



# Student Handbook 2015-2016

## A Message From the Dean

We are so pleased that you have chosen Doane College to pursue your bachelor's degree. Our mission is to provide a program of study that will help you continue your development as a leader in your workplace and all other aspects of your life.

This handbook is designed to serve as a guide to the policies and procedures in place to assist you during your time with us. It was developed with input from students, alumni, faculty, staff, administration, and even a couple of lawyers, and is considered to be a work in progress. While we have attempted to anticipate all situations that should be addressed by the procedures in the handbook, we know there are some that might not be covered. When a circumstance arises that requires creative problem-solving, we will work with you to develop a good plan of action.

The policies outlined in this handbook were not delivered to us etched on stone tablets. They were designed by people using the best resources available at that time for decision-making. Circumstances can arise that make adapting or waiving a policy both wise and appropriate. Again, we are ready to work with you if a special need requires reexamination of a policy.

The environment in which we operate and the people we serve are constantly changing, so we need your help to measure the effectiveness of the processes and practices we have in place.

We want you to learn, enjoy the learning process, and end every course with a feeling of accomplishment and pride in the work you have done. How will we know when that happens? You must tell us. You are the people with the greatest competence to assess our work.

We are honored to have you with us and look forward to growing with you.

Sincerely,

Janice Hadfield, Dean

*All provisions of this publication are subject to change by the college and are not contractual.*

## NOTICE OF NONDISCRIMINATION

Applicants for admission and employment or professional agreements with the College are hereby notified that this institution does not discriminate on the basis of race, color, religion, sex, genetic information, national origin, disability, age, marital status, sexual orientation or any other protected class recognized by state or federal law in admission or access to, or treatment, or employment in its programs and activities. Sexual Harassment and sexual violence are prohibited forms of sex discrimination.

Any person having inquiries concerning the College's compliance with the regulations implementing Title VI, of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973, is directed to contact Laura Sears, Director of Human Resources at [laura.sears@doane.edu](mailto:laura.sears@doane.edu) or 1014 Boswell Ave. Crete, NE 68333; (402) 826-6773. Laura Sears has been designated by the College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the Regulations implementing Title VI, Title IX, or Section 504.

# Academic Services and Resources

## ACADEMIC/PERSONAL ADVISING

Upon admission to the program, each student is assigned an academic advisor. These advisors make every effort to be available to answer your questions, listen to concerns, offer support, and help you understand the educational system.

### Advisor Responsibilities

- Provide information on policies, procedures, and programs
  - How to drop/add/delete a course and the corresponding deadlines
  - Payment policy and deadlines
  - Graduation process and degree audits
- Facilitate student development in the decision-making process
- Review transfer coursework for a preliminary evaluation
- Offer long-range program planning
- Discuss schedule and course selections
- Work with students who need to complete an academic/financial aid plan
- Assist students in making contact with other offices within the college

### Advisee/Student Responsibilities

- Investigate your career interests
- Think about how you will make school work for you
  - Work schedules/Time to come to class
  - Family/Children's schedules
  - Payment/Financial Aid
- Read your catalog and learn the college's requirements.
- Know dates and deadlines and give yourself ample time to meet them.
- Take an active role in class, participating fully in class discussions and activities throughout the term.
- Review the course syllabus thoroughly before class begins.
- Submit assignments and papers on time. Be prepared to take tests on the assigned day.
- Complete the course evaluation at the end of each class.
- Be honest and forthright in your academic endeavors.
- Familiarize yourself and follow the academic integrity policy as outlined in this handbook.
- Recognize that failure to comply with this policy may have significant consequences.
- Treat everyone at Doane respectfully including other students, faculty and staff.

### Student Rights

- The opportunity to be active learners in a stimulating and challenging educational environment.
- A course outline or syllabus that provides information about class expectations, course content, course objectives, grading procedures, and attendance policy.
- Instructors who are responsive and take time to discuss student progress, course content and assignments at mutually agreed upon times.
- Pursue your academic studies in a positive and ethical environment where high academic standards are upheld.
- Have your academic work assessed fully and fairly, and receive feedback on your progress.
- Receive your Doane education in a stimulating, welcoming atmosphere that supports free expression of ideas, responsible criticism, and the pursuit of truth.
- If confused, know when to ask for help, and who can assist you.

## **ACADEMIC AFFAIRS**

The dean of the Lincoln & Grand Island campuses supervises all undergraduate academic areas. If you have a question, concern, or suggestion about an academic program, advisor, teacher, or academic policy, make an appointment to see the dean.

## **Career Development and VA Certification Office**

Susan Rocker is the Director of Career Development and VA certification officer. Susan manages the veteran educational benefits of undergraduate students on the Lincoln, Grand Island, and Omaha campuses students. She also provides the full range of career development activities including career and life planning workshops, career coaching, resume writing and editing, internships, and job searching. Susan's office is located in room 306 of the Fred Brown Center.

## **Contacting Faculty**

Almost all faculty are adjunct professors and do not have offices in the buildings. All faculty have mailboxes available for students to drop off and pick up assignments. These mailboxes are located on the third floor across from room 311 in Lincoln. Grand Island students should contact the services coordinator on campus for instructions regarding contacting faculty members.

## **Course Syllabi**

Course syllabi are available on-line for students at [www.doane.edu/GPS](http://www.doane.edu/GPS)

- Click on Student Resource under your location
- Click on Syllabi
- Click on the course number

Syllabi have faculty contact information, grading guidelines, and the outline for the course. It is recommended you read your syllabus closely before the first class meeting and keep your course syllabi for future reference, for certification, or for transferability.

## **ID CARDS**

New student ID cards can be picked up during formal registration on the Lincoln and Grand Island campuses or at the reception areas after census day each term. If an ID card is lost, contact your advisor for replacement. ID cards can be used for discounts at movie theaters and wherever accepted. The Student ID also allows the holder access to the Library on the UNL Campus or Doane College Crete Campus.

## **Learning Portfolio - Get Credit for What you Already Know**

The Lincoln and Grand Island programs offer a special learning portfolio option for individuals who have prior learning from work/life experience which cannot be documented through traditional methods. Depending on the assessed quality and quantity of learning from a student's experience, as many as 36 credits may be documented through the portfolio process to apply toward a chosen degree program. A Doane student may qualify to receive up to 36 semester credits through one or more of the following options: Portfolio for the Assessment of Prior Learning, Advanced Placement Program, CLEP or DANTES, ACT Proficiency Examination, or Doane Tests. The process includes the following steps:

1. Students complete EDU 280 Higher Education for Adult Learners for two semester credits. In this course, students focus on what they have learned in their lives to this point, how they have learned it, and how that learning can fit into a structured program of formal education. They then receive the necessary instruction for developing a portfolio. For more information, access the EDU 280 syllabus using the instructions listed under Course Syllabi.
2. The portfolio is submitted for review and evaluation for award of credit.
3. Following evaluation, students are eligible to receive any or all portfolio credits which have been approved at a cost of half the current tuition rate.

## **Math Competency**

All students must demonstrate basic computational skills before enrolling in any mathematics course numbered 100 or above. This requirement may be met by taking DLC 090, ACT or SAT scores, transferring an appropriate course from another institution, or by successfully completing the Computational Skills Test. For more information on this requirement and the competency exam and practice exam, contact your academic advisor.

## **Testing Out of Computer Courses**

Test outs can be completed for either competency or credit for the following courses: CSA 101 Introduction to Word Processing, CSA 102 Introduction to Spreadsheets, CSA 103 Introduction to Database, CSA 109 Information Retrieval Skills, and CSA 104 PowerPoint Presentation. If you are testing out for credit, you will be given the option, pending a passed test out, to purchase your credit at half the current tuition rate. For additional details contact your academic advisor.

