

Doane College
School of Arts & Sciences

2014-2015

Student Handbook

(Updated 12/18/2014)

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

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Mission Statement and Values

Mission Statement

The Doane College mission is to provide an exceptional liberal arts education in a creative, inclusive, and collaborative community where faculty and staff work closely with undergraduate and graduate students preparing them for lives rooted in intellectual inquiry, ethical values, and a commitment to engage as leaders and responsible citizens in the world.

Values

Our four core values help us continue to put the student experience first.

- **Community:** Doane is an engaged and cohesive community comprised of individuals and smaller communities, in which everyone can contribute and participate.
- **Empowerment:** Doane encourages its community making principled decisions and taking responsibility for them.
- **Excellence:** Doane sets high standards of teaching, scholarship, service and leadership.
- **Impact:** It is the heart of the Doane experience. At Doane, one can make a positive difference on oneself, on others, on the environment, and on life.

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, 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 the office of Human Resources, (402) 826-6773. This office 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.

Services and Resources

Academic Affairs

This office supervises all academic areas. Questions, concerns, or suggestions about an academic program, adviser, professor, or academic policy can be voiced by making an appointment to see the vice president for academic affairs, who also serves as the Academic Dean of the College. The office is located in the lower level of Padour Walker Administration Building.

Academic Support center (ASC)

The Academic Support Center is located on the lower level of Perry Campus Center. The center consists of two separate programs: the Doane Learning Center (DLC) and the Doane Student Support Services (SSS). Any student may participate in the DLC program offerings. The SSS program is federally funded, so participants must meet government eligibility guidelines. Eligible students receive notification in the fall, as well as updates on program events throughout the year.

Doane Learning Center (DLC)

The DLC is a walk-in center for students wanting to raise their Grades or improve their study skills. The program provides academic counseling, preparation for graduate entry exams, peer tutoring, writing assistance, and courses in pre-college math, college-level reading and writing skills.

Doane Student Support Services (SSS)

SSS is a federally funded program to assist students in reaching their academic, personal, and career goals. Eligible students receive notification in the fall and may use any of the following services:

- **Peer Tutoring** - Request forms are available in the Academic Support Center. Students are assigned tutors who have been recommended by the faculty. Tutors help students clarify course concepts, suggest ways to organize class notes, and help students prepare for exams. *Peer tutors are available in most courses at no cost.*
- **Direct Grant Aid** - Some funding is available as direct grant aid to SSS participants who are in their first or second year of college and receive a Pell Grant.
- **Writing Lab** - The lab is located in the Perry Campus Center. It is equipped with computers and a printer. The writing specialist assists students in organizing and revising papers. The writing specialist also advises students as they prepare scholarship applications and personal statements for entry to graduate or professional study.
- **Financial Literacy Training** - SSS staff provides workshops and individual sessions (to participants) on money management.
- **Academic Counseling** - SSS academic specialists work with students to help them improve their study habits, reduce test anxiety, set and monitor grade goals, analyze exam errors, and prepare for the PPST and GRE exams.
- **Courses** - The SSS program provides courses in college-level study skills, writing, and pre-college computational mathematics.

Access/Services for Students with Disabilities

The Rehabilitation Act of 1973 (section 504) and the Americans with Disabilities Act (ADA) provides 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 are accessible to the disabled, but it does not require that every building or part of a building on campus is accessible. Some of the architectural barriers on this campus cannot be removed in the immediate future. Thus, it will be necessary to reschedule classes to accessible buildings or take other steps to open some of our 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, qualified professionals upon request must provide documentation of such disabilities.
2. Students are encouraged to self-identify at any time by initiating the process described in number one above.
3. To initiate this process, students are encouraged to contact any of the following offices before arriving on campus so their needs can be anticipated, reviewed, and accommodated: Office of Admission, Student Leadership Office, Academic Support Center, or Academic Affairs Office.

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.
- 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.

Office of Admission

Prior to arrival at Doane, students probably identified most with an admission counselor. At many colleges, the counselor that recruits students becomes a stranger once the students step onto campus. The Doane admission staff is different. They make an effort to keep in touch with their students to ensure satisfaction. The Office of Admission is located on the first floor of the Chab Weyers Education and Hixson Lied Art building, and the staff will always lend a helping hand.

Advising

Each Doane student has a faculty member as an academic adviser. For more information about an adviser's responsibilities or changing advisers please refer to the Doane Catalog or stop by the Registrar's Office in the lower level of Padour Walker.

Bookstore

The College, for the convenience of faculty and students, operates the Doane College Bookstore, located on the lower level of Perry Campus Center. In addition to textbooks, the bookstore carries general college supplies and a variety of items of interest to the College community. Hours of operation are posted.

Obtaining Books & Supplies

All students are allowed to charge books purchased at the Doane College Bookstore to their student account. Charges can be made beginning the second week of August for the fall semester and the second week in January for the Spring semester. Only books and supplies may be charged. Students who access their books through this method and are receiving Federal Title IV financial aid are considered to have authorized the use of Title IV funds for this purpose and no written authorization is required. Although students have the option of purchasing their textbooks through alternate sources, Doane College Bookstore strives to remain competitive in the market while offering excellent customer service and allowing any profits made to remain with the college as a savings to students in other areas.

Textbook Refunds (applies to rentals as well)

Refunds will **only** be given on fall and spring semester textbooks if a student has dropped the class **and** the following conditions have been met:

- A valid cash register receipt is presented.
- Books are returned by the date indicated on the receipt card.
- **Used** Books are in resalable condition. Book cover and pages are not bent, torn, or missing.
- **New** books are not damaged, written in, marked on; spine has not been bent or broken. (Book condition will be determined by Bookstore Management.) Wrapped (texts) or boxed merchandise have not been unwrapped or opened.
- Defective books will be replaced at no charge and should be returned at once.
- **Rental Policy is Printed on your receipt**

Buy Back

Nebraska Book Company, on behalf of Doane College Bookstore, will buy back eligible books the first week of the new semester and the week of finals. Days and hours will be posted.

Students may purchase textbooks from the bookstore Website: <http://bookstore.doane.edu/doane/>

Business Office

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 can cash checks and provide you with information about student bills. Please refer to the Doane Catalog for more information.

Career Development

The **College to Career Center (C2CC)** staff coach students on career exploration, decision-making, and planning, internship, professional development, graduate and professional study entry and employment options. Internships or field experiences are the most important factor employers consider when hiring graduates. Each term, the College to Career Center offers the course "Pre-Field Experience" (Cooperative Education 205) to prepare students for an internship. This course is required to earn academic credit for an internship. C2CC is located on the upper level of Perry campus Center.

C2CC + Students =

<ul style="list-style-type: none">• High-quality personal statements	<ul style="list-style-type: none">• Multiple job offers prior to graduation
<ul style="list-style-type: none">• Successful performance in an interview	<ul style="list-style-type: none">• Acceptance to target graduate and professional programs
<ul style="list-style-type: none">• A network of professional contacts	<ul style="list-style-type: none">• Professional behaviors in the workplace
<ul style="list-style-type: none">• Mentor relationships with professionals	<ul style="list-style-type: none">• Competencies for transition to career
<ul style="list-style-type: none">• Strategies to overcome barriers to employment	<ul style="list-style-type: none">• Success as a new professional

Chaplain and Service Programs

The campus chaplain supports the student body in developing and exploring their faith and spirituality. This is accomplished through program planning and partnering with other areas when possible to promote spiritual awareness and development. The chaplain also helps the research and development of a spiritual direction that fits Doane College. Chapel services are open to students of all faiths.

