

## **Welcome**

Dear Student,

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 dedicated and passionate faculty will prepare you to excel, as evidenced by the frequent recognition and awards our graduates receive in their fields. Our alumni around the country speak highly of the quality of the education they received at Chadron State and of their experiences here. Each fall, many of our alums return for homecoming to renew old acquaintances, and to recall a very special time in their lives.

Our current students hail from 35 states and 11 foreign countries. Many of our students reside on our beautiful campus and enjoy the traditional college experience and many others come to us through our comprehensive distance learning opportunities from their homes around the state and country.

We recognize the college experience is more than a classroom. Our beautiful campus, located in northwestern Nebraska, is set among splendid buttes, pine-covered hills and grassy plains, and is steeped in the small-town atmosphere of Chadron, Nebraska. A host of extracurricular activities are designed to challenge and enrich your life and your college experience. Our many athletic programs, including NCAA Division II sports in the Rocky Mountain Athletic Conference, 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.

If I had to pick one word to describe Chadron State College, it would be vibrant—the academic programs, the faculty, the support staff, the athletic programs, the campus life and our alumni are all vibrant. Welcome to Chadron State College!

Dr. Randy Rhine

President, Chadron State College

# Contents

Administrative Directory.....	3
Phone Directory for Frequently Called Offices.....	4
Mission Statement.....	4
Equal Opportunity Statement.....	4
I. Introduction.....	5
Academic Calendar (Fall 2019).....	6
Academic Calendar (Spring 2020).....	6
II. Services and Resources.....	7
Bookstore.....	7
Business Office.....	7
Career & Academic Planning Services.....	7
Childcare.....	8
Computing and Technology.....	8
Counseling Services.....	9
Disability Services.....	9
Emergency Services.....	11
CSC Dining Services.....	13
Are meal plans transferrable?.....	13
Health Services.....	14
EAGLECard ID – Identification Card.....	15
International Students.....	15
Learning Lab.....	16
Library Learning Commons.....	17
Lost and Found.....	17
Mail Services (Post Office).....	18
Personal Emergencies.....	18
Publications.....	18
Records Office.....	18
Safety and Security.....	19
Sexual Assault and Harassment Reporting.....	19
START Office (Enrollment and Financial Aid Services).....	19
Student Academic Issues and Concerns (SAIC).....	20

Student Complaints and Appeals.....	20
Student Employment (Human Resources) .....	20
Student Support Services (Project Strive/TRiO) .....	20
Veteran Services .....	21
III. Student Activities and Organizations .....	21
Athletics .....	21
Campus Activities Board .....	21
Intramural Sports .....	22
Student Clubs and Organizations.....	22
Student Government/Senate.....	22
The Pit .....	22
IV. Policies and Guidelines .....	23
Academic Policies (Selected) .....	23
Code of Conduct .....	23
General Policies.....	24
Residence Hall Policies/Guidelines .....	26
Student Rights and Responsibilities.....	26
V. Student Complaints Against Postsecondary Institutions.....	28

### **Administrative Directory**

Randy Rhine, President

Sparks Hall, Room 218 (308) 432-6201  
rrhine@csc.edu

Charles Snare, Vice President for Academic Affairs

Sparks Hall, Room 223 (308) 432-6203  
csnare@csc.edu

Kari Gaswick, Vice President for Administration & Finance

Sparks Hall, Room 226 (308) 432-6202  
kgaswick@csc.edu

Jon Hansen, Vice President for Enrollment Management/Marketing/Student Services

Crites Hall, Room 335 (308) 432-6231  
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Jim Powell, Dean – School of Professional Studies & Applied Sciences

Miller Hall, Room 218 (308) 432-6330  
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James Margetts, Dean – Essential Studies and the School of Liberal Arts  
Old Admin, Room 232A (308) 432-6246  
jmargetts@csc.edu

Wendy Waugh, Dean – Graduate Studies and the School of Business, Mathematics,  
and Science  
Burkhiser, Room 214 (308) 432-6359  
wwaugh@csc.edu

Sherry Douglas, Associate Vice President of Student Services  
Crites Hall, Room 220 (308) 432-6230  
sdouglas@csc.edu

### **Phone Directory for Frequently Called Offices**

Admissions Office	(308) 432-6263
Athletics	(308) 432-6344
Business Office	(308) 432-6240
Housing and Residence Life	(308) 432-6466
Information Technology Help Desk	(308) 432-6311
Library	(308) 432-6271
Records Office	(308) 432-6221
START Office (Advising and Financial Aid)	(308) 432-6060

### **Mission Statement**

<https://www.csc.edu/about/accreditation/>

### **Equal Opportunity Statement**

The Nebraska State Colleges are equal opportunity institutions and do not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. Each College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act.

Inquiries regarding non-discrimination policies and practices may be directed to one of the following Compliance Coordinators:

Anne DeMersseman  
Title II, VI, VII and Section 504 Compliance Coordinator

Chadron State College  
1000 Main Street  
Chadron, NE 69337  
(308) 432-6224

Ted Tewahade  
Title IX Coordinator  
Chadron State College  
1000 Main Street  
Chadron, NE 69337  
(308) 430-0980  
titleixcoordinator@csc.edu

## **I. Introduction**

The Chadron State College Student Handbook is available in print as well as online to provide students with 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 Board of Trustees Policy Manual online at [www.nscs.edu](http://www.nscs.edu) and to Mr. Jon Hansen, Vice President for Enrollment Management, Marketing, and Student Services, for clarification of any material found in the Chadron State College Student Handbook.