## **Student Requested Withdrawal from Courses**

Students are expected to complete courses for which they have registered, unless unusual circumstances require withdrawal. Failure to continue to attend a class does not constitute a withdrawal from that class. To withdraw from a class, students must contact their academic advisor, who will assist them in completing the necessary withdrawal forms.

## **BOOKSTORE**

The college, for the convenience of faculty and students, operates the Doane College Bookstore, located off the courtyard of the Fred D. Brown Center in Lincoln, or at the front desk of the Grand Island campus. Hours of operation are posted.

## **Textbook Refunds**

Refunds will ONLY be given on textbooks if a student has dropped the class on or before the second Friday of the term and the following conditions have been met:

1. A valid cash register receipt is presented.
2. Books are returned by the date indicated on the receipt card.
3. USED Books are in resalable condition. Book cover and pages are not bent, torn, or missing.
4. NEW books are NOT damaged, written in, marked on, spine has not been bent or broken. Condition to be determined by bookstore management.
5. Wrapped (texts) or boxed merchandise have not been unwrapped or opened.

Defective books should be returned at once.

The cost of textbooks can be charged to students' accounts at the time of purchase. For payment, the bookstore accepts cash, checks, VISA, MasterCard and Discover.

## **Book Buy-Back**

Nebraska Book Company, on behalf of Doane College Bookstore, conducts a book buy-back the second week of each term, Monday through Thursday, 4:30pm-6:00pm on the Lincoln campus. A representative of the book company is stationed in the atrium of the Fred Brown Center for the book buy-back. The Grand Island campus schedules one day, to be announced, each term.

## **Special Orders**

The bookstore will be glad to special order books for students. Pre-payment and shipping charges will apply.

## **LIBRARY**

The proliferation of knowledge in today's world makes the acquisition of self-education skills as important as the teaching of existing knowledge. Each student is responsible for developing competence in the use of the library, a liberal art that contributes to one's continuing education throughout life.

Lincoln and Grand Island campus students may use the Perkins Library, located in the Communications building on the Crete Campus. Students may also use the Love Library, located on the UNL campus at 13th and R. If you are using Love Library you need to show them your driver's license or ID card. Perkins Library in Crete requires a library card, or Doane ID.

The collection at Perkins Library consists of more than 300,000 volumes, including approximately 500 subscriptions for journals, magazines, and newspapers. Some materials are available in micro-format, which is a valuable preservation aid, as well as a space-saving strategy. Access to over 10,000 additional journal titles is available through our online databases. Students can access these databases on the Lincoln or Grand Island campuses or from home with a Doane username and password. (If you do not have a username and password, please contact the Technology Department on the Lincoln Campus to obtain one.) The information found in these databases may be in the form of citations, abstracts or full text of journal articles, reports and/or conference proceedings.

Doane College is a depository for both Nebraska and United States Government documents, sources which provide a wealth of information on a variety of subjects.

An extensive interlibrary loan system makes it possible for the library to obtain materials from other libraries. Through computer network connections, Perkins Library has access to the collections of libraries not only in the State of Nebraska, but throughout the United States. A consortium of 10 libraries provides a catalog of more than one million items and the online card catalog can be used to look at the holdings of these other libraries.

For more information on Perkins Library, hours, and how to obtain a library card please go to the [www.doane.edu/GPS](http://www.doane.edu/GPS), click on Student Resources under your location, and click on Library.

# Financial Services and Resources

## BUSINESS OFFICE

Student accounts are maintained by the business office on the Crete Campus. Located on the lower level of the Padour Walker Administration Building, the business office serves as the center of the college's business and accounting functions. The business office hours are 8:00-5:00 M-TH and 8:00-4:30 on Fridays during the school year. Summer hours are 7:30-4:00pm.

## Student Accounts

Student bills are generated by the business office each month. Students can access these bills online via WebAdvisor. Questions regarding the billing process or payments to the student account should be directed to student accounts payable personnel in the business office at 402-826-8250. For more information, go to [www.doane.edu/online-bills](http://www.doane.edu/online-bills).

## Payments on Account

You can pay your account online via WebAdvisor using e-check withdrawals from your checking/savings accounts with no charge, or using Mastercard, Discover or American Express, subject to a 2.75% convenience fee.

Payments may also be mailed to the business office:

Doane College  
Business Office - Student Accounts  
1014 Boswell Ave  
Crete, Nebraska 68333-2430

Your payments are also accepted on the Lincoln Campus at the reception desk in the front office, located on the first floor and at the front desk of the campus office in Grand Island. Payments on account may be made by check, money order, credit/debit card, or e-check from your checking/savings account. Visa, Mastercard, Discover, and American Express are accepted. All credit/debit card transactions will incur a 2.75% convenience fee. We also do not accept cash payments on the Lincoln or Grand Island campuses.

Payment plans are available online, as well, via WebAdvisor. For more information, go to [www.doane.edu/online-bills](http://www.doane.edu/online-bills), or call the Business Office at 402-826-8250.

## **FINANCIAL AID**

The Financial Aid Office is located on the second floor of the Lincoln campus building.

### **Applying for Financial Aid**

Financial aid consists of grants and loans which provide funds for students to assist them in paying for educational expenses. At Doane College, funds are awarded to students based on their qualifications and/or financial need. Financial aid that is based on need must be applied for and reviewed annually.

A new student who wishes to apply for financial aid should:

1. Complete the admission process with their academic advisor. Students are not eligible for financial aid until they have been admitted to the college as a degree-seeking student.
2. Complete the Free Application for Federal Student Aid (FAFSA). Doane's Title IV code is 002544. Doane College encourages students to complete the FAFSA electronically. The Web address is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In order to file electronically, a PIN is needed. Please request the PIN at [www.pin.ed.gov/PINWebApp/pinindex.jsp](http://www.pin.ed.gov/PINWebApp/pinindex.jsp). This application is used to determine eligibility for all federal aid based upon financial need. Doane's preferred date for filing is May 15. This application must be completed annually.
3. Complete the Doane College Institutional Financial Aid Questionnaire located at [www.doane.edu/financial-aid-questionnaire](http://www.doane.edu/financial-aid-questionnaire). This must be completed annually.

A continuing student who wishes to apply for financial aid should:

1. Complete the Renewal Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov/>. Doane's Title IV code is 002544. Doane's preferred date for filing is May 15. This application must be completed annually. Commitments for financial aid based upon financial need are made annually.
2. Complete the Doane College Institutional Financial Aid Questionnaire located at [www.doane.edu/financial-aid-questionnaire](http://www.doane.edu/financial-aid-questionnaire). This must be completed annually.
3. Register for the coming term.

Please refer to the Graduate & Professional Studies catalog Financial Aid for specific information and policies regarding the following areas:

- Requirements and Availability of Financial Aid
- Satisfactory Academic Progress for Financial Aid
- Verification

For more information regarding Federal Financial Aid, contact the staff in the Financial Aid Office on the Lincoln Campus at 402-466-4774.

# Student Conduct

## Alcohol, Drug, & Substance Abuse Policy

One of the fundamental purposes of Doane College is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. All members of the College community, students, faculty and staff members, share the responsibility for protecting that environment, and all are expected to exemplify standards of professional and personal conduct. The illegal or abusive use of drugs or alcohol by members of the College community adversely affects the educational environment. Therefore, Doane College is committed to having a campus that is free of illegal drug use and alcohol abuse.