At Doane College, the philosophy of "to lead is to serve" is one of the cornerstones of the leadership program. The Chaplain's Office provides and promotes opportunities for students to engage in service and social justice activities. Local and regional volunteer and service opportunities for Doane students, faculty and staff are available through this office. The office also keeps official records of all community services performed by Doane students and student organizations.

Facilities Operations

The staff of Doane's Facilities Operations provides grounds, maintenance, and custodial care for the entire campus' buildings and grounds. In residence halls, custodial care for the restrooms, lounges, and hallways are provided on a regular basis. Students are asked to please have consideration for others and pick up after themselves as much as possible. Facilities Operations staff are also responsible for maintenance items throughout all buildings. As soon as a maintenance problem is noticed, it must be reported immediately to the RA/RD.

If a maintenance need arises in other buildings, call ext. 8653 during business hours. The earlier the problem is reported, the quicker it will receive attention. During the evening hours and weekends, call the Facilities Operations manager on-call at 402.826.0060, if not answered immediately please leave a message and return phone number and someone will return the call as soon as possible. If the problem is not an emergency, leave an e-mail (facilities@doane.edu) or phone message to x8653.

Faculty Office

The Faculty Office is located in Communications 30. Assignments, messages, or other materials to deliver to a faculty member, may be left with the faculty secretaries. The secretaries will date and timestamp them and place in faculty mailboxes. The secretaries also have a record of class schedules and office hours, if a faculty member needs to be located. The number of the Faculty Office is x8623.

Financial Aid

The Financial Aid Office is located on the upper level of Padour Walker. Financial aid is generally awarded for the full academic year and credited equally between the fall and spring semesters. Students not meeting satisfactory academic progress will be notified in writing. Please refer to catalog or our website for the Federal Financial Policy.

For those who qualify, Doane College offers a variety of student financial assistance opportunities. Assistance from Doane and from federal and state governments is used to supplement the financial resources of the student and/or family. Students must apply each year to determine their eligibility by completing the Free Application for Federal Student Aid (FAFSA). Detailed information on the application process is available in the catalog, the Doane website and Financial Aid Office. If you have questions, you may stop in the Financial Aid Office. Our hours are 8 am to 5 pm during the academic year or email FAOffice@doane.edu.

Student employment provides students the opportunity to earn money that can be used to meet educational or personal expenses related to college. Employment can provide valuable experiences and training for future careers. See the financial aid office or the Web site for details.

Doane College's Financial Aid Code of Conduct

The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct which prohibits conflicts of interest for its financial aid personnel. Doane College's Officers, employees and its agents are required to comply with this code of conduct. The following specific provisions bring Doane College into compliance with the federal law.

Code of Conduct:

Staff members in the Office of Scholarships and Financial Aid have always been bound to act in compliance with the vision outlined in our Mission Statement and the National Association of Student Financial Aid Administrator's **Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals**.

- Doane College does not have a preferred lender list. However upon request it will provide a historical list of private education lenders students and/or parents have used in the past four academic years.
- Doane College does not recommend any particular alternative or private education loan lender to any student or the student's family.
- Neither Doane College as an institution, nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender.
- NO officer or employee of Doane College who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, or any of their family members shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value of more than a nominal amount. (Nominal value is valued at \$10 or less).
- An officer or employee of Doane College who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

- Doane College shall not request or accept from any lender any assistance with call center staffing or financial aid staffing.
- Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, or group of lenders shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such an advisory board, commission, or group.
- Financial aid staff can participate in meals, refreshments and receptions that are in conjunction with meetings, trainings, or conference events that are open to all attendees.
- Office visits by lenders/guarantors are normally limited to once per quarter.

Staff who knowingly fail to follow these guidelines will be subject to disciplinary action.

Student employment provides students the opportunity to earn money that can be used to meet educational or personal expenses related to college. Employment can provide valuable experiences and training for future careers. See the financial aid office or the Web site for details.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations:

A federal or state drug conviction can disqualify a student for Federal Student Aid Funds. Convictions count only if the offense occurred during a period of enrollment for which the student was receiving Title IV (federal) student aid.

Below illustrates the period of ineligibility for FSA Funds depending on whether the conviction was for the sale or possession and whether the student has had previous offenses.

Possession of Illegal Drugs sale of Illegal Drugs

1 st Offense	1 year from date of conviction	2 years from date of conviction
2 nd Offense	2 years from date of conviction	Indefinitely
3 rd Offense	Indefinitely	

IF the student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student is ineligible for the longer period.

Students who lose their eligibility due to a drug conviction will receive a written notice of their loss of eligibility and the methods whereby they can re-establish their eligibility.

A student can regain eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again. A qualified drug rehabilitation program must include at least two unannounced drug tests and **must** satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

The financial aid office reserves the right to request court documents or documentation of drug rehabilitation programs if determined as necessary to resolve conflicting information regarding eligibility.

Food Service

Doane College contracts an outside provider, Sodexo, to prepare and serve all meals at the College. Sodexo is a world-wide company that specializes in customer service in both food and facilities management. To learn more about Sodexo, visit Sodexo.com.

Residential students are required to enroll in one of the board/meal plans offered by the College. Doane will attempt to accommodate medically mandated diets if a physician provides us with a prescription for a specialized plan.

Refunds are not provided for missed meals. However, students may apply to the Business Office for a partial refund if they are required to miss meals by the nature of a course taken for credit and will miss more than five meals per week. No refunds will be made to students who miss meals for other reasons. At the discretion of the director of food service and the Business Office, students may be supplied sack lunches and dinners in lieu of a refund.

Refunds are not issued for any other reasons. Students on college-sponsored trips may receive stipends from their departments for missed meals.

The food service at Doane offers four dining alternatives at most meals. Perry Dining Hall is located on the upper level of Perry Campus Center. There is a fresh, fully stocked salad bar with home-made soups, deli, beverage bar, cereal, waffle and toast bar, specialty foods, grilled to order items, home-style entrees, fresh baked pizza and pasta bar, expanded dessert and sundae bar, and a variety of low-fat and vegetarian entrees. Aspetto Coffee is fair trade and offered in the dining hall. Students are permitted to eat as much as they would like with the exception of Steak Night and other monthly special event evenings. The dining hall also caters student dinners, picnics, barbecues, receptions, weddings, homecoming, and graduation.

Simply To Go is located in the Perry Dining Hall, featuring fresh salads, sandwiches, parfaits, and fresh vegetables. Yogurt, fruit, and bottled water are offered with this selection and all items are available for takeout at lunch.

Tiger Inn is located in the lower level of Perry Campus Center. Highlighting the menu for Tiger Inn is made to order grilled sandwiches, chicken strips, hamburgers, and weekly specials. Tiger Inn does not offer all-you-can-eat or unlimited beverage refills as in the main dining room.

Common Grounds coffee shop is located on the lower level of the Perry Campus Center. Fresh baked muffins and scones are featured daily.

Go lighter with a yogurt or granola bar. Cappuccinos, lattes, or just a fresh cup of brewed coffee highlight the menu. Blended smoothies come in many flavors or create a unique smoothie by mixing flavors. Common Grounds do not offer all you can eat or refills.

Meal Replacements

Teams, groups, or organizations may get a meal replacement from the main dining room for functions where it is not convenient to utilize the on-campus dining service during the regularly scheduled hours of operation. Contact Sodexo at x8225 for further information.

Partial Meal Credits

Partial meal credits are available only with the approval of the Vice President for Finance in the Business Office, located in the lower level of Padour Walker Administration Building.

Entrance to Food Service Facilities

Students on the meal plan are required to present their I.D. in lieu of payment for entrance to Tiger Inn or the Perry Dining Hall/Simply to Go. Dining IDs are not transferable nor are they assignable. Sodexo reserves the right to refuse service to anyone who does not possess a valid dining I.D. or an active dining account. Students without an I.D. may pay cash at the door.