### Academic Calendar (Fall 2019)

Classes begin for 16-week and 1st 8-week sessions	August 19
Last day to add and/or drop courses for 16-week and 1st 8-week session	August 23
16-week and 1 <sup>st</sup> 8-week PAYMENT DEADLINE	September 1
Labor Day – no classes	September 2
Last day to withdraw from 1st 8-week session	September 18
Classes end for 1st 8-week session	October 11
Midterm Break	October 14-15
Classes begin for 2nd 8-week session	October 21
Last day to <b>add and/or drop</b> courses for 2nd 8-week session	October 25
Last day to withdraw from 16-week session	November 1
2 <sup>nd</sup> 8-week PAYMENT DEADLINE	November 3
Spring/May Graduation Application Deadline	November 15
Last day to withdraw from 2nd 8-week session	November 20
Fall Break	November 27-29
Final Exams Week	December 10-13
Classes end for 16-week and 2nd 8-week sessions	December 13
December Commencement	December 13

### Academic Calendar (Spring 2020)

Classes begin for 16-week and 1st 8-week sessions	January 13
Last day to add and/or drop courses for 16-week and 1st 8-week session	January 17
16-week and 1 <sup>st</sup> 8-week PAYMENT DEADLINE	January 26
Last day to withdraw from 1st 8-week session	February 12
Summer Graduation Application Deadline	February 15
Classes end for 1st 8-week session	March 6
Midterm Break	March 9-13
Classes begin for 2nd 8-week session	March 16
Last day to add and/or drop courses for 2nd 8-week session	March 20
2 <sup>nd</sup> 8-week PAYMENT DEADLINE	March 29
Last day to withdraw from 16-week session	March 3

Last day to withdraw from 2 <sup>nd</sup> 8-week session	April 15
Fall/December Graduation Application Deadline	April 15
Spring Break	April 22
Final Exams Week	May 4-8
Classes end for 16-week and 2nd 8-week session	May 8
May Commencement	May 9

## II. Services and Resources

### Bookstore

Chadron State College’s book provider is MBS Direct. For course material needs, [visit the online book store](#). The online bookstore will buy and sell new and used books that will be shipped directly to your address or on-campus. If you want to purchase CSC apparel and gifts, the Eagle Game Day store is located in the Student Center.

### Business Office

Phone: (308) 432-6240  
 Crites Hall 115

In the Business Office you can obtain billing information, payment and refund information, make payments using cash, check, or money order, pick up student refund checks, parking stickers, etc. Students are able to make payments online through their MyCSC portal using MasterCard, Visa, American Express, Discover, or electronic check. All domestic debit/credit card payments are subject to a 2.75% convenience fee and all international debit/credit card payments are subject to a 4.25% convenience fee. There are no convenience fees associated with the use of electronic check payments.

Additional information is available on the CSC website:

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

### Career & Academic Planning Services

Phone: (308) 432-6388  
 King Library 200-1

Career and Academic Planning Services provide typical career services, facilitate academic internships, and conduct career and major exploration activities. Specifically, the following services are available:

- Resume and cover letter writing assistance
- Interviewing and Job-seeking techniques
- Posted vacancies for internship and career opportunities

- Facilitation and monitoring of for-credit, academic internships
- Career fairs and hiring events
- Frequent programs for student development
- Career and major exploration tools and activities
- Credential file development and maintenance

### Childcare

Phone: (308) 432-6379

The Child Development Center Laboratory is located in the Burkhiser Building 212

The CSC Child Development Center Laboratory has been in existence since 1972 on the Chadron State College campus. The Laboratory serves as an educational program for the purpose of “educating educators” who care for and about young children.

The Laboratory provides a high quality, developmentally appropriate, active learning experiences for families with children between the ages of 2 and 9, of all ability levels.

All children are eligible to attend the Laboratory regardless of income status, race, religion, origin, cultural background, gender, residence, ability or family status.

The Laboratory is state licensed by the Nebraska Department of Health and Human Services, and nationally accredited by the National Association for the Education of Young Children. For more information, contact Lona Downs at (308) 432-6379.

### Computing and Technology **Information Technology Help Desk**

Phone: (308) 432-6311

Library Learning Commons

The Chadron State College Department of Information Technology provides and maintains computing and networking resources to be used by students. Resources available to students include high-speed network access over wired ports in residence hall rooms and wireless access campus-wide, as well as general and specialized computer labs.

General-use computer labs are open to all currently-enrolled students and provide standard software such as Word, Excel, Power Point, and Internet access, as well as printers. General-use labs are funded by the Student Technology Fee and thus are not used for specific functions such as classes or training sessions.

Refer to the [Computer Lab Directory](#) on the Information Technology Services web site for a list of labs, locations and number of computers.

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

Students may access the Internet and campus network with a wired Ethernet connection directly from residence hall rooms. Resident students are limited to one network connection port per person. Students provide a CAT5/6 cable.



### **Wireless Accessibility**

Students may connect their personal, wireless-ready device(s) to the Internet and public CSC servers. Each student is allowed up to three devices on the network which includes their wired connection in the residence hall.

### **Electronic Library Resources**

The 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 [the campus website](#).

Refer to the [Information Technology Policies](#) page for a complete listing of Information Technology policies and agreements.

### **Counseling Services**

Phone: (308) 432-6232  
Crites Hall rooms 342 and 345

Counseling services – free of charge and confidential – are available to all CSC students through the Health Services office (Crites Hall room 009; 308-432-6232). Licensed counselors are available to help students with mental health problems such as anxiety and depression, and difficult life situations such as relationship problems, loss and grief, making important decisions, and making positive behavior changes. Counseling can build self-understanding and self-esteem and enhance one's ability to make wise and responsible life choices. Counselors also provide education classes for students who have been caught in violation of the College's policies regarding alcohol and other drugs.

Students can access counseling services by contacting the Health Services office. Walk-ins are welcome; however, the counselors may be busy with other scheduled commitments. In the case of a life-threatening emergency, call 9-911 (from on-campus phones) or 911 (from off-campus phones).

(Project Strive/TRiO also provides a counselor for students. See p. 20 for information.)

### **Disability Services**

Phone: (308) 432-6467  
Library Learning Commons, 201

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and amendments, Chadron State College is committed to providing learning and other opportunities for all students so they may achieve their academic goals. Through the Disability Services office, the College seeks to ensure equal access to the education, programs, and services of the College for all students. Reasonable accommodations may be provided to enable students with disabilities to

learn, to receive information, to demonstrate learned information, and to benefit from the programs and services of the College.