In keeping with its primary purpose, Doane College will utilize educational strategies as its major approach to this area. Any member of the College community who uses, distributes, or abuses any drug, including alcohol, may be subject to prosecution and punishment by the civil authorities and to disciplinary proceedings by the College. Trafficking illegal drugs is particularly offensive and the penalties reflect this judgment. Doane College's interest in resolving the problem is not punitive, but rather to establish clear boundaries of conduct. Misuse and abuse of alcoholic beverages is a serious problem often resulting in loss of human potential and irresponsible behavior that may be dangerous to the individual(s) involved, threaten the lives of others, infringe on the rights of others, and/or cause destruction of property. Doane College respects the rights of individuals to consume alcohol in a legal and responsible manner. Violations of the college alcohol policy are grounds for disciplinary action.

Doane College is dedicated to the pursuit and dissemination of knowledge and expects all members of the academic community to behave in a manner conducive to that end. Faculty, staff and students must maintain the highest standards of personal and professional conduct. Illegal or abusive use of drugs or behavior by members of the College community adversely affects the mission of the College and is prohibited. The College, through its Board of Trustees, adopts the following policy consistent with the State of Nebraska on illegal drugs. The policy is intended to accomplish the following:

- a. Prevent drug abuse through a strong educational effort outside the classroom.
- b. Encourage and facilitate the development and use of rehabilitation services/programs.
- c. Discipline those members of the College community who engage in illegal drug-related behavior.

Drinking or possessing alcoholic beverages on College property, except where permitted under these regulations, is subject to disciplinary action. This includes fines, community service, drug and alcohol evaluations (at the student's expense), probation, suspension or expulsion from the College.

## Rehabilitation Services

Those students who seek assistance to overcome a drug-related problem shall be provided with information about drug counseling and rehabilitation services available through Doane College contacts/networks and through community organizations. Those individuals who voluntarily avail themselves of these services prior to disciplinary actions by the College shall be assured that applicable professional standards of confidentiality will be observed to the extent allowed by law.

## Federal Trafficking Penalties

Students, faculty members and other staff are responsible, as citizens, for knowing about and complying with the provisions of Nebraska law that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as controlled substances. Any member of the College community who violates any of those laws is subject to both prosecution and punishment by the civil authorities and disciplinary proceedings by the College. TRAFFICKING IN ILLEGAL DRUGS and/or the illegal POSSESSION OF DRUGS is taken very seriously and will be dealt with in a similar fashion. The College is not an environment to use, sell and/or possess drugs. If such conduct occurs, or is alleged by law enforcement to have occurred and criminal charges are filed, the involved students will be subject to immediate suspension and additional disciplinary consequences up to and including expulsion. The penalties to be imposed by the College may range from written warnings with probationary status to expulsions and complete separation from enrollment and/or discharges from employment. A federal drug conviction will result in the



loss of federal student aid eligibility and the loss of all Doane College institutional funding. Check out more information on Federal Trafficking Penalties.

## **Smoking Policy**

In order to provide a safe and healthy work/study environment for all employees and students and to comply with the Nebraska Clean Indoor Air Act, the College has adopted the following tobacco policy.

The following forms of tobacco products are prohibited:

- In the all campus buildings and college vehicles: smoking through the use of pipes, cigars and cigarettes.
- In all non-residential buildings and college vehicles: smoking in any form through the use of tobacco products (pipes, cigars and cigarettes) or "vaping" with E-cigarettes. Smokeless tobacco (chewing or sniffing.)

The use of smokeless tobacco and E-cigarettes is permitted in the residence halls. Smoking tobacco in any form and smokeless tobacco will be permitted outdoors in designated smoking areas at least 20 feet away from building entrances. All employees share responsibility for adhering to and enforcing this policy, and have responsibility for bringing it to the attention of visitors.

## **Beverage Container Policy**

Beverage containers of any type are not allowed into any Doane-sponsored public event, including sporting events and special events at the Haddix Center, Butler, Fuhrer Fieldhouse, etc. The public and students are encouraged to purchase refreshments sold at the concession stand. Anyone attempting to bring in a beverage container will be asked to dispose of it.

## **Student Conduct Code**

Generally, college discipline is limited to incidents of student misconduct that adversely affect the college community's pursuit of its educational objective or create a substantial interference with the safety and well-being of Doane students. Doane College expects that individuals will respect the rights of others and have regard for preservation of property. The following misconduct, not an all-inclusive code, is subject to college disciplinary action. Each student is held accountable for her/his behavior under the judicial system of the college. Students are expected to be familiar with all college regulations and to abide by them at all times in order to maintain a fair, just, and safe living-learning community environment.

All forms of dishonesty, including cheating, plagiarism, forgery, knowingly furnishing false information to college staff, alteration or use of college documents or instruments of identification with intent to defraud is not tolerated. This includes the sale of term papers, computer programs, theft of and/or unauthorized use of telephone codes and computer security authorizations. In addition, falsifying information obtained from the Doane College Web site, WebAdvisor, or from any print materials associated with the college is subject to disciplinary action.

Doane College may choose to address student discipline matters separate from or in conjunction with the criminal justice system. If a criminal complaint is filed against a student or students for conduct on or off campus which constitutes a crime of violence, sexual assault, distribution of controlled substances and/or illegal drugs or any other serious crime, the college may determine whether the

presence of student on campus during the pendency of the criminal justice proceedings will constitute a substantial interference with school and educational purposes. If such a determination is made, the college may suspend the student from attendance at Doane College until such time as the matter is brought to conclusion by the criminal justice system. Such suspension shall not restrict the college from invoking additional disciplinary sanctions as described below.

1. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities. This includes violations of the policies of the library.
2. Acts or expression of harassment, discrimination, personal intimidation, or intentional physical or emotional abuse of any person on college premises or at college sponsored or college supervised functions.

3. Conduct that threatens or endangers the health or safety of any person on college premises or at college sponsored or college supervised functions or conduct likely to result in property damage.
4. Theft or attempted theft of property or services of the college or that of a member of the college community or campus visitor, or possession of known stolen property.
5. Failure to comply with directions of college officials or their designees acting in performance of their duties.
6. Failure to appear on request or give truthful testimony at a disciplinary hearing of the college.
7. Unauthorized entry or use of college facilities.
8. Violation of the law on campus and violation of the law off-campus as explained under 9.
9. Unauthorized possession or use of firearms (including air rifles and air pistols), ammunition, explosives, fireworks, firecrackers, or dangerous chemicals on campus.
10. Setting fires, tampering with fire protection equipment, causing false fire alarms or failure to leave the building during alarms or drills.
11. Possession of, sale, distribution, use or involvement with any kind of non-prescribed narcotics and/or illicit/dangerous drugs or controlled substances.
12. Disorderly conduct.
13. Sexual misconduct, sexual assault, rape, sexual harassment or lewd, indecent, or obscene conduct or expression on college owned or controlled property or at college-sponsored or supervised functions.
14. Unsafe conduct: any conduct that threatens or endangers one's own life or the life of one or more members of the campus community.
15. Assault or attempted assault of any person on college owned or controlled property or at college sponsored or supervised functions.
16. Violation of the campus alcohol policy.
17. Deliberate or unjustified damage to property of the college or to property of a member of the campus community or campus visitor.
18. Providing or fabrication of false information or associations on your resume, applications or documentation.

This list is not all inclusive nor has it been designed to be.

## **Student Expression**

Students, individually and collectively, are free to examine, discuss and express opinions and views using appropriate channels for expression and respecting the maintenance of order. They are free to support causes by orderly means that do not disrupt the operation of the college. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations individuals speak only for themselves.