Dining Advisory Board

Any Doane College student is eligible to sit on the Dining Advisory Board for Food Service. Students on the committee will meet monthly with the Food Service General Manager. The meetings are public and everyone is encouraged to attend. More information is available from the Food Service General Manager and the president of Student Congress.

Meal Plans

The 21 meal plan offers three meals a day, seven days per week. Students may also choose a 21, 14, or 10 anytime meal plan. Anytime meal plans offer the most flexibility and convenience. Students may swipe two times per meal period at any of the four sites available: Dining Hall, Common Grounds, Simply to Go and Tiger Inn. There is a maximum of six swipes per day. Off campus students have the option of only 5 credits per week. Students may eat in the Perry Dining Hall/Simply To Go, Tiger Inn, or Common Grounds for any meal. Simply To Go is for takeout only. Occasionally the dining hall will be closed for college-related functions. During those times the meal exchange is still valid at Tiger Inn and Common Grounds. Additional information is available from the Business Office.

Dining Service Availability

Main Dining Room/Simply To Go			
	<i>Monday-Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Breakfast</i>			
	7:15-10:00 am	7:30-9:30 am	7:30-9:30 am
<i>Lunch</i>			
	11 am-1:30 pm	11 am-1:30 pm	11 am-1:30 pm
<i>Dinner</i>			
	5-7 pm	5-6:30 pm	5-7 pm
	Friday close is 6:30 pm		
Tiger Inn			
	<i>Monday-Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Lunch</i>			
	10:30 am-4 pm	CLOSED	CLOSED
<i>Dinner</i>			
	4-10 pm	4-9 pm	4-10 pm
	Friday close is 9 pm		
	Tiger Inn closes for 15 minutes at 3:15 pm to restock daily.		
Common Grounds Coffee Shop			
	<i>Monday-Friday</i>	<u>Saturday</u>	<u>Sunday</u>
<i>Breakfast</i>	7-10 am	8-10 am	8-10 am
<i>Lunch</i>	10 am-3 pm	10 am-3 pm	10 am-3 pm
<i>Dinner</i>	3-10 pm	3 - 10 pm	3-10 pm

Dining Hall Decorum

Certain requirements are in place for the dining areas to ensure the best service for everyone. All patrons must bus their own dishes. Please place paper and napkins in the trash receptacles and the plates, cups, and silverware on the belt. Disorderly conduct is not tolerated. This includes throwing any items (for example, but not limited to napkins, cereal, food, or ice).

Book Bags are not allowed past the cash register in the Perry Dining Hall.

All food is meant to be eaten in the serving areas. Dishes are not to be removed from the premises without permission. Only ice water in your own container may be taken. Removal of loaves of bread, fruit, and bags of cereal, multi-serving containers, and bulk items is not permitted and will be confiscated.

Shoes, shirts, and additional appropriate attire are required of all patrons. Sharing I.D.s, food, or meal plan with someone who has not paid for admittance or is not on the meal plan is not allowed and may be reported to the Safety Office, Judicial Affairs Office, or local authorities.

The Food Services General Manager must approve all signage and table flyers prior to posting.

The Food Service General Manager will determine the method of remediation for any violation of decorum. This may include removal from the dining area, additional charges levied, referral to the VP of Student Leadership, or loss of dining hall privileges.

Food for Sick Students

If ill, the student should contact the nurse for a voucher meal pass. This voucher will contain the name of the sick student and the nurse's signature and is redeemable for a sack meal, at the Simply To Go located in Perry Dining Hall.

Comments and Requests

All Doane students, faculty, and staff are encouraged to voice their comments directly to the general manager of food services, the food service committee, or to members of Student Congress. Menu content, recipes, special situations, special diets, and special requests for certain types of food can be accommodated.

Ordering Special Event Food

Any group wishing to use dining I.D.s to get free or reduced price special event meals should contact the catering manager to make arrangements prior to the event. Special event menus are available at no cost from the Food Service Office located in Perry Dining Hall.

Hansen Leadership Program (HLP)

The Hansen Leadership Program is the avenue through which strong character and leadership skills are cultivated by actively leading and serving others in order to impact all lives now and in the future. HLP is open to any interested student who represents the College's comprehensive approach toward leadership development. Doane College believes that leadership skills are inherent within every person, and the program's initiatives are designed to identify and develop these skills.

The mission and goals of HLP are achieved through a variety of events and activities held throughout the year. These include the Hansen Speakers Assembly, leadership retreats and workshops, faculty and alumni programs, and community service opportunities. While leadership is a process, students practice leadership by becoming involved in the many aspects of campus life found at Doane. Many opportunities (both informal and formal) exist for students to put their leadership skills into action.

Health Services

The Health and Wellness Center is located in the lower level of Perry Campus Center. It is staffed by the Director of Health and Wellness, a Registered nurse. Services provided at the Health and Wellness Center include assessment, nursing diagnosis, and care for minor illnesses. Referrals for advanced care are made to local providers.

Information is provided on general health care and common diseases. Over-the-counter medication is available for minor illnesses free of charge.

General physicians and modern, well-equipped medical centers are available in Crete. Student fees do not cover visits to doctors' offices or services at the hospital.

IN THE EVENT OF A HEALTH CONCERN, CONTACT THE RESIDENCE ADVISER OR RESIDENCE DIRECTOR (Residential Student), OR DURING HEALTH AND WELLNESS OFFICE HOURS, CONTACT THE NURSE AT EXT. 8265. The Safety Office may also be contacted at ext. 8669 24/7 during the academic year.

IN CASE OF AN EMERGENCY, CALL 9-911 FOR THE RESCUE UNIT AND 9.402.826.2102 FOR THE ON-CALL DOCTOR AT ANY HOUR OF THE DAY OR NIGHT. NOTIFY THE RA OR RD AS SOON AS POSSIBLE.

Excuses for Illness

Students should not attend classes if:

1. Student has a fever over 100.
2. Student has a contagious illness.
3. Student illness requires a doctor visit.
4. Student illness requires them to be hospitalized or return home for continued care.
5. Student has written documentation from a physician stating they should not be in class or practices.

Student Health Services does not write excuses for missed classes, exams, or practices due to illness. If a student is too ill to attend class, it is the responsibility of the student to notify the professor. However, the ill student will need to be evaluated in the Student Health Office so the absence can be documented in their health files and appropriate care/referral can be given. Any documentation from a physician excluding a student from class should be presented to the Student Health Office.

The Student Health Office will only notify the Academic Affairs Office of student absences from class due to illness that meet the above requirements for class exclusion.

It is important that students are familiar with each faculty members' policy on attendance. Faculty make the final decision as to whether the absence is excused. Students found submitting false information to the Nurse or Faculty as it related to illness and missed classes will be subject to the campus disciplinary policy.

Accident Insurance

An Accident Insurance Policy is included in the general fee for each student. This policy is secondary coverage. If involved in an accident, report the injury to the Student Health Office within 24 hours of the injury, or by the next working day. A claim form available in the Student Health Office must be completed. The student/parents are responsible for filing all the necessary paperwork to the insurance company (forms are available in the Student Health Office). Failure to do so within 90 days will invalidate the insurance coverage.

Counseling Services

Counseling is available through the Health and Wellness Center. Appointments may be arranged by calling the Health and Wellness Center at 402.826.8265 or 8265 from any campus phone. The office is located in Butler Gym, Office 21. Counselors are trained professionals who provide free, confidential assistance with any personal or group problem. Speak with the campus counselor or nurse for other options if additional services are needed off campus. The counselor can be reached by e-mail at myron.parsely@doane.edu or by calling ext. 6719. In the event of an immediate safety emergency, please call 911 or 9-911 from any campus phone.