Students requesting reasonable accommodations must submit to the Disability Services office (Library Learning Commons, Office 201) documentation from a qualified professional that verifies the student's disability. To support the student's request for accommodations, documentation must include: 1) a clear statement of diagnosis, 2) a description of the effect of the disability on the student's academic (or other) performance, and 3) recommended accommodations. The College reserves the right to have the student's documentation reviewed by appropriate professionals and to request additional documentation or evaluation in order to verify the student's need for reasonable accommodations.

The accommodation process is interactive and requires the student's full participation. When the student's disability is adequately documented, the Disability Services office will prepare official memos about the student's need for reasonable accommodations and give them to the student. The student will then deliver the memos to his or her professors or other College officials and discuss with them how best to implement the accommodations.

### **Specialized Software for Individuals with Text-Related Disabilities**

A computer system is available on the first floor of the King Library Learning Commons for use by students with text-related disabilities or difficulties. Software includes Kurzweil 3000, which allows students to create audio files of printed material.

Chadron State College does not discriminate on the basis of a disability. Students are encouraged to visit with the College's disability compliance coordinator should the need arise. ([Equal Employment Opportunity Policy](#)) or contact:

Associate Vice President of Human Resources  
Chadron State College  
1000 Main Street  
Chadron, NE 69337  
(308) 432-6224

Or

Title IX Compliance Coordinator  
Chadron State College  
1000 Main St.  
Chadron, NE 69337  
(308) 430-0890

### **Accommodations for Lactation or Breast-Feeding**

CSC is committed to supporting students who are breast-feeding or expressing breast

milk and will provide students with the necessary accommodations to ensure that they have equal access to education while breast-feeding or expressing breast milk.

Any student may request a reasonable accommodation with respect to breast-feeding/expressing breast milk needs. CSC has designated room number 224 in Burkhiser Technology (BRK 224) to be available for breast-feeding/expressing breast milk.

BRK 224 is available during Burkhiser building hours, 6:30 am – 10:00 pm Monday - Friday.

BRK 224 is a clean, secure, and private room with:

- Comfortable seating
- Electrical outlets near chairs
- Refrigerator to store breast milk while on campus

Each individual is responsible for proper storage of milk using the refrigerator provided or a personal storage cooler. When storing milk in the refrigerator, mothers should label all milk with their name and the date it was collected, so it will not be inadvertently confused with another person's milk. **Milk must be removed from the refrigerator before leaving campus each day.** Each individual utilizing BRK 224 must bring all supplies needed (e.g. breast pump, storage bags, cleaning supplies).

Requests for room scheduling should be directed to (308) 432-6359. Requests for accommodations should be directed to the Disability services coordinator (432-6467, Library Learning Commons, Room 201).

### **Emergency Services** **Contacting Campus Security**

The Security Office is located in the Physical Facilities building (Office #102) in the southwest corner of campus. If you need assistance, security can be contacted at this address or by calling 432-6037. If you need additional assistance in reporting a crime you may call the Chadron Police Department at 432-0510. In cases of EMERGENCY call 9-911 (from on-campus phones) or 911 (from off-campus phones).

### **Fire**

If you are the first person to observe a fire in a campus building, do not try to put it out. Activate the building fire alarm through the nearest box and call 9-911 from campus phone or 911 from cell. Leave the building using the nearest evacuation route. Buildings are to be reentered only after the appropriate officials have indicated that there is no longer an emergency. Turning in a false alarm or tampering with alarm equipment, in

addition to being a state violation, is interpreted as endangering the lives of others and may result in suspension from the college and/or civil court action.

### **Health**

Call 9-911 (from on-campus phones) or 911 (from off-campus phones). See Health Services.

### **Tornado Information**

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

If you are indoors....

- A. Move immediately from your classroom, work area, or residence room to an interior place of greater safety, closing doors as you leave. Seek shelter in areas designated in all buildings or the lowest level of the building.
- B. In multi-story buildings or residence halls, move to the basement or interior hallway on lower floors. Upper stories of buildings are unsafe. Close draperies and move away from exterior windows or glass.
- C. In classrooms or work areas move to the basement, interior hallways, stairwells, or other areas which are directly supported and are free from exterior windows and glass.
- D. Stay close to the floor and cover your head with a jacket, blanket, pillow, etc. and shield yourself from flying debris by staying under heavy furniture.
- E. If time permits and you are able to move to a shelter, take a flashlight and a battery powered transistor radio to supply you with accurate information.

**Avoid: a) top floors of buildings, b) elevators (power may fail), c) food service areas and d) auditoriums, gymnasiums or other places with wide, free span roofs.**

If you are outdoors....

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

Remain in a place of shelter until you hear the clear signal or until you are sure the

danger has passed. For more information on tornado safety contact the Region 23 Emergency Management Agency at (308) 432-2251.

### **Severe Weather Cancellation**

Please check the [Chadron State College](#) website for news regarding weather delays and cancellations. Students will receive emails for any campus closure and they may receive text messages from the campus emergency alert system. To receive text messages, students should do the following:

Sign into MyCSC

Click on the 'Profile' tab

On the left hand side click on 'Update Phone Number'

The number next to 'Cell' will be the number any alerts are sent to.

You can also tune into one of the following stations for information in the event of severe weather:

KCSR - AM 610, Chadron, NE

KQSK - FM 97.5, Chadron, NE

### **CSC Dining Services**

Phone: (308) 432-6734

Student Center

### **Dining Room Hours:**

Monday – Friday	Breakfast	7:00 am – 9:30 am
Monday – Friday	Lunch	10:30 am – 1:30 pm
Monday – Thursday	Dinner	4:30 pm – 7:00 pm
Friday	Dinner	4:30 pm – 6:00 pm
Sunday	Brunch	11:00 am – 1:30 pm
Sunday	Lunch	1:30 pm – 3:00 pm
Sunday	Dinner	3:00 pm – 7:00 pm

### **Eagle Market:**

Monday - Saturday: 8:00 a.m. to 8:00 p.m.