## **Violence & Unacceptable Behavior Policy**

A basic tenet of our society is that every citizen has the right to security in both person and property. Our laws prohibit the physical abuse of persons, and the illegal appropriation and destruction of property. The effect of those laws is to provide a setting in which persons can realize their potential as social, political, economic, and creative beings.

Doane is a place of excitement and learning where all ages, abilities and disabilities, races, creeds, orientations, genders, identities, and ethnic and national origins have the opportunity to develop skills and knowledge toward goals which will make them effective citizens and promote their individual and group well-being.

Those students who do not share these goals, who flagrantly or consistently disrupt the educational process, or who physically abuse or harass, or attempt to physically abuse or harass, other persons in the Doane community or the Crete community as a whole, will be subject to disciplinary consequences. Such individuals may be dismissed from school and may be subject to criminal charges. Similarly, students who do not respect the property of others, thereby degrading the quality of student life and increasing the cost of education, will be held liable for such damages and may be dismissed from the institution as well as be subject to criminal liability.

Moreover, students found diminishing the dignity of other members of the community through illegal harassment, including sexual harassment, hate speech, hate/bias incidents or other means of disparagement, which are unlawful or inconsistent with the College's aspiration to produce citizens respectful and tolerant of the diversity of people, may be disciplined or dismissed from the College.

Students are encouraged to report criminal actions occurring on campus directly to the police by dialing 9-911. In addition, they are encouraged to report crimes to the College.

Doane College does not condone and will not tolerate violence of any kind. This prohibition includes, but is not limited to, violation of Doane's Sexual Assault and Rape Policy; Doane's Anti-Harassment Policy; and Doane's Bias/Hate Incident Policy. Violence prohibited under Doane's policies includes, but is not limited to:

1. Domestic violence, which includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former co-habitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. Dating violence, which means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. Stalking, which means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

## **Sexual Assault and Rape Policy**

Statement of Purpose: Doane College does not condone and will not tolerate sexual assault or rape in any form. In the event of a reported incident, confidentiality, protection of the victim, and prevention of further injury or continued stress are the first priorities. The College will make every effort to be responsive and sensitive to the victims of sexual assault and rape. We encourage the involvement of law enforcement immediately. It is also the College's responsibility to provide a forum in which anyone involved in an incident will have it addressed promptly, fairly and impartially. Because of the traumatic and sensitive nature of these incidents, the Special Hearing Board described herein will respond quickly to the allegation and resolve the matter as expediently as possible while insuring that interests of all parties involved are protected.

Whether making the complaint or the person accused, questions may arise regarding implementation the Sexual Assault and Rape Policy for Doane College. A Rights and Responsibilities handout is available (upon request) and is designed to answer some of the frequently asked questions regarding the investigation and hearing process. If specific questions are not answered, direct additional questions to the Dean.

### a. Definitions:

- i. Sexual Assault is defined as engaging in any sexual contact other than intercourse with another person without that person's consent or cognizance.
- ii. Rape is defined as engaging in sexual intercourse (oral, anal, or vaginal) with another person without that person's consent or cognizance. Rape may be accomplished by forcing or coercing the victim to have sexual intercourse against his or her will, including the use of threat of physical force, or any behavior that is designed to intimidate and induce fear in the victim. Rape can also occur when a victim is under the influence of alcohol or drugs, is undergoing physical or emotional trauma, or is incapable of denying or giving consent (for example, when a victim is in an unconscious or semi-conscious state).
- iii. Acquaintance Rape or Date Rape is defined as rape committed against an acquaintance, friend, or date under any of the conditions described above. The victim's consent to socialize or date does not constitute consent to sexual intercourse. Acquaintance rape or date rape is still rape.
- iv. Domestic violence, which includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former co-habitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- v. Dating violence, which means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- vi. Stalking, which means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

### b. The Special Hearing Board

All incidents of alleged sexual assault or rape involving members of the Doane College community will be decided by a Special Hearing Board consisting of five members selected on a rotating basis from a pool of trained individuals. The pool shall consist of individuals drawn from all areas of the campus community. Training will be consistent with the Violence Against Women Reauthorization Act of 2013 and the SaVE Act. Specifically,

training shall include, but not limited to, how to investigate and conduct hearings in a manner that protects the safety of victims and promotes accountability.

The Title IX Coordinator, in consultation with the Dean, will coordinate the management of the pool of individuals for the Special Hearing Board. This includes periodic recruitment and training of individuals. An attempt will be made to maintain equal and gender-balanced representation for all areas of the campus community. In accordance with the recommendations from the Office of Civil Rights (OCR), students are not permitted to serve on the Special Hearing Board for alleged incidents of sexual assault or rape.

Training of all Special Hearing Board members will be the responsibility of the Title IX Coordinator to organize each fall. The Title IX Coordinator and each member of the pool will come to agreement as to his or her readiness to hear the case.

College officials convening the board will appoint one member of the board as chairperson for the case.

c. Procedures for Handling Incidents of Sexual Assault and Rape

Persons who believe they have been sexually assaulted or raped may choose any or all of the following options:

- i. Make use of community resources (Police Department).
- ii. Report the incident.
- iii. File a formal complaint.
- iv. Seek judicial relief in the form of restraining or protection orders.

The decision of whether or not to report an incident of sexual assault or rape can be a difficult one, especially in the immediate aftermath of the incident. Talking with a trained counselor can be extremely helpful in dealing with the emotional trauma and arriving at a decision about whether or not to report the incident.

d. Initial Reporting of Incidents

All incidents should be reported immediately to one of the following offices:

- i. Safety Office, 402.826.8295.
- ii. Dean, 402.466.4774
- iii. Office of Human Resources, 402.826.6773.

Staff in these offices will treat each case with sensitivity and confidentiality. In order for staff to respond effectively to an incident, it should be reported as soon as possible.

e. Bringing a Complaint

After consulting with the staff of any of the offices listed above, a victim may decide to press criminal charges with the Police Department and/or file a formal complaint for violation of College rules with the appropriate Doane College officials. If both criminal charges and a complaint for violation of College rules are filed, the College disciplinary process will remain separate and distinct from the criminal process as they involve different interests. A student may be suspended immediately following report of violation of a serious crime.

Students wishing to bring a complaint of sexual misconduct should contact the Dean. The Dean will apprise the student of the College's policies and procedures in such cases, the interests of both parties, and the possible outcomes. The Dean will request the student complete a formal written statement.

As a result of the initial discussions between the complainant and the appropriate college official, the College will conduct a prompt and thorough investigation into the matter, and will take any steps it deems y; unless an effective investigation cannot be conducted without disclosure of the complainant's identity. The standard of proof for sexual assault and harassment complaints will be preponderance of the evidence.

The investigation may consist of any or all of the following:

- i. Meeting with the complainant to determine the nature and extent of the alleged incident. The complainant will be allowed to have a representative of his or her choice present. A written summary of this discussion will be included in the investigation file.
- ii. Meeting with the person accused and informing him or her that a complaint has been made, discussing with him or her, the allegations made by the complainant, and obtaining additional relevant information

- from the accused. The person accused will be allowed to have a representative of his or her choice present. A written summary of this discussion will be included in the investigation file.
- iii. Meeting with any witnesses. A written summary of these discussions will be included in the investigation file.
  - iv. Determining if immediate action is needed to protect the educational atmosphere and, if so, make appropriate recommendations to the president of the College immediately.
  - v. Taking any other action deemed appropriate to resolve the matter, including conducting a joint meeting with the affected parties.
  - vi. Making a written report outlining in detail the persons involved, the facts, conclusions as to the validity of the allegations in the charge, and a recommendation for further disposition including, but not limited to, remedial steps and appropriate discipline. The report shall state whether the matter has been resolved to the satisfaction of the complainant and the person accused.
  - vii. If the complaint has not been resolved informally, the complainant must write and sign a formal complaint against the accused party if he/she wishes the complaint to proceed further. The complaint shall include a statement of the situation, dates of occurrence, and all parties related to the complaint.

f. A Sexual Assault or Rape Incident

What to do after an incident occurs:

- i. Get to a safe place or situation.
- ii. Do not shower or bathe, douche, or change clothes.
- iii. Contact the Doane Safety Office and/or Police Department.
- iv. The Dean will assist with contacting professional counselors, family members, faculty members, friends, and law enforcement as directed by the student.