Library

Perkins Library is located within the Learning Commons in the Communications Building. In addition to the library the Learning Commons includes the IT Help Desk, the Writing Center, and the Rall Art Gallery. The library provides access to information and services to support and enhance student learning. The library is a great place to meet with other students to work on group projects, and to meet with tutors. There are quiet areas for solo study and meeting rooms for group use. Collaboration stations and a recording studio are also available. The first level is designated for group study and the lower level for quiet study.

Thousands of print books and e-books, DVDs, CDs and full-text articles can be found using the library's discovery service at: <http://www.doane.edu/library>. This provides a Google-like search experience that provides scholarly search results. Be sure to explore the library's web page to find out more about what is available to help you be a successful student.

Library staff are available in the library to help students find high quality information sources or to answer any question. Library staff members enjoy working with students so stop in and ask for help. But it isn't necessary to be in the library to ask for help with your research. The library offers a chat reference service, which is available 24/7.

If the library does not own a resource that a student needs, the library can borrow it from another library for student use by a process called Interlibrary Loan. This is available through the library discovery service mentioned previously, or here: <http://www.doane.edu/interlibrary-loan-request>.

To check materials out from the library students will need their student ID which serves as their library card. Students can check out CDs, DVDs, LPs, books and materials put on reserve by their professors. To access library databases, full-text articles and e-books off campus students will need to enter their Doane username and password.

The library is a popular spot to print, copy and scan documents. There is a color printer available for class projects. The on campus copiers require students to scan their student IDs to activate the copier.

In addition to scholarly materials, the library has a small popular fiction collection and a sizable DVD collection of movies and TV series available for checkout. Popular magazines and local and national newspapers can be read in the library.

Coffee is available Sunday through Friday in the library, and students are encouraged to bring a travel mug if they'd like to take a cup with them to class.

Multicultural Support Services (MSS)

MSS provides the campus community with diversity training for student leaders, multicultural programming and education, mentoring opportunities and each semester, host an artist in residence program. There are student, staff and faculty advisory committees that meet and provide input and feedback to MSS and support their activities and efforts. Some of the MSS resources include the Diversity Resource Center located in the Sheldon Hall classroom and the student area located next to the Doane Safety Office where student advisory meetings are held and where students from diverse backgrounds can meet.

Off-Campus Programs and Study Abroad Options

Doane's International Program offerings vary widely. You may choose to travel with other Doane students on a short-term travel course led by Doane faculty, or you may select from among many summer or semester study abroad programs offered through Doane's approved providers.

Doane Faculty-led Short-Term Travel Courses:

Short-term Faculty-led Travel Courses consist of one or more Doane faculty/staff members and a group of Doane College students/friends of the College. Doane Travel scholarship monies may apply to faculty-led short-term travel courses.

The list of faculty-led travel courses is released by email each March for travel the following year. Students interested in faculty-led travel courses should attend the Faculty-Led Travel Course Fair each spring to indicate their interest to faculty leaders. For students unable to attend the fair, faculty leaders may be contacted by email. Ask the faculty leader how to secure your place in the course. Deposits and final payment must be made according to the pre-determined payment schedule.

International Internships, Service Learning and Volunteer Activity for Credit:

Information about approval for internships for academic credit is available in the Career Development Office. All internships for credit must be pre-approved by the Office of Career Development and the supervising faculty member and receive final approval from the Office of International Programs before April 15 for fall internships, and November 1 for spring and summer internships.

Summer or Semester Study Abroad:

The Doane College Study Abroad Planning Guide, a list of pre-approved programs for those studying abroad, program brochures, and additional information about planning for study abroad are available 24/7 on the information racks outside Gaylord Hall Room 206. Students should arrange to meet with their academic advisor to complete the 4 year plan section on page 3 of the Study Abroad Planning Guide. In addition, students should contact the financial aid office to complete the financial aid section on page 4 of the Doane Study Abroad Planning Guide to determine how their personal financial aid package applies to study abroad. Once students have completed the 4-year plan and financial aid sections of the Study Abroad Planning Guide, more information about study abroad options can be obtained by contacting Jan Willems in the Office of International Programs, Gaylord Hall Room 206, ext. 8215, jan.willems@doane.edu.

Financial Aid and Study Abroad:

To qualify for the Doane Travel Scholarship or additional scholarship funding, study abroad programs must be pre-approved by the Office of International Programs and the Registrar's Office and earn a minimum of 12 U.S. semester credits for semester programs. Summer programs must earn a minimum of 3 semester credits.

Students participating in off-campus and international programs may be eligible for financial aid, depending if the study abroad is required by the major or honors program.

For this purpose, need-based awards are defined as academic or institutionally controlled grant awards. Work-related funds are not available. Employee or dependent scholarships do not qualify. Federal aid is available to those students who qualify. Students who qualify may use the \$1000 travel scholarship. All scholarships for off-campus programs are subject to changes in College policy and/or federal guidelines.

Doane Semesters Abroad

Students pay Doane College tuition and register through the College. If the off-campus experience is required by the catalog of entry for a major, financial aid to the student is at least equal to that which the student would receive if on campus. Federal grants and loans are available; student employment funds are not. If the experience is not required by the catalog for a student's major, financial aid to the student may not equal that which the student would receive if on-campus.

- The African semester abroad meets the graduation requirement for Honors students. Students who are not required to study abroad, but are going on the African semester abroad are able to use their Doane College Institutional aid and their federal aid for this semester (provided eligibility requirements are met). This is because the student is being taught by Doane College professor/s.

The College reserves on-campus housing for students who are paying for the usage of rooms. Students who are traveling abroad in the fall semester do have the option of utilizing their lottery points with groups for the fall semester, but only under the following circumstances:

- Students must be signed up to live with a roommate who agrees to pay for a private room. The private room pays for the empty space and "reserves" it for the aboard student returning in ITM or spring. If a roommate refuses to sign a private room rate form, the abroad student may not use their lottery points. Likewise, if a roommate decides to live off-campus or leaves Doane after the housing process, the room is no longer paid for. Therefore, the Residence Life Office reserves the right to reassign the abroad student to utilize the empty space for the year. The abroad student will be notified of the room change and new housing location.
- Students who are traveling abroad in the spring semester must note this when applying for campus housing or must contact the Residence Life Office immediately when signing up for this travel. The roommate of the abroad student will be assigned a new roommate (if available), be required to pay for a private room or be consolidated to another space on campus by the Residence Life Office.

Summers Abroad

If a student chooses to go abroad for the summer rather than a semester in order to meet graduation requirements, he/she is eligible to receive Doane College institutional aid. If the student chooses this option, he/she can receive up to 25% of his/her Doane College institutional award or up to \$2000, whichever is less. To qualify for the institutional dollars the student must complete a minimum of 4 credit hours for the summer term. Credits are treated as transfer credits, except in the case of interterm trips completed during the summer.

Additionally, the student may be able to use federal financial aid if they have remaining eligibility for the year and are completing at least 6 credit hours during the summer abroad. *If the student is enrolled in at least 6 credits, he/she should contact the Financial Aid Office to determine whether or not he/she has any federal eligibility remaining.

Billing Procedures (Student Accounts)

If study abroad tuition is less than Doane's tuition, the student is charged Doane's current tuition amount.

If study abroad tuition is more than Doane's tuition, the student is billed the difference.

Fees are the responsibility of the student, regardless of who is charging the fee, and it will be posted to the student's bill, in addition to all other charges discussed in this policy.

Room Charges- if room is included in overseas costs, the student is billed for Doane's basic double occupancy room.