Sunday: Closed

### **Are meal plans transferrable?**

Only you may use your card, no one else. Because of security issues and your protection, you are the only person approved to use your EagleCard. If someone else uses your EagleCard, the card will be confiscated and may be picked up at the Conferencing Office

## **Dining Room Conduct**

1. Proper ID must be used to gain access to the Dining Room. Your ID cannot be used by anyone else.
2. The throwing of food, paper products, or the destruction of property in the Dining Room is prohibited.
3. Shoes and Shirt must be worn to enter the Dining Room.
4. Students are permitted to remove from the Dining Room:

**2 Cookies**

**1 piece of fruit**

**1 ice cream cone/bowl**

5. Personal beverage containers and china are not allowed in the Dining Room at any time.
6. Removal of china, silverware, and glasses from the Dining Room is strictly prohibited.
7. All signage must be approved by Dining Services before being posted in the Dining Room.
8. All requests for table tents must be approved by Dining Services.

## **Health Services**

Phone: (308) 432-6232

Crites Hall 346

The mission CSC Health Services is to:

Empower students to reach their educational goals by promoting the overall health of the students and campus to remove any health-related barriers.

Provide accessible, student-centered, cost effective avenues for illness treatment that are caring and confidential.

Prepare students to be their own health advocates and informed consumers of appropriate health care services.

Educate students about prevention and risk reduction to promote life-long healthy choices.

A Nurse is available on campus to treat minor illnesses and injuries, to dispense over-the-counter medications and to assist with the CSC clinic. The nurse is available Monday through Friday from 8am to 11am.

The CSC clinic is held at Chadron Community Hospital (825 Centennial Drive in

Chadron, NE) weekdays during the fall and spring semesters. Appointments are necessary and can be made through the Health Services Office at 432-6232 or 432-6022. Office visits and CSC Clinic visits are free of charge but students will be responsible for any charges incurred with lab work, x-rays, prescribed medications and/or vaccinations needed. For more information about services offered, please access the website listed above.

Other local resources:

The Chadron Medical Clinic is located at Chadron Community Hospital (825 Centennial Drive, (308) 432-4441) and is open Monday through Friday 8:30 am to 5:00 pm. Costs are not covered by CSC Health Services.

Chadron Community Hospital and Health Services provides 24 hour a day emergency care (825 Centennial Drive, (308) 432-5586). Costs are not covered by CSC Health Services.

Western Community Health Services (300 Shelton Street, (308) 432-8979) provides reproductive health services (STD testing and pregnancy prevention), and is available on campus Monday through Friday from 1pm to 3pm. WCHR also provides immunization clinics, WIC, HIV testing and counseling, and other public services. Costs are not covered by CSC Health Services.

For information regarding on-campus mental health resources, see Counseling Services on page 8.

### **EAGLECard ID – Identification Card**

Phone: (308) 432-6380

Student Center EagleCard Office

One ID card is issued to each student upon registration for classes. ID cards are available in the Student Center ([EagleCard Office](#)) and are to be used for your entire college career. In case of a lost, broken, or stolen card a duplicate is issued for \$15.

ID cards are to be presented at the NPAC, library, cafeteria, athletic events, and fine arts activities.

### **International Students**

Crites Hall, Room 218

(308) 432-6376

International Students are admitted through the Chadron State International Office. Student support for international students is available to help ensure academic success and a helpful transition to Chadron, Nebraska. It is understood that although studying in America is a very exciting prospect, navigating your way through daily issues in a new culture can be a challenge. Guidance in areas such as visa status, financial requirements, housing, employment opportunities, course selection and other issues is provided through the Chadron State International Office. The Chadron State

International Office also is there to provide a familiar face or friendly conversation. The office hours are from 7:30 a.m. through 4:30 p.m. Monday through Friday except official holidays.

### **International Tuition Scholarship**

The CSC International Tuition Scholarship is an on–campus undergraduate tuition award in an amount of up to \$2,500 per semester. The award has a limit of 8 consecutive semesters provided awardees maintain eligibility criteria. An international student that receives this award will be required to:

- Maintain a cumulative grade point average (GPA) of 3.0 or better
- Live in residence halls
- Meet all other CSC residency requirements for housing

This award is for on–campus international students seeking an undergraduate degree from Chadron State College and is not available to those seeking their master’s degree. Summer sessions are not eligible for this tuition award.

### **Learning Lab**

Phone: (308) 432-6382

Library Learning Commons

King Library

The Learning Lab is part of an ongoing commitment to the quality of student academic success at Chadron State College. Its mission is to help build a foundation for all students through a variety of services that promote academic, social and personal development to enhance the overall educational experience. The Learning Lab programs are provided by the college at no additional cost to all CSC students. For further information about the Learning Center, please access the [website](#).

### **Peer Tutoring**

Chadron State College’s nationally-certified Peer Tutor program is designed to enrich a student’s academic and personal experience at CSC and is a proven and highly-effective way of improving student success. Students are highly encouraged to use the program early to gain the greatest benefit. Students can receive tutoring services on a walk-in basis or by scheduling an appointment. Assistance in several academic subjects is available.

### **Supplemental Instruction**

Supplemental Instruction (SI) is a series of weekly review sessions for students taking historically challenging courses. SI is provided for all students who want to improve their understanding of course material and improve their grades and provides an opportunity to work together with people in your class to compare notes, discuss important concepts, develop strategies for studying the subject, and to test yourself before your professor does. Each session is guided by an SI leader who has previously taken the



course.

### **Writing Services**

Writing Services are available to all students at various stages of the writing process. In a writing session, tutors encourage students to discuss ways to improve their writing. Tutors help students clarify their thinking and develop their ideas. Tutors also help students find strategies for improving organization, sentence structure, grammar and punctuation.