Informing the alleged offender of the complaint once a formal complaint has been filed, the official receiving the complaint will immediately (by the end of the next business day) contact the Dean and provide a copy of the formal, written statement.

The college will, in turn, inform the alleged offender of the complaint by the end of the next business day if the whereabouts of the alleged offender are known. If the whereabouts of the alleged offender are not known, the College will inform the alleged offender of the complaint as soon as the alleged offender is located. The official will apprise the alleged offender of the College's policies and procedures in such cases, the interests of both parties, and possible outcomes.

g. Resolving the Complaint

The Special Hearing Board will convene as soon as possible to resolve the matter. An initial slate of individuals from the pool will be proposed to parties involved who, for good cause, can challenge any individuals proposed. This process will be continued (as quickly as possible) until a complete Special Hearing Board is assembled.

The Special Hearing Board will investigate the matter as quickly as possible in order to determine whether or not the individual is responsible for violation of Doane College Policy on Sexual Assault and Rape as described in this document. The investigation and deliberations will be conducted to insure interests of both parties are carefully protected. All matters before the Special Hearing Board are closed to the public. The hearing conducted by the board will be videotaped or at the election of the College will be recorded by a court stenographer, or both. The tape and any transcript will be sealed in a locked file and will not be published or released to anyone unless the College, in the context of legal proceedings, deems that publication necessary.

The person bringing the complaint and the person responding to the complaint, may have one appropriate adviser of their choice from the College community (faculty, staff, or student body) present. Legal counsel, parents, and/or advisers who are not a part of the College community are not allowed to attend. The board will hear testimony from the complainant and accused party and any witnesses requested by either party or by the Board. Board members may choose to ask questions of any party appearing before it.

The Board will decide whether the individual is responsible for violation of the Doane College Policy on Sexual Assault and Rape. After adjourning the hearings, the board will meet in closed session to prepare a

written report of its findings. The board may also make recommendations regarding discipline in the event the individual is found responsible.

If the board finds that the alleged offender is responsible for violation of college policy, the Chief Judicial Officer will determine appropriate discipline after consideration of the Board's findings and recommendations. In determining whether there is sufficient evidence to support a complaint of sexual assault or rape, the Board shall use a preponderance of evidence standard (i.e., that it is more likely than not the prohibited conduct occurred). This same standard shall be applied in any appeal from the Board's findings and recommendations.

The college will notify the complainant and the alleged offender of the board's decision and any discipline in writing within two business days of receiving the Board's decision. All parties involved are responsible for providing the Chief Judicial Officer life appropriate contact information for receipt of such notice.

h. The Appeal Process

Either party has the right to appeal the decision of the Special Hearing Board or the imposed discipline. Such an appeal must be made in writing to the president, or his or her designee, of Doane College within three business days of the notification of the decision. The President, or his or her designee, will act upon a written appeal within a reasonable time, normally five business days after receipt of the appeal. The President, or his or her designee, will have access to all documents relating to the decision and any video tape or written transcript of the hearing. The President, or his or her designee, will then notify the appellant of the decision in writing. The decision of the President, or his or her designee, is final.

i. Possible Disciplinary Sanctions

If the alleged offender is found responsible for violating College policy, possible discipline includes, but is not necessarily limited to, one or all of the following:

- i. A letter of censure to be placed in the student's non-academic file.
- ii. Mandatory counseling.
- iii. Disciplinary probation.
- iv. Suspension from Doane College.
- v. Expulsion from Doane College.

j. New students and new employees will be provided primary prevention and awareness programs to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking within the Doane community. The training programs will include:

- i. the fact that Doane College prohibits these conducts and offenses;
- ii. the definition of the prohibited conduct and offenses;
- iii. the definition of consent with reference to sexual offenses;
- iv. safe and positive options for bystander intervention which an individual may take to prevent harm or intervene in risky situations;
- v. how to recognize signs of abuse behavior and how to avoid potential attacks; and
- vi. the presence of ongoing prevention and awareness campaigns for students, employees and faculty at Doane College as they relate to each of these topics.

The above sanctions may be applied immediately, which may include loss of campus privileges.

## **Bias/Hate Incident Policy**

Members of the Doane College community are expected to demonstrate individual responsibility in showing consideration for the beliefs and feelings of others; abiding by federal, state and local laws; and demonstrating exemplary conduct. When a student's behavior has direct implications for others and/or the well-being of the campus community, there is cause for community involvement, regardless of where the situation occurs (e.g. home or abroad).

Doane College creates a social and academic environment where students develop awareness of diversity and multiculturalism, and how to function in a pluralistic and global society. Any behavior which threatens this environment will not be tolerated. To aid the College in responding to incidents of bias and hate, an Advocacy

Response Team (ART) has been created which will offer support and assistance to victims as well as insuring incidents is documented properly.

This group of students, faculty and staff function as a systematic response mechanism to engage in preventative measures to combat hate and biases on campus. The Advocacy Response Team does not conduct formal investigations or replace existing sanctioning bodies of authority. The team will help the victim (if he/she so desires) report the incident formally to the College. Any such reports will be made to the Dean. The actions/incidents outlined in the report will constitute a possible violation of the Student Conduct Code. Sanctions will be determined based upon information gathered from investigations and input from the Advocacy Response Team. A full description of the team's function, goals, and membership can be found in the Student Leadership Office.

Bias/hate incidents include, but are not limited to, attempted or actual harassment or violence based wholly or in part on the victim's membership in a legally protected class, or based on the victim's sexual orientation or gender identity. See also Anti-Harassment Policy, and Violence and Unacceptable Behavior Policy.

## **Anti-Harassment Policy**

A fundamental policy of the College is that employees and students at the College should be able to work and study at the College in an environment free of discrimination and any form of harassment based on race, color, religion, sex, national origin, disability, age, marital status, genetic information, sexual orientation or any other protected class recognized by state or federal law. Sexual harassment and/or sexual violence are prohibited forms of sex discrimination. To further this fundamental policy, the College prohibits the harassment of any person, student or employee and the prohibition extends to harassment based on race, color, religion, sex, national origin, genetic information, disability, age, marital status, or sexual orientation. Harassment is counterproductive to the College's goals and will not be tolerated. Such behavior is unacceptable because it is a form of unprofessional behavior threatening to the academic freedom and personal integrity of others. Failure to follow this policy will result in disciplinary action up to and including termination.

The type of harassment that is prohibited may take many forms and includes, without limitation, verbal harassment (derogatory comments and/or slurs), physical harassment (assault or physical interference), visual harassment (posters, cartoons, drawings), use of the Internet or e-mail to harass or embarrass, and innuendo or false rumors. Further, harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Harassment is prohibited both during normal work or school hours and outside the normal work or school hours if such harassment is determined by the College to affect the normal working or student/faculty/staff relationships.

Harassment can take a number of forms, but of particular concern is sexual harassment, which is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, sexual assault, sexual violence, domestic violence, stalking, and other verbal or physical conduct, or visual forms of harassment of a sexual nature.