Board Charges- if board is included in overseas costs, the student is billed for the basic meal plan (21 meals). If the overseas agreement clearly states that the student is responsible for all room and board costs, no room and board charges are billed to the student by Doane College. Partial Board will be charged to the student at the same rate applied to the study abroad program.

If Doane financial aid is awarded to the student to cover study abroad costs, it applies toward the maximum of 8 semesters, as outlined in the Doane Catalog.

Additional Consortium Agreements

Any student who is enrolled at Doane on a part-time basis and concurrently at another institution with which Doane has a consortium agreement may be considered full-time for Doane census and for athletic eligibility if the credits equal 12 or more when combined. Financial aid is determined on a case-by-case basis.

Registrar's Office

The Registrar's Office, located on the lower level of Padour Walker, maintains academic records for all students. See the Students' Rights and Responsibilities section for Doane's FERPA policy regarding privacy of the student records.

Contact the Registrar's Office to order transcripts, change an academic adviser, declare a major(s)/minor(s), or change a mailing address. Students may pick up directed study forms, tutorial forms, and pass/fail forms at the Registrar's Office. A form to obtain permission to take off-campus classes is also available.

Other processes that are handled at the Registrar's Office are good student discounts, enrollment and scholarship verifications, jury duty exclusions, and certification of enrollment for VA purposes.

Service Bureau

The Service Bureau is the copy, supply, and mail services office for the College. Any student organization can run accounts for supplies and/or printing needs. However, the student organization must have funds to pay for the supplies or printing. Student organizations may not develop credit lines with the College. Student organizations that do not have the funds to pay for purchases or run up a debt may have their account terminated. This is also the office that coordinates the daily operation of mail delivery.

Mail

First-class mail is delivered once each morning (except Saturday, Sunday, and holidays) to the Service Bureau, where mail is sorted and placed in student mailboxes. Daily USPS mail will be distributed by noon, at the latest, every weekday. If students receive packages that do not fit in their mailbox, they will receive a notice via email informing them to pick up their package at the Service Bureau.

UPS and FedEx make deliveries to Doane almost every day (except Saturday, Sunday, and holidays). Hours of delivery vary, with the estimated arrival time ranging from 10 am until 3 pm. If students receive packages via UPS or FedEx, they will be notified via email (not via their campus mailbox) once their package arrives. Students may not send packages via UPS or FedEx, *unless* they have a prepaid label or a return label.

First-year students will receive their mailbox assignment and keys during orientation and fall check-in. Upper-class students will need to pick up their keys from the Service Bureau when they arrive on campus in the fall. Mailboxes will remain the same all four years provided returning students are pre-registered for fall classes by June 1. Failure to pre-register for fall classes by this date will result in the student losing the privilege of an on-campus mailbox.

Students are responsible for their mailbox keys and must have the key to obtain mail from their mailboxes. No mail will be taken out from the back of the mailboxes at any time.

Lost mailbox keys need to be reported to the Service Bureau. Replacement keys take 48 hours to receive and cost \$5. At the end of the school year, all mailbox keys need to be turned in to the Service Bureau, unless students are remaining on campus over the summer and sign up to keep their box open. Keys not returned will result in a \$25 fee.

Outgoing mail should be placed in the mailbox located next to the Bookstore or in the basket inside the Service Bureau. The USPS picks up outgoing mail each afternoon (except Saturday, Sunday, and holidays) around 3:00. Campus mail to be distributed must have the student's name and box number and be placed in the campus mail basket in the Service Bureau. Campus mail will be distributed each weekday morning and then again in the afternoon around 3 pm. Any mail put in the box after 3:30 pm will not be distributed until the next morning.

Letters sent to a student's college address should look like this:

STUDENT'S NAME
Doane College
1014 Boswell Ave., Ste #
Crete, NE 68333

Individual stamps can be purchased in the Service Bureau. The Service Bureau also weighs letters and packages to determine exact postage needs. The Service Bureau can only accept cash or check. Students may not charge stamps or keys to their student accounts. No one is allowed inside the mailroom without permission. Federal law protects the U.S. mail.

Student Recreation Equipment in Perry Campus Center

There is a pool table and a ping pong table located in the Student Leadership Office available for student use. In addition, students may check out volleyballs, basketballs, dodge balls, board games, art supplies and other equipment from Student Leadership on weekdays from 8:30 am until 4:00 pm. The following policies apply to students borrowing recreational equipment:

1. The individual signing out equipment will be held responsible for any damage and/or loss of equipment. Replacement costs will be assigned by the Student Leadership Office and will be billed directly to the student's account.
2. If damages and/or losses are severe in extent, the group and/or person may lose future privilege to check out equipment.
3. Equipment must be returned during regular business hours unless otherwise specified by the Student Leadership Office.
4. While equipment is checked out, it is to be stored in a safe and secure environment. It is to be kept away from moisture and any other environments that may not be conducive to the life expectancy of the equipment. Cars are NOT considered safe and secure.
5. Rules and regulations are subject to change at any time per the request of the Student Programming Board or the Office of Student Leadership.

Student Leadership Office

Doane College is unique among colleges, referring to the Student Affairs or Student Development area of the College as Student Leadership. The name, Student Leadership, reflects the stated purpose of Doane: "to educate students to serve and to lead in the state, nation, and the world." All the typical areas of a Student Affairs division are represented at Doane, but they function under an overarching umbrella of leadership development and community service. In addition to this emphasis, the Student Leadership Office strives to meet the needs of a student body which is primarily residential and becoming more diverse.

The Student Leadership Office believes that the educational experience should be seamless, with activities in and out of the classroom supporting each other to most effectively facilitate student growth and development. Our goal is for our students to be empowered, informed, and responsible learners. Guiding our area to achieve our goal are the following tenets:

1. The dignity of every individual is to be respected.
2. Everyone is a leader.
3. To lead is to serve.
4. Accountability applies to every individual and every situation.
5. To be individuals with integrity, our actions must be ethical and our words must be honest.

The Student Leadership Office includes the following areas:

- College to Career Center
- Counseling Services
- Enrollment Days & Orientation
- Greek Life & Activities
- Hansen Leadership Program
- Intramurals
- Judicial Affairs Office
- Multicultural Support Services
- Residence Life
- Safety Office
- Service Programs
- Student Activities
- Student Clubs & Organizations
- Student Congress (STUCO)
- Student Health

It is important to the student leadership team that students feel a sense of belonging at Doane. Involvement in activities and leadership opportunities is encouraged. The Student Leadership Offices is located on the lower level of Perry Campus Center.

Technology at Doane College

Services Offered

Doane College offers students many technology services on and off campus. These include:

- Email (On and off campus through the Web)
- Wireless and Wired network access
- Blackboard Learning Management System
- Online grades, financials, and other student information
- Discounts through Apple and Dell
- 1 GB of free space to store projects
- 7 days a week Helpdesk for all support needs
- 24/7 online Helpdesk for submitting requests

Personal computers

Doane College allows students to bring their personal machines to campus. These computers must meet the minimum requirements to be on the network and to get support from the Helpdesk.

Computer Requirements Minimum Recommended:

Windows Users: Windows 7; 1GB RAM; 1GHz Processor

Apple Users: OS X; Intel Core Duo Processor and greater.

Before coming to campus, please run the following programs/processes to all personal computers:

- Install AVG anti-virus, a free anti-virus product that will be required to register personal computers on our network. Download this free product at www.download.com.

Registering Personal Computers

When bringing a personal computer to campus and connecting it to the network, it will be required to register the machine. By registering the computer, it ensures the acceptance of the policies and requirements that are enforced on the Doane network. During this process an update on each personal computer and installation of required security software will be required in order to pass the scan.

Doane User I.D.

Doane Student User I.D. consists of two parts: a username and a password. The following are the formats for the username and password when students arrive on campus.