### **Library Learning Commons**

King Library

Phone: (308) 432-6271

### **Hours of Service**

Monday – Thursday	7:00 am – 10:00 pm
Friday	7:00 am – 4:30 pm
Sunday	1:00 pm – 9:00 pm

The King Library Learning Commons provides students and faculty with access to a wide variety of information resources. The Library promotes and enhances student learning by providing information in all subject disciplines and providing a place conducive to studying, collaborating, and recreational reading.

The Library Learning Commons print collection supplements CSC's curricula and general knowledge needs with collections including non-fiction, fiction, periodicals, law, music scores, music CDs, textbooks, juvenile, and curriculum. To support current interests, the library subscribes to two leased collections; the adult rotating collection and the Young Adult rotating collection. The library also provides access to numerous eBooks and scholarly journals which can be accessed both on and off campus. If the Library does not have the materials that you require, it can usually get them through interlibrary loan. Also, extended and personalized reference service with a librarian is always available by appointment. The Library web pages provide access to self-driven library tutorials, Ask-a-Librarian, hours of operation, and other general library information.

On the main and lower levels of the Library Learning Commons are other services for students that truly make this a one stop shop. On the main level, the IT Help Desk, the Learning Center, Transitional Studies, and Career and Academic Planning Services are available for students and on the lower level, Project Strive/TRiO makes their home. Also for student use are 60+ computers, wireless access, printing/scanning, group study rooms (some with technology available) a student lounge (with technology), and a media lab.

### **Lost and Found**

Please see the Human Resources Office, Sparks 122, regarding lost and found items.

### **Mail Services (Post Office)**

Phone (308): 432-6063

The CSC mail room is located in the Physical Facilities building in the southwest corner of campus.

Mail is delivered regularly by the CSC mail services personnel to each residence hall and is placed in the mailboxes provided in the lobby area of each building. Boxes are numbered the same as the rooms and may be opened with the room key, or a combination code.

Students will be notified if they have a package(s) which must then be picked up by the student in the mail room in the Physical Facilities building.

The U.S. Post Office is located at 278 Main Street in downtown Chadron.

### **Personal Emergencies**

In the event a personal emergency (such as illness, accident/hospitalization, death of an immediate family member, family problem) requires your absence from campus, you should contact each of your instructors as soon as possible. If this is not possible, you may call upon the office of the Vice President of Enrollment Management, Marketing, and Student Services at (308) 432-6231 for assistance. If the emergency should cause an extended absence, it may be possible to make arrangements with your instructors to complete your coursework at a later date. If your absence has caused specific academic concerns for you, it is recommended that you request assistance from Disability Services in the Library Learning Commons, 201, or from your advisor.

Should your situation be such that you are no longer able to complete your courses for the current term, you may be eligible to submit an Extenuating Circumstance Appeal. Contact the [START](#) office for details.

### **Publications**

[The Eagle Newspaper](#)

Phone: (308) 432-6303

Old Admin, Room 235

The Eagle has been the voice of Chadron State College since 1920. For the latest edition of The Eagle, please access the website listed above.

### **Records Office**

Phone: (308) 432-6221

Crites Hall 107

The following services are available online from the Records Office:

Transcript Requests

Graduation Application

Transfer Credit Questions

Transcript Evaluation Questions

Change of Name  
Change of Major  
Academic Amnesty  
Course Challenge  
Grade Change  
Permission to Audit Class

For further information about the Records Office, please access the website listed above.

### **Safety and Security**

Phone: (308) 432-6037

Maintenance Building 102

In case of emergencies, dial 9-911 (from on-campus phone) or 911 (from off-campus phone)

CSC Campus Security consists of a full-time Security Supervisor, a Campus Resource Officer (CRO is provided by the Chadron Police Department) and a number of student patrol officers who are responsible for reporting unusual or suspicious on-campus activity and are trained to respond to emergency situations. CSC Campus Security also provides a Safety Escort Program between the hours of 5 p.m. and 3 a.m. by calling 308-360-1887. Check our website for further information on this service.

The latest edition of the Chadron State College Security and Crime Prevention Policies and Statistics report can be located [here](#).

### **Sexual Assault and Harassment Reporting**

If you believe yourself or someone else has been subjected to sexual harassment or sex-based discrimination on the Chadron State College campus, you may report the misconduct to Title IX Coordinator at 308-432-7020, 308-430-0980 or by emailing [titleixcoordinator@csc.edu](mailto:titleixcoordinator@csc.edu). If there is an immediate threat, contact 911 (or dial 9-911 on campus phones). Please refer to [Sexual Assault and Harassment Reporting Policy \(3020\)](#) for further details.

### **START Office (Enrollment and Financial Aid Services)**

Phone: (308) 432-6060

Crites Hall, 1st Floor

The START Office (Student Transition And Registration Team) is open Monday-Friday and is your one-stop shop for Student Services. Located on the first floor of Crites Hall, the START Office is equipped to help you with a number of tasks, including:

- Advisor Changes
- Class Schedules
- Credit Evaluation Requests
- Enrollment Verification
- Financial Aid: FAFSA and Scholarship Information

Major/Minor Changes  
Name Changes

For policies pertaining to enrollment and/or financial aid visit the links provided above.

### **[Student Academic Issues and Concerns \(SAIC\)](#)**

Phone: (308) 432-6482

Office: Old Admin, Room 232A

E-mail: [studentconcerns@csc.edu](mailto:studentconcerns@csc.edu)

SAIC is available to provide support for students with the following issues: credit-hour overload requests, course substitutions, grade appeals, requests for incomplete grades, and course-related concerns.

### **[Student Complaints and Appeals](#)**

Chadron State College's ultimate objective is to assist students in achieving their academic goals. In cases where the student might have concerns, complaints or a desire to appeal or file a grievance, procedures have been established to address these concerns, complaints, appeals and grievances. Please refer to the website linked above for further information and processes regarding Student Complaints and Appeals.