Harassment includes, but is not limited to, the following forms:

- Unwelcome or unwanted advances, including sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- Unwelcome requests or demands for favors, including sexual favors. This includes subtle or blatant expectations, pressures or request for any type of favor, including a sexual favor, whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequences concerning academic or employment status.
- Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that which is sex-oriented and considered unwelcome. This includes offensive comments which harass an individual based upon his or her sex, race, age, national origin, disability, or marital status; telling "dirty jokes" that are inappropriate and considered offensive, or any tasteless, sexually oriented comments, innuendoes, or actions that offend.

- Creating a work or academic environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts, or attentions, whether sexually oriented or otherwise related to a prohibited form of harassment.

The College's concern is to provide a working and academic environment that is comfortable, conducive to the academic enterprise, and free from this type of behavior. This policy is written to be sure that everyone understands our intent to provide an academic and working environment free of harassment.

Obviously, the College cannot prevent violations of this policy unless such behavior is observed or the College is told of the violations. The procedures regarding complaints of harassment are described below.

All persons are assured that they will not suffer negative consequences as a result of bringing their concerns to the College's attention. Failure of any person involved in the investigation of a harassment complaint to keep the complaint confidential shall be a separate violation of this policy. A separate violation shall also occur if any retaliatory action is taken against or directed at any person who has made a harassment complaint or participated in an investigation of such conduct. Violations will result in disciplinary action. The College reserves the right to provide information regarding any harassment complaint or retaliatory conduct to the necessary legal authorities if the College, in its sole discretion, believes illegal conduct has occurred.

#### Procedures Regarding Complaints of Harassment

- Any member of the College community who believes that he or she has been the victim of harassment as defined above may bring the matter to the attention of the individuals designated to handle complaints of harassment. If the potential offender is a staff member, reports should be made to the Vice President for Finance. If the potential offender is a faculty member, reports should be made to the Vice President for Academic Affairs. If the potential offender is a student, reports should be made to the Dean. If the potential offender is an outside party, such as a vendor or contractor of the College, reports should be made to the Vice President for Finance and the procedures for handling complaints against staff members shall apply. Any person shall also have the option of reporting the concern to the Director of Human Resources who will inform the appropriate individual of the concern. If the person designated to receive the report is part of the problem, a report can be made to any other person designated to handle complaints of harassment. The counseling staff at Doane is available to help. Talking to a counselor does not constitute reporting the incident; however, the counselor can help report the incident if the student so chooses.
- All harassment complaints will be reported to the designated Title IX official.
- The complainant should present the complaint as promptly as possible after the alleged harassment occurs.
- The person receiving the complaint can and should provide to the complainant a written memorandum advising the complainant that in order for the College to best investigate the complaint, a written complaint should be submitted under these procedures.
- After the initial meeting with the person designated to receive the complaint, the complainant should submit or verify a written statement to the person designated to receive the complaint describing with particularity the alleged harassment. The written statement should identify any persons with knowledge of any facts relevant to the harassment complaint.
- Except as reasonably necessary to investigate the written complaint and to give the person accused of harassment an opportunity to respond, all written complaints of harassment shall be kept confidential.
- The written complaint shall be promptly forwarded to the person accused of harassment and the person accused of harassment shall submit a written response to the allegations within seven days. The response should identify any persons with knowledge of any facts relevant to the harassment complaint.
- Upon receipt of the response, the person designated to receive the complaint or an impartial investigator appointed by the person receiving the complaint shall promptly investigate the complaint. Normally, the investigation period should not exceed 21 days. During the investigation, the person receiving the complaint may take whatever steps he or she deems appropriate to effect an informal resolution of the complaint acceptable to the College, the person making the complaint and the person accused of harassment.
- In determining whether there is sufficient evidence to support a complaint of harassment, the investigator shall use a preponderance of evidence standard (i.e., that it is more likely than not that harassment occurred). This same standard shall be applied in any appeal from the investigator's decision.



- j. Upon completion of the investigation and if an informal resolution has not been reached, the person receiving the complaint shall promptly provide a written statement regarding the outcome of the investigation to both the person making the complaint and the person accused of harassment.
- k. Either the person making the complaint or the person charged with harassment may appeal the findings or the decision to impose or not to impose disciplinary action by filing a written appeal within two business days of receipt of the findings.
- l. All appeals shall be communicated to the office of the College President, and the President or his or her designee shall convene a Committee to hear the appeal. The Committee shall consist of three members selected from the Doane community who have been trained to hear cases as a Special Hearing Board member pursuant to Doane's Sexual Assault and Rape Policy in the Student Handbook. The three Committee members shall reflect the appropriate faculty and student populations as appropriate under the circumstances as determined by the President or his or her designee. The written appeal must state the specific basis for the appeal, including whether the appealing party is challenging (1) whether a violation occurred; (2) whether the sanction is appropriate; or (3) that new evidence not previously considered is now available. The Committee may call witnesses and receive as evidence the information it deems necessary to assist it in reaching a determination of the merits of the allegation. Once such a determination has been reached, the Committee shall simultaneously communicate its findings in writing to the person making the complaint and the person accused of harassment. A finding that harassment has occurred requires a majority vote of Committee members. If the Committee finds harassment and further finds that reasonable cause exists for seeking sanctions, the Committee shall forward its recommendations for sanctions directly to the College President or his or her designee in the matter. A recommendation for sanctions requires the majority vote of Committee members. The College President or his or her designee, although not bound by the recommendations, shall promptly act in response to the recommendations of the Committee. If the person accused of harassment holds a tenured faculty position and the potential discipline includes dismissal, the College President or his or her designee, in reviewing the matter, shall comply with the procedures for dismissal proceedings for faculty on continuous tenure as set forth in the Faculty Handbook.

The Committee may have legal counsel present to provide technical and legal advice to the Committee and shall observe the following guidelines in conducting its proceedings:

- a. An opening statement by the chair regarding the nature of the case, the identity of the parties, and the nature of the allegations.
- b. Sequence of presentation of evidence:
  - Complainant presents evidence;
  - Person accused of harassment presents evidence;
  - Complainant presents rebuttal evidence;
  - Chair or investigator presents additional evidence from initial investigation of the matter;
  - Closing statements from complainant, person accused of harassment, and Chair or investigator.

Both the complainant and accused have the right to have present an advisor of their choice from the Doane community but they shall not be represented by legal counsel in the proceedings.

All written records of harassment complaints made pursuant to this policy shall be kept in a separate confidential file and not in the faculty evaluation files, personnel files or permanent student records.

## **HIV/AIDS Policy**

The purpose of this policy is to:

- a. Inform and educate persons in the Doane College community regarding HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome)
- b. Assist in offering services to persons with suspected or known cases of HIV/AIDS in the Doane College community.

This policy is intended to be flexible to best address the changing parameters of the disease's process. It is also intended that the HIV/AIDS policy for Doane College comply with the recommendations of the American College Health Association (ACHA). Given the current scientific findings, the primary goal is to protect confidentiality and health of anyone in the Doane College community who has been diagnosed as having been exposed to HIV/AIDS

without creating a health risk for the College community. The second goal of this policy is to provide education for the Doane community about HIV/AIDS. This education shall be multifaceted in nature, involving speakers, written materials, and answering individual questions. The goal will be to teach persons in the Doane College community how to prevent exposure to and transmission of the HIV/AIDS virus.

The most current research indicates that the HIV/AIDS virus is not transmitted through casual contact. Exposure through intimate sexual contacts, or through contaminated needles or blood and blood products, is the only known method of transmission. The HIV/AIDS virus has been isolated in small amounts in other body fluids such as tears and perspiration, but not in amounts sufficient for transmission.