USERNAME

firstname.lastname (ex. thomas.doane)

PASSWORD

DcMMDDYY - The MMDDYY is the student's six digit birthday (ex. If born on March 12, 1989, the password would be Dc031289).

Together, the username and password form each student's Doane User ID. This combination allows access to lab machines, e-mail, WebAdvisor, Netfiles, and the Online Helpdesk.

Computer Facilities

Students have many computing resources available to them, both in terms of support and equipment. Lab aides are available Saturday, Sunday and Monday through Thursday nights during the school year to provide assistance to students involved with courses including computer components. These students have completed course work in a variety of computer products and have the knowledge and experience to assist students who run into difficulties.

Communications Center

CM 20 LAB

Hardware: There are 21 computers available at this location. These computers are all running Windows 7 and Mac OS X. This lab is open 24 hours a day.

Library/Learning Commons Area

Hardware: The bottom floor of the library has 24 - 21" iMac's that are dual booted with OS X and Windows 7.

Days of the Week Hours (unless otherwise posted)

Monday - Thursday, 8 am - 11 pm

Friday, 8 am - 5 pm

Saturday, 10 am - 5 pm

Sunday, 2 pm - 11 pm

Lied Science and Mathematics Building

Several classroom labs are available in the Lied Science and Mathematics Building. In addition to classroom labs, computers are available in the Media Center. In the Media Center are four Mac Mini's running OS 10.6 and Windows 7, Microsoft Office 2007, VisualStudio.net and Internet Explorer. All computers in the Media Center are connected to the Internet and campus network.

Residence Hall Computers

Burrage, Frees, Sheldon, Hansen, and Smith computer labs are open 24 hours a day, 7 days a week to all hall residents during academic semesters. They are closed during breaks.

Printers

There are printers in each of the labs for student use. Paper is available from the Helpdesk and from the RA/RD in the residence halls.

Students with questions regarding these resources, or who are interested in serving as a student consultant, should contact a member of the Office of Technology or the student assistant assigned to the hall lab.

Damage to computers may result in limiting hours to the labs.

Doane College Printing, Copying and Scanning Services (Tiger Print) - Frequently Asked Questions

Where can I print and copy?

Black and white multi-function printers with scan, copy and print functions are available for student-use in all residence halls, the Library/Learning Commons and the 24x7 Computer Lab in CM 20. Printers can also be found in several other locations across campus.

Where can I get help with printing?

In the library, you can receive help from the Library Staff. For all other locations, please contact the Helpdesk at (402) 826-8411 or by contacting helpdesk@doane.edu.

Print and Copy Credits

Students receive 500 print credits each semester (Fall, Spring) for their printing needs. For Interterm, Students receive 100 print credits. Based on student use and reviewing practices at other colleges this quantity should cover printing requirements for all students.

Each single-sided black and white print deducts 1 credit from your balance, and each duplex (2-sided) print deducts 1.5 print credits from your balance.

Credits are for each specific term, and unused credits do not roll over to the next term. Print credit balances are reset 14 days before the Spring and Fall Semester. Print credit balances for Inter-term reset the Friday prior to the start of the Spring term.

Duplex (2-sided) Printing and Copying

All printers located in the student residence halls, CM20, Gaylord Hall, Lied Media Center and in the Library Learning Commons that are capable of duplex printing are set to automatically print 2-sided. Students have the option to change the print setting to single-sided if desired.

How do credits work?

Black & White prints use 1 credit per single-sided print and 1.5 credits for duplex (2-sided). Color prints are available from the Service Bureau and use 3 credits per single-sided print and 4.5 credits for color duplex (2-sided).

What if I am asked to print for my campus employment position?

If your job requires you to print you should already be assigned a department account to print to. This account should only be used for job related printing and copying. If you have been asked by your manager to print but do not yet have a department account, you will need to request your manager to send an email to helpdesk@doane.edu with your name and the department that you will need access to print to. Please do not use your individual account for job related printing and copying as this will limit your academic use.

What if I run out of credits?

If your print balance is running low, you will need to visit the business office to purchase additional credits. You can purchase additional credits in \$10 increments for 100 credits to restore your balance.

Note: Print credits do not carry over and are not refundable, or transferable.

Why did my job get routed to the Service Bureau?

As constituent of a non-profit institution it is important for all of us to be good stewards of our resources. For every dollar we save on printing, it is another dollar that we can redirect to directly support our mission and strategic initiatives. As a result, we suggest that you route large print and copy jobs (100 pages or more) or high session volumes to the Service Bureau. When these conditions exist, you will be notified of this option during the print process.

The Service Bureau will not print copyrighted material without appropriate documentation.

What is the Printing Refund Policy?

In the rare case an error occurs while printing, adjustments can be made to the charges, or a refund can be issued, to the charged account in the following situations:

Printer malfunctions (including, but not limited to streaks, low toner, paper jams, no paper, etc.)

A refund will NOT be issued for the following reasons:

- Sending more than one copy to a printer
- Jobs sent to and released from an incorrect printer
- Printing an incorrect file
- Formatting problems (incorrect font size, spacing, and other user errors that should be corrected during review of the document prior to printing)
- Print jobs that are delayed due to high user demand and subsequently never picked up
- Prints made by someone other than the account holder. It is the account holder's responsibility to protect and never share a Doane username and password. Not following this rule is a violation of the Doane College's Acceptable Use Policy which states that users are responsible for any activity originating from their accounts which they can reasonably be expected to control. Accounts and passwords may not, under any circumstances, be used by persons other than those to whom they have been assigned

If you believe the print job qualifies for a refund then the following steps must be taken to receive credit for the jobs in error.

- Contact the Doane College Help Desk within five (5) business days of the job being released at (402) 826-8411, helpdesk@doane.edu or by visiting in person at CM 32.
- You must provide your name, Doane College ID, contact information and the date and time the job was printed along with the document name. The date and time of the job and the document name can be found by logging into your account at:

<http://www.doane.edu/papercut>

The refund request and print logs will be reviewed and you will be notified by email once the review is complete and a decision reached.

Why are we installing Print Management Software?

Did you know that Doane College students, faculty and staff printed nearly 5,000,000 pages last year on our network printers? That is equivalent to 25 tons of paper and 62 trees.

Going Green

There are numerous environmental issues caused by excessive printing such as deforestation due to paper needs and filling of landfills with used toner cartridges and old, worn-out printers.

Doane College's printing services and the print credit system are designed to help reduce the impact to our environment and to make effective use of our resources, thereby containing the costs of making printing available to our students.

The print credit system helps keep the costs of paper, toner, and printer maintenance under control, and assists in conserving resources.

How can I help?

Students

Think about the documents you need to print. Can class work or papers be submitted to your professor electronically through e-mail or Blackboard? If it is research or reading material, can it be read online?

Remember you can scan a document and save files to your personal file space on Google Drive or Netfiles from your PC or any lab computer on Doane's network.

Be careful and patient while you print. Make sure to send the correct document to the printer, and that you are aware of its length and your available print credit balance.

Comply with copyright regulations. If you have questions about fair use or other regulations please visit: <http://www.doane.edu/library/faculty-resources/copyright>

If you need assistance with any of these measures, ask a Library Assistant or the Helpdesk.

Faculty/Staff

Faculty and staff are also being asked to assist in the effort to decrease operating costs and conserve resources.

Many professors have previously posted articles online, requesting that students print these materials in a campus computer lab. Instead, faculty and staff are being asked to encourage students to submit papers and class works electronically and read materials online.

Files can be posted for reading on Blackboard, Google Sites and Google Drive.

We are asking faculty to consider having students submit their papers and grade them electronically.