### **[Student Employment \(Human Resources\)](#)**

Phone: (308) 432-6224

Sparks Hall, Room 122

Available part-time, hourly, paid positions for both work study and departmentally funded employment opportunities are posted [here](#).

Financial Aid awards work study to undergraduate and graduate students based on financial need and availability of funds. The work study program provides job opportunities for students to earn money to help offset educational expenses for the academic year. A variety of positions are available and include off-campus and community service based positions. A work study award does not guarantee employment at CSC. More information can be found [here](#).

### **[Student Support Services \(Project Strive/TRiO\)](#)**

Phone: (308) 432-6069

Library Learning Commons, Room 112

Project Strive/TRiO is a federally-funded TRiO-Student Support Services (SSS) program which is funded by the U.S. Department of Education. Chadron State College was awarded a renewable grant to fund this program and assist its population of eligible students. Project Strive offers free services designed to motivate and support qualified college students. Those eligible for support services include first-generation, low income, and disabled students. This academic enrichment program is committed to helping college students persist to graduation through encouragement, support, and a wide range of activities.

### **Project Strive/TRiO Counselor**

(308) 432-6242

Library Learning Commons, Room 112

Individual Alcohol and Drug Evaluations

Individual and Group Counseling

### **Veteran Services**

Phone: (308) 432-7025

Crites Hall, Second Floor

The Veteran/Military Resource Center is available to veterans/service members to meet a variety of needs. Staff is on hand to answer questions and provide assistance to those wishing to enroll for their education benefits or tuition assistance. A lounge is available for meeting with other veterans, relaxing between classes or eating lunch. A quiet space and computers are available for studying or doing homework.

Relationships are in place with the VA and the County Veteran Service Office and counselors are available to meet with local veterans and answer questions regarding veteran benefits.

Information about veteran education benefits and military tuition assistance can be obtained through the Veteran/Military Resource Center. Please call or e-mail to set up an appointment with Lisa Stein, Coordinator of Veteran Services at the number listed above or [veteranservices@csc.edu](mailto:veteranservices@csc.edu).

## **III. Student Activities and Organizations**

### **Athletics**

Phone: (308) 432-6344

Chicoine Center

Chadron State College offers a well-rounded athletic program for the benefit of both the student body and the general public. Intercollegiate competition is available in football, cross country, basketball, wrestling and indoor and outdoor track and field for men.

Women have the opportunity to participate in competitive volleyball, basketball, indoor and outdoor track and field, golf and softball. The CSC Eagles belong to the Rocky Mountain Athletic Conference and NCAA Division II.

For additional information and a list of athletic teams, coaches, rosters, and schedules, please access the website listed above.

### **Campus Activities Board**

Phone: (308) 432-6057

Student Center

CAB is the Student Senate's activity programming board on campus. The students in this group promote involvement of CSC students by planning and providing cultural, educational, social activities and entertainment for CSC students. Some examples of

the entertainment brought to campus by CAB include hypnotists, magicians, comedians, dances, movies and novelty acts. The board is made up of representatives from many of the clubs on campus as well as non-club members. CAB meets on Tuesdays at 6:00 pm in the Scottsbluff Room of the Student Center.

### Intramural Sports

Phone: (308) 432-6392

Nelson Physical Activity Center, Room 105

The Intramural Program provides students the opportunity to participate in various sporting activities in a fun but competitive atmosphere. It also gives students the opportunity to get more involved with their fellow students and friends! League sports include activities like football, basketball, racquetball, dodge ball, softball, volleyball and more. Please visit <http://www.csc.edu/hper/intramurals/index.csc> to review and register for available intramural sports activities.

### Student Clubs and Organizations

Phone: (308) 432-6057

Student Center

Want to have fun, learn new things and meet new people? There are more than 40 student clubs and organizations at Chadron State College. Learn about all the existing clubs by attending the annual Club Fair the beginning of every Fall semester. If you are interested in forming a new club or organization, please visit with Coordinator of Student Activities for additional information.

### Student Government/Senate

Phone: (308) 432-6386 or (308) 432-6057

Student Center

Student Senate is a representative organization of the student body at Chadron State College. Student Senate aims to provide a forum for the expression of student views and interests; to be the “voice” of the student body; to improve student cultural and social welfare; to ensure the continued existence of student’s rights, both in principle and in practice. Student Senate meets on Mondays at 5:00 pm in the Scottsbluff Room of the Student Center.

### The Pit

Student Center

The Pit is an area where students can utilize recreational equipment in their free time:

Pool Tables

Ping Pong

Xbox One Games

Board Games/Cards

Hours of operation:

10:00 am – 10:00 pm (during Fall and Spring semesters, excluding Holidays and

Breaks)

## **IV. Policies and Guidelines**

### **Academic Policies (Selected)**

Student Academic Issues and Concerns (SAIC) is available to provide support for students with Academic issues and policies. Students must contact SAIC as a first step.

#### **Academic Good Standing, Probation & Suspension Policy**

Please refer to the [Academic Good Standing, Probation & Suspension Policy](#) for further details

#### **Satisfactory Academic Progress Policy**

Students who receive federal financial aid are required to maintain “satisfactory academic progress.” Please refer to the [Satisfactory Academic Progress Policy](#) for further details.

#### **Academic Honesty Policy**

Please refer to the [Academic Honesty Policy](#) for further details.

#### **Electronic and Recording Devices in Class Policy**

Please refer to the [Electronic and Recording Devices in Class Policy](#) for further details.

#### **First Year Inquiry (FYI) Academic Reprive Policy**

Students may apply for “academic reprieve” for previously taken First Year Inquiry (FYI) courses. “Academic Reprive” results in a grade being absolved from a student’s grade point average and the grade not being calculated into the student’s current or cumulative grade point average. An annotation is added to the student’s transcript indicating that academic reprieve was granted for the course. Students cannot apply for reprieve until after the course is graded and have until two weeks into the subsequent semester of enrollment to complete the academic reprieve process requirements listed below. For further questions and the form, please contact the Dean of Essential Studies and the School of Liberal Arts. Please refer to the [First Year Inquiry \(FYI\) Academic Reprive Policy](#) for further details.