In addition to protecting the confidentiality of people exposed to the HIV/AIDS virus, the greatest efforts will be in education and efforts to avert HIV/AIDS hysteria and irrational fear of exposure to HIV/AIDS. This fear is often as disabling to a community as the disease itself. Doane College will also make available referral for individual counseling and medical treatment for any student, faculty, or employee exposed to the HIV/AIDS virus.

Administrative responsibility for this policy shall rest with the Health and Wellness Staff, Vice President for Student Leadership, Vice President for Academic Affairs, and Vice President for Finance. Recommendations by the various health agencies (i.e. Public Health Service, American College Health Association, etc.), derived from the best epidemiological data available, will continue to be the basis for maintaining standards of infectious disease control that protects the College community without unduly restricting the academic and/or occupational pursuits of the infected person(s) or the daily operation of the campus.

All students who have been exposed to the HIV/AIDS virus will be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend class.

If a student who is carrying the HIV/AIDS virus displays behavior (i.e. biting, aggressive behavior, sexual promiscuity, etc.), which would increase the risk of transmission, determination of appropriate action shall be made on a case-by-case basis by the College in consultation with appropriate persons, who may include: Nebraska State Department of Health; the student's physician; the student or, if a minor, the student's parent or guardian; appropriate school personnel; Vice President for Academic Affairs; and the Dean.

Infected employees will be allowed to continue their employment in an unrestricted manner as long as they are physically able and do not display behavior that could increase the risk of transmission of the disease. Infected employees are entitled to applicable benefits and information regarding supportive services. Infected students and/or employees shall inform the appropriate administrator and/or campus health authority of their condition. Information will be handled in a strictly confidential manner. No general or specific information concerning complaints or diagnosis will be made available without the expressed written permission of the patient. Following diagnosis, the individual's medical condition will be monitored on a regular basis.

Doane College will provide educational services for all students and employees. Referral to counseling services and referral for medical treatment will be provided for all persons exposed to the HIV/AIDS virus. The College will provide information about the nature and financial information, and provide information regarding community resources. Referral for initial, free, voluntary testing to determine exposure to the HIV/AIDS virus will be provided for all students, faculty members, and employees. Test results will be strictly confidential between the physician and patient. All persons tested will be required to read and sign an informed consent and waiver form prior to testing. Payment for further testing will be the responsibility of the individual.

This policy is currently under review. Final disposition for the enforcement of this policy rests with the president of the College.

# Students Rights and Responsibilities

## Academic Integrity/Dishonesty Policy

In order for the Doane College community to provide, clarify, and preserve an atmosphere in which individuals can strive for academic excellence, the following policy has been adopted to deter acts of academic dishonesty. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is manifested in various ways.

"Issues and Perspectives on Academic Dishonesty" (Gehring, et al, 1986) suggest four categories of academic dishonesty: cheating, fabrication, facilitating academic dishonesty, and plagiarism. These categories have been adopted and appropriately modified for use at Doane. Provided with each category is the respective Gehring definition and a list of isolated, but not inclusive, examples of infractions. It must be noted that the essential, qualifying characteristic that must be implied with each is that the grading instructor must consider the alleged offense to be dishonest.

## Cheating

"Intentionally using or attempting to use unauthorized information or study aids in any academic exercise." (Gehring, et al, p. 6)

- Intentionally using an unauthorized source to complete an objective. This may include looking at another's paper during an exam, using unauthorized, prewritten responses and electronically-stored information such as crib notes and computer discs, and/or stolen test materials.
- Submitting someone else's work as one's own research or data.
- Allowing another to complete an exam in one's place.
- Submitting a project that has been or is currently being used to satisfy requirements from another course without the explicit permission of both instructors.
- Improper collaboration on projects beyond that permitted by the instructor.
- Sharing information between exams in multiple sections of a course.

## Fabrication

"Intentional and unauthorized falsification or invention of any information or citation in an academic exercise." (Gehring, et al, p. 6)

Examples:

- Supplying fabricated "dry lab" data or altered data for an experiment or laboratory project.
- Fabricating all or a portion of a bibliographic entry for a documented project.

## Facilitating Academic Dishonesty

"Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty" (Gehring, et al, p.6) and/or coercing others to do the same.

Examples:

- Allowing one's own work to be submitted as another's work for a course project.
- Providing or offering unauthorized aid to another for a course objective. This would include allowing another to observe one's answers on an exam.
- Making threats or offers of compensation to others in order that those threatened or coerced will provide unauthorized aid for course projects.
- Unauthorized acquisition or subsequent use or possession of stolen test materials. This would include acquiring, distributing, and/or possessing the stolen materials.

## Plagiarism

"Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercises (either oral or written)." (Gehring, et al, p. 6)

Examples:

- Purchasing a paper from a commercial or private source, using a paper from an organization's files, copying sections or chapters from reference works, or borrowing or stealing another's paper and submitting it as one's own work.
- Failing to indicate a direct quote from a reference source by using quotation marks and proper citation of the source.
- Attempting to represent the work, words, and ideas of another (paraphrasing) as one's own without proper citation or documentation.
- Failing to acknowledge information obtained in one's reading or research which is not common knowledge.

## Sanctions for Academic Dishonesty

All acts of academic dishonesty threaten the integrity and scholarly pursuit of Doane College. Because these acts, by their nature, impact the academic environment and integrity of the College, all alleged violations involving academic dishonesty will be reported in writing to the dean. In this manner, the college fulfills its responsibility for maintaining the academic integrity of the institution. Consequently, each student has a responsibility to avoid direct acts of academic dishonesty, the aiding of others in committing acts of academic dishonesty, and/or acts that may lead to the suspicion of academic dishonesty.

The college adheres to a policy that places the responsibility for the disposition of academic dishonesty cases for first offenders in the hands of the faculty member involved. If a student or group involved is not currently enrolled in the course in question, they will be referred to the dean for investigation and sanctioning. The course instructor may impose one or more of the following penalties for cases of academic dishonesty arising in his/her classes:

The rejection of the assignment/exercise with the request that the work be resubmitted.

A reduced grade for the assignment/exercise.

A reduced grade for the course.

A grade of "F" or "O" on the assignment/exercise.

A grade of "F" for the course.

Additionally, due to the seriousness of the infraction, the instructor may recommend imposition of greater penalties which may include suspension or expulsion from the college. All such recommendations will be handled by the dean, who will render a decision.

Sanctions for a second and subsequent offense(s) of academic dishonesty must be handled by the dean at the initiation of the appropriate faculty member. The dean may impose any of the above sanctions and/or any of the following:

A grade of "F" for the course with the notation that the "F" resulted from an act of academic dishonesty to be recorded on the student's transcript. The transcript will carry this notation for the period of time designated by the vice president for academic affairs. The student may appeal to the Vice President for Academic Affairs in writing to have the notation expunged.

Suspension from the college for a designated period of time that will be established by the Vice President for Academic Affairs. The student's transcript will note the suspension for violating the academic dishonesty policy of the college and may be expunged at the written request of the student upon reinstatement.

Expulsion from the college. In such cases, the student's transcript will permanently note the expulsion decision having been based on an act(s) of academic dishonesty.

*This Academic Dishonesty Policy was approved and adopted by the Doane College Faculty in May, 1987.*

*Work Consulted: Gehring, D., Nuss, E., and Pavela, G. (1986). "Issues and Perspectives on Academic Integrity." Columbus Ohio: National Association of Student Personnel Administrators, Inc.*

## **Access/Services for Students with Disabilities**

The Rehabilitation Act of 1973 (section 504) and the Americans with Disability Act (ADA) provide that "no otherwise qualified disabled individual in the United States... shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance." This regulation requires that Doane programs be accessible to the disabled, but it does not require that every building or part of a building be accessible. Thus it may be necessary to reschedule classes to accessible classrooms or take other steps to open some of the programs to students with mobility impairments.