Computer Lab Policies

Students should not save their documents to the hard drives on the lab computers; network file space is made available to all students, faculty and staff for this purpose. Documents and miscellaneous files are periodically removed from the computer lab hard drives and the user could lose his or her data. Users of the computer labs are expected to pick up any extraneous paper waste that results from their printing and place any computer paper in the recycling bins. Excessive printing in the labs is not allowed. If an extremely large print job is mistakenly submitted, notify the network administrator or lab aid on duty to cancel the print job as soon as possible. No equipment supplies, software, or manuals may be removed from computing sites without proper authorization.

All food, drink, and tobacco products are strictly prohibited from entering the computer labs. Students who do not comply with this regulation run the risk of expulsion from the labs for the remainder of the semester in which the violation occurred.

Other Policies

Use of personal routers is not allowed. Many multi-port switches have built-in routers and they will not work on our network. To connect more than two computers in a room via a wired Ethernet connection, check out a 4-port switch from the Helpdesk on campus. Personal wireless access points are not allowed and will not work on our network. This includes switches, routers, and personal computers set up as access points.

Computers acting as servers or running server services are not allowed except where approved by the Office of Technology.

Wireless Network Access

Every building has wireless access on campus.

Laptop Checkout

There are 10 laptops available for checkout from the Helpdesk. Priority is given to students needing one for an off-campus trip. The checkout period for the laptops is two days.

Instructional Technology

The Instructional Technology Center is located in the Communications Center. All requests for audio-visual equipment must be made in room 32, ext. 8411. All requests should be placed at least 48 hours before time of use and must have faculty sponsorship.

Software and Hardware Maintenance

Students must share the responsibility for keeping software and equipment in good repair. If a student encounters a problem with a piece of software or equipment, the student should report this to a computer lab aide, a professional staff member of the Office of Technology, or a member of the Library staff.

Purchasing Discount Computers

Apple and Dell make special discounts for Doane students. Typical discounts range from 8-10 percent (Apple) and 4-12 percent (Dell) depending upon the computer or accessory purchased.

For Apple Products log on to <http://www.apple.com/edu/doane>.

For Dell Products log on to <http://www.dell.com/doane> or call 866-257-4711 to place an order. When placing the call, identify yourself as a Doane student and have our member ID on hand: US5485900.

Software Purchased Under Doane College Licensing Agreements

Doane College students may purchase Microsoft Office 2010 in the Doane College Bookstore for \$65. This software is made available through a licensing agreement between the College and Microsoft. Therefore, only Doane College students (not other college students) are eligible to purchase this software from the Doane Bookstore. Students who purchase this software are required to abide by the Microsoft End User Licensing Agreement that is included when the software is purchased.

All users are expected to abide by the end user licensing agreements for all other software that is either purchased through the Doane College Bookstore or installed on Doane College computers.

Transportation

Transportation services to and from Doane College campus is available through OMALINK. This is a shuttle service housed at the Omaha airport with services provided from Omaha and Lincoln airports. For information please contact them at www.omalink.com or 402-475-5465.

There is a fee for this service and you are responsible for making your own reservations. OMALINK can pick up your student at the Doane College campus. Round trip and one way trips can be provided.

It is suggested that you make reservations at least 48 hours prior to your departure or arrival.

Voter Registration

Nebraska is a motor voter state. This means that an application for, or renewal of, a Nebraska driver's license will serve as an application for voter registration unless the applicant does not sign the voter registration application portion of the form. Nebraska driver's licenses may be renewed at any Department of Motor Vehicles in Nebraska. In Saline County, driver's licenses can be renewed at the Saline County Courthouse, located in Wilber, on Thursdays. Wilber is located 10 miles south of Crete, and is the closest Nebraska Department of Motor Vehicles to Doane. **For more information about voter registration, see** www.sos.ne.gov/elec/voter_info.html

Withdrawal from Doane College

Sometimes a student finds it necessary to withdraw from college before the end of a term. This process begins by contacting Becky Hunke at x8286. Ceasing to attend class or telling an instructor of the intent to withdraw from the class does not constitute as an official withdrawal. For more information regarding withdrawing from the College please see the Doane Catalog.

Doane Campus Organizations

Student Organizations & Activities

There are numerous student organizations and activities on the Doane campus offering opportunities to develop talents, skills, leadership abilities, friendships, and fun. The following is a brief description of the recognized campus groups, including the names of contact people. In addition, there is information about intramurals, open recreation, recreational facilities, student activities, and athletics.

Student Club & Organization Recognition

Students are free to organize and establish campus organizations to promote common interests for any purpose, which is legal and compatible with the policies of Doane College. A group becomes an officially recognized organization contingent upon the approval of the organization's petition to Student Congress, and the Vice President for Student Leadership. Procedures for recognition include:

1. Secure a Doane faculty or staff member to serve as adviser.
 - a. Greek organizations require two advisers. One of these advisers may be an ex-Doane employee (who left the institution in good standing) with approval from the Student Leadership Office)
2. Complete a constitution/by-laws, provide a list of proposed members, and if applicable, an allocation of funding information form from the Student Congress Office. *Return all completed forms to the Student Congress Office.*
3. After all the paperwork has been submitted, representatives of the proposed group will be invited to a Student Congress meeting to petition to become an officially recognized club.
4. Within one week of the Student Congress meeting, a letter will be sent regarding the outcome of the group's petition. Information will be included on the appeals process if necessary.

Regulations

1. Any Doane College student is eligible for a voting membership in any organization providing they meet the requirements stated in the constitution of the particular organization.
2. A local organization must have a minimum of five members to be a registered organization. This rule does not apply to organizations with national affiliation. If an organization falls below this minimum, they will be expected to inform the Student Congress and participate in recruitment activities on a regular basis.
3. No additional requirements or limitations for membership that are not included in the organization's constitution shall be imposed.
4. Individual members will not realize financial profit from an organization's activities.
5. Meetings are to be conducted so that the faculty adviser and all members of the meeting can comprehend the business of the meetings.
6. It is the responsibility of the adviser to be present at regularly scheduled business meetings to facilitate the following tasks:
 - a. Provide guidance in fiscal matters.
 - b. Assist in attaining organizational goals.
 - c. Encourage open lines of communication between students, faculty and staff.
 - d. Facilitate continuity in the group through the end of the year.
7. The adviser may not serve as an officer in the organization.
8. The registration of the student organization may be suspended for the following reasons:
 - a. Violation of the rules and regulations of Doane.

- b. Failure to abide by the organization's constitution.
 - c. Failure to involve an active adviser.
9. If a group has been suspended and its members wish to reorganize, the entire process must be completed to become an officially recognized group. Before reorganization can occur, all sanctions that were given must be completed.
10. If an officially recognized organization has no president, adviser, or meeting for an extended period of time, it will be declared inactive. Inactive organizations can become active again by fulfilling the regulations of an officially recognized organization.
11. The privilege of allocation of student funds by Student Congress may be denied to organizations not in "good standing" with the expectations of Student Congress.

Hazing

Hazing in any form is strictly prohibited. This refers to any action or situation which recklessly or intentionally, whether on- or off- campus premises, endangers the mental or physical health or safety of a student. Such activities and situations include, but are not limited to, paddling in any form, creating excessive fatigue, forced consumption of any substance (such as food, beverages, tobacco, alcohol), forced road trips, kidnapping, orally degrading games or stunts, or other activities prohibited by law or College policy. Individuals, organizations, or athletic teams in violation of the hazing policy are subject to action by the administration of Doane College. Nebraska State Law § 28-311: *Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization as defined in subdivision (1)(b) of this section. Such hazing activity shall include whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person*

Fund-raising Guidelines

Student organizations conducting fund-raisers, raffles, etc., must request approval from the Advancement Office.

