9. Serious traffic violations on the campus, including operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving;
10. Violation of any student housing unit policy, rule or regulation;

### **Disciplinary Sanctions**

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

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

The following acts will also subject a student to disciplinary sanctions:

- Concealment activities such as, but not limited to: a plastic bag over room smoke detector or otherwise interfering with the operation of the smoke detector; fan in the window blowing air out of the room; open window when temperatures are very cold or very hot; rug or similar barrier under the room door; smell of air freshener/perfume/cologne; burning incense; lighted candles; use of dryer sheets, candle warmers, etc.
- Presence of drug paraphernalia: glass pipes, bong, tobacco pipe, toilet paper/paper towel rolls with drier sheets, rolling papers, etc.

The following can cause an investigation to determine if a violation has occurred:

- Comments overheard from the parties in the room related to possession or use of marijuana or other illegal drugs and/or the concealment of its possession or use
- Identification of the smell of marijuana or other illegal drugs by law enforcement personnel or other credible person
- Signed incident reports from third parties such as roommates or floor mates

**In addition to the above policies:**

- If a student athlete is found to have violated the campus alcohol or drug policy, notification will be sent directly to the appropriate coach and the Athletic Director. It is up to the coach to determine appropriate action as it relates to violations of team rules in addition to the findings of this policy and to determine whether or not an athlete is still athletic scholarship eligible.
- If a student in the Rural Health Opportunity Program violates the alcohol or drug policy, notification will be sent directly to the Health Professions office
- If a student is an education major, notification will be sent to the Education department
- Students in violation of this policy are subject to referral to the state and local law enforcement related to alcohol possession, use and distribution [e.g., minor in possession (MIP), procuring for a minor.]
- Students' guests are likewise subject to this policy. Residents are accountable for the actions of their guests.
- All violations are cumulative for the entire time a student is enrolled at CSC.

<b>VIOLATION</b>	<b>CONSEQUENCES</b>	
<p><b>First Offense—Alcohol*</b></p> <p><b>*A first violation resulting in evaluation at the hospital emergency room will automatically be treated as a second violation.</b></p>	<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• \$25 fine*</li> <li>• Mandatory substance abuse assessment required (results/recommendations of assessment to be shared with Dean of Students)</li> <li>• Mandatory First Violation Alcohol Education Class (Number of sessions determined by outcome of assessment)</li> </ul>	<p><b>Discretionary (Maximum) Response</b></p> <ul style="list-style-type: none"> <li>• Notification of parents by Dean of Students (if emergency transport or other behavioral issues are involved)</li> <li>• Community service (Number of hours range from 0 to 50 determined by the severity of the incident)</li> <li>• Cancel housing contract (if student living in residence halls or apartments)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Other options may apply at the discretion of the President or Vice-President of Enrollment Management &amp; Student Services</li> </ul>
<p><b>Second Offense—Alcohol*</b></p> <p><b>*A second violation resulting in evaluation in the hospital emergency room will automatically be treated as a third violation.</b></p>	<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• \$50 fine*</li> <li>• Notification of parents by Dean of Students if determined that violation affects the safety/health of student</li> <li>• Mandatory Second Violation alcohol education class</li> <li>• Conduct probation for one calendar year</li> </ul>	<p><b>Discretionary (Maximum) Response</b></p> <ul style="list-style-type: none"> <li>• Additional mandatory assessments of risk for substance dependence disorder and referral for treatment, if necessary. (Cost for assessment and treatment at student's expense)</li> <li>• Meet with Student Success Task Force to discuss results of assessments (The Task Force will impress upon the student the seriousness of the situation, offer support in exchange for student cooperation, and invite the student to sign a contract that will specify behaviors expected of the student. Expected behaviors include, but are not limited to, attending tutoring in the Learning Center, attending regular counseling sessions, and periodic check-ins with a member (or members) of the Task Force)</li> <li>• Community service (Number of hours range from 0 to 50 determined by the circumstances of the incident)</li> <li>• Cancel housing contract (if student living in residence halls or apartments)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Other options may apply at the discretion of the President or Vice-President of Enrollment Management &amp; Student Services</li> </ul>

<b>VIOLATION</b>	<b>CONSEQUENCES</b>	
<b>Third Offense—Alcohol</b>	<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• \$100 fine*</li> <li>• Referral to the Dean of Students for adjudication, notification to the Vice-President of Enrollment and Student Services</li> <li>• Cancel housing contract</li> </ul>	<p><b>Discretionary (Maximum) Response</b></p> <ul style="list-style-type: none"> <li>• Suspension</li> <li>• Expulsion from Chadron State College consistent with Board Policy 3000, 3100, and 3200</li> <li>• Referral for evaluation and treatment</li> <li>• Other options may apply at the discretion of the President or Vice-President of Enrollment Management &amp; Student Services</li> </ul>

<b>VIOLATION</b>	<b>CONSEQUENCES</b>	
<b>First Offense—Marijuana</b>	<b>Minimum Response</b> <ul style="list-style-type: none"> <li>• \$25 fine*</li> <li>• Mandatory substance abuse assessment required (results/recommendations of assessment to be shared with Dean of Students)</li> <li>• Mandatory First Violation Marijuana Education Class</li> <li>• Conduct probation for one calendar year</li> </ul>	<b>Discretionary Response</b> <ul style="list-style-type: none"> <li>• 0-50 hours of community service</li> <li>• Cancel housing contract (if student living in residence halls or apartments)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Other options may apply at the discretion of the President or Vice-President of Enrollment Management &amp; Student Services</li> </ul>
<b>Second Offense—Marijuana</b>	<b>Minimum Response</b> <ul style="list-style-type: none"> <li>• \$50 fine*</li> <li>• CSC Housing contract terminated</li> <li>• Referral to Dean of Students for Adjudication</li> <li>• Follow-up counseling (fee* to be paid by student)</li> </ul>	<b>Discretionary Response</b> <ul style="list-style-type: none"> <li>• 0-50 hours of community service</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Other options may apply at the discretion of the President or Vice-President of Enrollment Management &amp; Student Services</li> </ul>
<b>Third Offense—Marijuana</b>	<b>Minimum Response</b> <ul style="list-style-type: none"> <li>• Expulsion from CSC consistent with Board Policy 3000, 3100 and 3200</li> </ul>	<b>Discretionary Response</b>
<b>First Offense--Other illegal drug use and/or possession</b>	<b>Minimum Response</b> <ul style="list-style-type: none"> <li>• Expulsion from CSC consistent with Board Policy 3000, 3100 and 3200</li> </ul>	<b>Discretionary Response</b>

Parents of CSC students under the age of 21 will be notified of alcohol/drug violations in accordance with FERPA guidelines.

\*All fees/fines collected for sanctions will be used to support the purchase of counseling and/or alcohol-drug educational materials curriculum.