1. Students interested in services related to a disability should notify the college of any special circumstances that would affect their ability to compete equally in the college environment. To assist the college in providing services, documentation of such disabilities must be provided by qualified professionals upon request.
2. While students are encouraged to self-identify at the earliest possible time, they can access services at any time by initiating the process described in number one above.
3. To initiate this process, students are encouraged to contact the Dean of Undergraduate Studies before beginning classes so their needs can be anticipated, reviewed and accommodated.

## **GRIEVANCE PROCEDURE**

Doane College wants to ensure prompt and equitable resolution of complaints alleging any discrimination or other conduct prohibited by the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. 794.) If at any point a student, faculty or staff member believes that there has been a violation of ADA or Section 504, he or she should follow these steps:

- a. To file a grievance, the student, faculty or staff member must contact the college's Section 504 Coordinator within 30 working days of the alleged discrimination or other conduct. (In special circumstances an extension may be granted for filing a grievance.) All grievances should be filed with Laura Sears, Director of Human Resources and the College's designated Section 504 Coordinator. She may be contacted at (402) 826-6773 or via email at [laura.sears@doane.edu](mailto:laura.sears@doane.edu).
- b. The 504 coordinator will make contact with the student or employee filing the grievance within two business days. The 504 coordinator will make a record of the meeting and may request person filing the complaint to present the grievance in writing.
- c. The 504 coordinator or her designee will conduct a thorough and impartial investigation of the complaint, during which all parties will have the opportunity to present witnesses and other evidence.
- d. Upon review of the documentation and information gathering, the 504 coordinator will render a findings report to Doane College and will provide a copy of the findings report to the student or employee grievant. The parents or guardians of a student grievant, if FERPA (Family Educational Rights and Privacy Act) permits, may request a copy of the findings report within 30 days after its filing.
- e. The person filing the complaint may request reconsideration of the report determination and findings if he or she is dissatisfied with the resolution. This request should be made to the Section 504 Coordinator within 10 working days. The findings report will be provided to the Vice President for Student Leadership when a student requests reconsideration and to the Vice President for Finance and Administration when a faculty or staff member requests reconsideration. The designated Vice President will be responsible for reviewing the report findings and resolution and making a determination in writing and providing copies of the written determination to the person filing the grievance within 10 working days. Report findings will also be filed with the 504 Coordinator.

The college will take steps, as appropriate, to remedy the effects of and prevent the recurrence of discrimination of which it has notice.

## Access to College Records FERPA

The Family Educational Rights and Privacy Acts of 1974 (commonly referred to as "FERPA" or the "Buckley Amendment") is designed to protect the confidentiality of students educational records and to give students access to their records to assure accuracy. FERPA outlines four rights with respect to students Education Records. They are:

1. **Access to Education Records:** students have the right to inspect and review their Education Records within 45 days of the day the College receives a written request for access, anytime after their matriculation.
2. **Request for Amendment of Education Records:** students have the right to request amendment of Education Records if they believe the records are inaccurate, misleading or in violation of their privacy rights.
3. **Disclosure of Education Records:** this right protects confidentiality of student records and requires the student's signature to release academic records, such as transcripts. Some exceptions exist such as school officials who've been determined to have a legitimate educational interest, or information determined to be directory information. Examples of directory information include: name, addresses, email, telephone numbers, major and/or minor fields of study, degree sought, expected date of completion of degree requirements and graduation, degrees conferred, awards and honors (e.g. Dean's list), full or part time enrollment status, dates of attendance, or photograph.
4. **Compliance:** students have the right to submit complaints concerning the College's compliance with the requirement of FERPA to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 202024605, email address: [ferpa@ed.gov](mailto:ferpa@ed.gov).

For more information on FERPA, or to view the entire FERPA policy, please visit the Registrar's web page or office.

## Anti-harassment Policy

The Anti-harassment policy is found in the Employee Handbook.

## Title IX Policy Statement

It is the policy of Doane College not to discriminate on the basis of gender in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments.

Inquiries regarding compliance with Title IX may be directed to the Director of Human Resources, Doane College, 1014 Boswell Avenue, Crete, NE 68333 or to the **Director of the Office for Civil Rights**, Department of Health, Education, and Welfare, Washington, D.C., 20202.

## Verification of Student Identity

To meet federal guidelines, Doane requires all electronic coursework be submitted through Black Board or Doane e-mail. Blackboard requires students to login each time using their Doane login and student selected password. All coursework e-mail correspondence is done using Doane assigned e-mail accounts. When student accounts are set-up the password is mailed to the students' permanent address via US mail. Students can change their password via the web at any time to maintain their security.

# Technology Services and Resources

Technology resources are supervised by the helpdesk manager, Shawn Soper. Digital video cameras are available for student use to complete course projects/assignments. To reserve any of this equipment for use in a classroom, you must contact Shawn as soon as you know you need the equipment. Use is on a first come, first served basis. Computers are available for student use in labs, when class is not in session, and at all times in the student lab behind the vending area in the Fred Brown Center.

## Information Technology Acceptable Use Policies

Information technology and resources include, but are not limited to: computers, software, databases, files, computer accounts, networks, Internet access, and electronic communication. The following are guidelines for acceptable use of information technology at Doane College.

- The use of information technology and resources is restricted to academic, educational, research, and/or administrative purposes. These resources may not be used for commercial, personal, political or business income purposes unless specifically authorized for such use.
- Any use of information technology or resources must not violate any U.S. or state laws or any software license and/or purchase agreements. Users of "outside" facilities such as libraries, Internet, or other electronic communication facilities, must also comply with the acceptable practices and restrictions established by those facilities.
- Individuals may not use institutional resources without proper authorization from the assigned user (custodian) of the resource. Individuals may not use another user's computer account or user-ID or change another user's password without prior permission from the custodian of the resource. Sharing of any computer accounts and/or access to resources assigned to the user is strongly discouraged.
- Each user of information technology is responsible for their use of computer hardware, software, accounts, user-ID's and passwords even if they've granted permission to another person to use them. Information resources should only be used for their intended purpose; e.g., a class account must only be used to support the course for which it was created.
- Users must not access, copy, view, or change private files without authorization. Users may not change, create, or delete public files or directories without proper authorization. Users do not have the right to create or receive unauthorized copies of software. Users must not attempt to modify software, data, or systems in any unauthorized manner.
- Information technology and resources must not be used to make unauthorized entry into other communications, computational, or informational devices or resources. Accessing restricted databases requires prior authorization.
- Users must not misuse or abuse any information resources. Information technology and resources must not be used to disrupt or interfere with other users, services or equipment. This includes, but is not limited to, threatening or harassing others, propagation of viruses or worms, posting or mailing of obscene materials, distribution of unsolicited advertising, or random mailing of messages.
- No equipment, supplies, software or manuals may be removed from computing sites without proper authorization.

Violations of Doane's acceptable use policy are subject to action by the college and may be referred to the appropriate authorities. Violators may be billed for unethical or illegal use of information technology and may be dismissed, suspended, expelled, and/or legally prosecuted.

An in-depth policy for users and specific technology information is available online.

## WebAdvisor

WebAdvisor is the online tool you can use to access your student records. Through WebAdvisor students can view their grades, register for courses, view financial aid awards, plus much more. To Access WebAdvisor:

- Go to [wa.doane.edu](http://wa.doane.edu)
- Click on the Login tab
- Enter your username and password that were mailed to you shortly after you applied to the program and click Submit.