#### **Grade Appeals Policy**

Please refer to the [Grade Appeals Policy](#) for further details.

### **Code of Conduct**

#### **Conduct and Discipline; Students (3100)**

The Nebraska Board of Trustees grants authority to the Presidents of the State Colleges to designate appropriate officers, establish representative college committees, render initial decisions and provide appeal procedures in regard to allegations of academic dishonesty, grade appeals, failure to pay a financial obligation, or academic

performance, achievement, probation and suspension. All disciplinary sanctions imposed for misconduct identified in Board Policy 3100 are to be governed by terms of the policy and the due process requirements set forth in Policy 3200. Acceptance of this policy by the students is implied as a condition of his/her enrollment. Please refer to the [Conduct and Discipline; Students Policy \(3100\)](#) for further details.

### **Due Process – Students (3200)**

Definition: Due Process

An established course for judicial proceedings or other governmental activities designed to safeguard the legal rights of the individual.—*American Heritage Dictionary*

Affording persons or organizations “due process” basically means to conduct legal proceedings with fairness in both content and procedure.

Due process is a key component to what a student’s rights are when dealing with the judicial affairs function of a higher education institution whether it be related to an academic or student conduct failure. These standards of due process layout what rights a student has when they are being processed through the campus judicial system. Even though due process is a key piece of the judicial process, it is often not understood by the student that is alleged to have violated their contractual obligations to the college. Since these due process procedures are less than what is required by criminal courts, they are often misunderstood by the student. For student conduct cases, there is a process that allows the accused student to make their case before being sanctioned by the college. (Jason T. Fishner, “Due Process in the Realm of Higher Education: Considerations for Dealing with Students Rights” Educational Administration and Policy Studies 680, University at Albany, July 31, 2006. Pg. 5. <http://files.eric.ed.gov/fulltext/ED496221.pdf>)

Please refer to the [Due Process – Students Policy \(3200\)](#) for further details.

### **Right to Due Process**

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

### **General Policies**

#### **Anti-Harassment/Discrimination Policy (5007)**

Please refer to the [Anti-Harassment/Discrimination Policy \(5007\)](#) for further details.

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

Please refer to the [Campus Clean Air Policy](#) for further details.



### **Changes of Registration and Withdrawal Policy**

Please refer to the [Changes of Registration and Withdrawal Policy](#) for further details.

### **Grievance Procedures – Students (3210)**

Please refer to the [Grievance Procedures – Students \(3210\)](#) for further details.

### **Open Flame Policy**

Please refer to the [Open Flame Policy](#) for further details.

### **Payment Policy**

Please refer to the [Payment Policy](#) for further details.

### **Residency Classification**

Out-of-state students interested in Nebraska residency status for tuition purposes must first meet minimum requirements as established by the state of Nebraska. Residency applications are available in the Admissions Offices at Crites Hall. Residency applications filed after the end of the week one of classes will not be approved until the beginning of the following semester. Additional information can be found at [Board Policy 3050](#).

### **Sexual Assault and Harassment Reporting Policy (3020)**

Title IX is the federal law prohibiting sex discrimination in educational institutions. It is from the Higher Education Act of 1965, amended in 1972 and 1987. Title IX forbids sex discrimination in all College student services and academic programs including, but not limited to admissions, financial aid, academic advising, housing, athletics, recreational services, college residential life programs, health services, counseling and psychological services, Records Office, classroom assignments, grading and discipline. For Title IX inquiries, please contact the Title IX Coordinator at (308) 430-0980 or [TitleIXCoordinator@csc.edu](mailto:TitleIXCoordinator@csc.edu).

The Board of Trustees of the Nebraska State Colleges is committed to providing an environment in which all students who participate in College programs and activities can work together in an atmosphere free from unlawful discrimination, harassment, or violence. Sexual violence and sex harassment are prohibited by law and by Board policy and the Colleges will not tolerate sexual violence or sex harassment in any form, including, but not limited to, sexual assault; stalking; dating violence; domestic violence; acquaintance, date or stranger rape; non-consensual sexual intercourse; sexual cyber harassment or sexual bullying. The Colleges will take appropriate action to prevent, correct, and discipline harassing or violent behavior that is found to violate Board policies and principles of equal opportunity and access.

This policy provides guidance for what students should do if they have been victims of sexual violence or sex harassment, and what the Colleges will do if such violence or harassment occurs. A student alleged to have committed sexual violence or sex harassment can be disciplined under the Code of Student Conduct and/or prosecuted under Nebraska criminal statutes. Additional Board Policies, Employee Handbooks and Collective Bargaining Agreements, also apply to employees alleged to have committed

sexual violence or sex harassment.

The Colleges have a responsibility to respond to reports of sexual violence or sex harassment and attend to the needs of the students who are involved. Reports of sexual violence and sex harassment are taken with the utmost seriousness, and the student will be promptly referred to the appropriate persons or resources for assistance. The Colleges are also responsible to ensure that the individual charged with committing such violence or harassment is treated fairly. Individuals are presumed innocent unless proven responsible, and will also be referred to appropriate services for assistance. Please refer to [Sexual Assault and Harassment Reporting Policy \(3020\)](#) for further details.

### **Weapons and Explosives Policy**

Please refer to the [Weapons and Explosives Policy](#) for further details.

### **Residence Hall Policies/Guidelines**

As a condition of living in the College residence halls/campus housing, it is understood and agreed upon that all property and possessions contained in a student's room in the residence halls/campus housing are subject to College searches and inspections for "health and safety" considerations as well as "institutional-purpose searches" which include monitoring and enforcement of drug, alcohol and weapons policies. Each student consents to such room searches and inspections and agrees to unlock any safe, lock box, locked cabinet, etc. for purposes of allowing College personnel to conduct such searches. Failure to unlock and provide access into a safe, lock box, locked cabinet, etc. will be grounds for the container to be confiscated and removed from the College premises.

The College reserves the right to reassign students within and between residence halls and rooms as deemed necessary, and to immediately terminate the Residence Hall Contract by written notice if the student fails to comply with any of the terms and conditions of the contract or, if in the judgment of Student Services staff, continued residence would have a seriously negative effect on the student and/or fellow residents, or if a student does not show 'active academic participation' within the College community. All other Residence Hall policies and guidelines are contained in a separate [handbook](#). Please refer to that publication.

### **Student Rights and Responsibilities**

#### **Missing Student Notification Policy**

Please refer to the [Missing Student Notification Policy](#) for further details.

#### **Parking**

Parking on campus is a privilege and requires online registration prior to picking up a sticker in the Business Office. Registration can be completed through a student's MyCSC Dashboard, located in "Messages". Cooperation and compliance with the established rules and regulations will help ensure convenience for everyone.

## **Rights and Responsibilities, Students Policy (3250)**

### **Freedom of Expression**

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

### **Instructional and Grading Procedures**

The faculty determines the character of courses which includes content and instructional and grading procedures. Students have the right to be informed at the beginning of each course of the nature of the course, course expectation, evaluation standards, and the grading system. Within 10 days of earning an assignment grade within a course, a student has the right to receive upon request a clarification of an assignment grade earned from the instructor.

Each student has the right to a final course grade based upon an academic evaluation and upon a specified grading procedure. After final course grades have been issued, a student has the right to receive upon request a clarification of the final course grade earned. Prior to pursuing a Grade Appeal the student must communicate and discuss the clarification with the instructor. If concerns remain, the next step is with the Dean. Only after these steps may a Grade Appeal be considered. Please refer to [Grade Appeals Policy](#) for further details.

### **Faculty-Student Consultation**

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

### **Student Evaluation of Instruction**

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

Please refer to the [Rights and Responsibilities, Students Policy \(3250\)](#) for further details.

### **Student Organizations; Conduct and Discipline (3300)**

Please refer to the [Student Organizations; Conduct and Discipline Policy \(3300\)](#) for further details.

### **Student Records (3650)**

Please refer to the [Student Records Policy \(3650\)](#) for further details.

## V. Student Complaints Against Postsecondary Institutions

CSC encourages students to contact the college to try to resolve issues related to classroom situations or administrative actions. The faculty or staff member(s) with whom the student has a conflict should be contacted first, followed by the department or program chair or division head. It may be possible to resolve the concerns without the need for formal institutional action. If the student's complaint is not resolved through this action, he/she should contact the dean.

The following is taken directly from [Nebraska's Coordinating Commission for Postsecondary Education](#).

The Coordinating Commission for Postsecondary Education is responsible for responding to formal complaints against public, independent non-profit, and most proprietary institutions of higher education that offer degrees in Nebraska. While the Commission has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, Commission staff will review submitted complaints and work with student complainants and institutions. **Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions, or discipline/conduct matters.**

> If a student has a complaint regarding a private postsecondary career school that is overseen by the Nebraska Department of Education (NDE)-Private Postsecondary Career Schools, he/she should contact NDE at (402) 471-4825 or through this online [form](#).

> If a student believes that a college or university has violated state or federal law, he/she may wish to contact the Office of the Nebraska Attorney General ([www.ago.ne.gov/consumer\\_protection](http://www.ago.ne.gov/consumer_protection)):

Office of the Attorney General  
2115 State Capitol  
Lincoln, NE 68509  
Phone: (402) 471-2682  
Fax: (402) 471-3297  
email: [ago.consumer@nebraska.gov](mailto:ago.consumer@nebraska.gov)  
Consumer Protection Division (toll-free): (800) 727-6432  
Consumer Protection Division - En Espanol: (888) 850-7555

> If the student believes that an institution has acted in a discriminatory manner, he/she may wish to contact the Nebraska Equal Opportunity Commission (NEOC) ([www.neoc.ne.gov](http://www.neoc.ne.gov)) at (800) 642-6112 in Lincoln, (800) 382-7820 in Omaha, or (800) 830-8633 in Scottsbluff. The NEOC provides the following advice: Race discrimination in schools falls under Title VI of the Civil Rights Act of 1964. Sex

discrimination and harassment falls under Title IX of the Education Amendments of 1972. Disability discrimination falls under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. None of these laws are within the jurisdiction of the Nebraska Equal Opportunity Commission. They are federal laws and are enforced by the U.S. Department of Education ([www.ed.gov](http://www.ed.gov)):

Office for Civil Rights  
Kansas City Office  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Phone: (816) 268-0550

> Furthermore, after filing a complaint with the Attorney General's Office, NEOC, or the Coordinating Commission for Postsecondary Education, the student may still hire a private attorney and adjudicate the complaint through the court system.

Within two years of the incident about which the student is complaining, he/she should contact the Coordinating Commission for Postsecondary Education using our complaint form. **Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions, or discipline/conduct matters.** Please follow the steps outlined below to submit a complaint:

### **STEP 1**

If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. If the student's complaint is not resolved through this action, he/she should contact the department or program chair or division head or dean. If the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty/staff member(s) or chair/dean, the student should proceed to STEP 2.

### **STEP 2**

The student should file a complaint through his/her institution of higher education's established complaint process. Information on the process can usually be found in the institution's academic catalog, student handbook, or website. This might also be called a grievance process. If the student is unable to resolve the complaint in this manner, he/she should proceed to STEP 3.

### **STEP 3**

The student must complete the Commission's Student Complaint Form. After receiving a complaint through our complaint form, Commission staff will review the submitted materials and contact the submitter for any required additional information or clarifications. The Commission will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university's response, Commission staff will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up may be taken. The Commission will inform both parties involved in the complaint.

If the student has additional questions about the complaint process, or wants to clarify that the individual complaint is reviewable by the Commission, please feel free to contact the office at (402) 471-2847.

[CCPE Complaint Form](#)