Room Reservations and Scheduling Events

Event scheduling and facility reservation (excluding classes and athletic events) is coordinated by the Event Coordinator, who reports to the Campus Events Director in the Office of Facilities Operations.

The Event Coordinator can be reached at x8226, and maintains a master calendar of campus events in order to ensure doors are unlocked and any special arrangements are made.

If you wish to schedule a meeting or event, please fill out the facilities request form online to indicate date, time, place, support services requested, etc. The Event Coordinator will let you know if your event request can be fulfilled.

Regular meetings of college organizations can be scheduled in advance for a full year. Abuse of facilities, rooms or equipment may result in loss of the privilege to utilize the room or any other Doane facilities. Students are required to be clear about what they intend to utilize the facility for.

Academic/Career Interest Organizations

AMERICAN ASSOCIATION FOR UNIVERSITY WOMEN (AAUW) is a national organization that works to advance equity for women through advocacy, education, philanthropy, and research. Our group is open to all students. We work to empower and educate students on issues that women face such as domestic violence, equal pay, and others that occur locally and nationally.

Adviser: Heather Lambert

Student Contact: Lauren Taylor

ATHLETIC TRAINING CLUB provides more organization and direction to the Student Athletic Training (SAT) staff in the Doane College Athletic Training Room. This association has also been created with the purpose of building a closer bond between the SAT's and to share encouragement as well as concerns that may need to be addressed as well as aide and encourage direction into acceptance at a post graduate school (for example: Physical Therapy, Athletic Training) DAT Meetings are held in the Field House Classrooms on the second Sunday of the Month at 7.

Adviser: Greg Seier

President: Mandy McCarthy

BIOCHEMISTRY CLUB prepares members for future careers in biology/chemistry careers through participating in community service activities, visiting pharmaceutical or research facilities, inviting speakers to discuss their occupation and other science related activities.

Advisor: Sharmin Sikich

President: Kelsey Christensen

DOANE ACCOUNTING CLUB is a very active organization on campus, in which students have the opportunity to take part in functions that help them better understand the accounting profession. The Club regularly schedules activities to bring accounting professionals to campus and/or arranges visits to accounting firms and businesses. Students also learn about interviewing skills/techniques, with mock interviews available prior to the Accounting Interview Day held each October during which students can interview for jobs and internships. During the Spring semester each year, Accounting Club students help Doane College students prepare their personal tax returns (more by helping the students see they can do it themselves, rather than doing it for them). Accounting Club members also contribute strongly to the Doane educational experience by becoming tutors for the principles-level accounting courses and becoming lab assistants, and helping with the accounting for Relay for life. Each Fall and each Spring, the Accounting Club has a banquet, bringing in a variety of guest speakers.

Adviser: Kathleen Springer

President: Morgan Dubas

DOANE ART LEAGUE serves to foster interest in art through museum trips, films, and other special events. It is open to any Doane student who is interested in the visual arts.

Advisers: Valerie Knobel

President: Laura McNerney

DOANE ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (DOANE AEYC) student chapter, chartered in 2012, seeks to education, advocate and provide service in the support of activities which are committed to promoting healthy development for all young children. Doane AEYC assists other local, state and

national organizations for the improvement of services o young children and their families by following developments in research and trends in early childhood education.

Doane AEYC is open to any student interested in supporting the goals of the organization, especially those in the field of early childhood education and psychology. The organization is an affiliate of Nebraska's AEYC.

Adviser: Nikki Piper

President: Taylor Ruzicka

DOANE COLLEGE COMPUTER CLUB (DC3) DC3's members plan and offer three types of activities throughout the academic year. All of these activities are connected in some way to computing and gaming technology and include social, educational, and community service activities. Social activities include gaming events, movie nights, and outings. Examples of gaming events include the annual LAN. Bash and Marathon events. Each event lasts for 24hours and includes both PC and console gaming. Educational activities include field trips and banquet speakers. Community service activities vary but have included working with students from local schools at the IST ROBOlympics and participating in Campus fund- raising events such as Relay For Life.

Adviser: Alec Engebretson

President: Taylor Minske

DOANE PROVS The purpose of Doane Prov is to share smiles and work on individual and group comedic and improvisational skills through practice and performance.

Adviser: Donna Himmelberger

Team Captains: Andres Kamler and Emily Vokal

DOANE GERMAN CLUB connects students to many aspects of the German culture and life which aren't always covered in classes. Excursions to German art exhibits at the Joslyn Art Museum and the Germans from Russia museum are examples. There are German meals, speakers, and German films (with subtitles) at Doane or the Ross Theater in Lincoln.

Adviser: Kristen Hetrick

President: TBA

HISTORY AND POLITICAL SCIENCE CLUB has a primary goal to further educate and bind together all those who are interested in history and/or political science and related topics.

Advisers: Mark Orsag, Kim Jarvis, Tim Hill, and Nick Vaccaro

President: TBA

HEALTH AND MEDICAL OCCUPATION CLUB (HMOC) helps prepare members for future careers in medical-related fields (pharmacy, dentistry, physical or occupational therapy, medicine, etc.). Activities include touring UNMC or Creighton, providing job shadowing experiences, community service, and putting together a portfolio.

Adviser: Tessa Durham Brooks and Barb Clement

President: Allie McConville

HUMAN RESOURCE CLUB acquaints students with the field of human resource management and labor relations, and provides learning opportunities through interaction with human resource practitioners. The club is affiliated with the Lincoln Human Resource Management Association and is a student chapter of the Society for Human Resource Management (SHRM).

Adviser: Laura Sears

President: Jake Krueger

NATIONAL ASSOCIATION FOR MUSIC EDUCATION (NAFME) serves to augment classroom work in the field of music education to promote special projects of the Nebraska Music Educators Association and the National Conference, and to expand the knowledge and horizons of future music educators. M.E.N.C. is open to students interested in music education.

Adviser: Kathy Ohlman

President: Madisen Geiler

NATIONAL SCIENCE TEACHER ASSOCIATION (NSTA) Doane's student chapter was chartered in 2003 to promote excellence and innovation in science teaching at any level and learning for all. NSTA provides a network for pre-service science teachers, encouraging professional development. This organization is open to any students interested in teaching science. With a membership of over 55,000, the NSTA is the largest organization in the world committed to promoting excellence and innovation in science teaching Pre-K through college.

Advisers: Russ Soucek & Rod Diercks

President: TBA

PHI BETA LAMBDA (PBL) is a national business association devoted to promoting interest in various fields ranging from accounting to computer programming.

Adviser: Les Manns

President: Stacy Manson

PHOTOGRAPHY CLUB develops students as photographers and expands their creativity while providing outreach to the community by engaging Crete youth and expanding student diversity.

Adviser: Heather York

President: Ryan Corrigan

PSYCH/SOC CLUB promotes interaction among students interested in the fields of psychology and sociology. Psych/Soc Club is open to any Doane student in any major including the fields of psychology, sociology, and human services.

Advisers: Natalie Homa

President: Kelsey Schilf

SPANISH CLUB prepares students studying the Spanish language for real world applications and careers. The club also strives to create a friendly learning environment that encourages its members to use their language of study within a small setting.

Adviser: Jared List

Committee Chairpersons: Stacy Manson, Michelle Flores and Jenna Kleeman

STUDENT EDUCATION ASSOCIATION (S.E.A.) promotes consideration and confrontation of issues which face educators through guest speakers and informal meetings. Topics include mainstreaming, education in Russia, religion in schools, etc. Students majoring in education are welcome to join.

Adviser: Julie Kozisek

Co-Presidents: Katie Hall and Tara McGinnis

Leadership and Programming Organizations

DIRECTIONS is an initiative of the Hansen Leadership Program that accepts a select group of first-year students. Participants develop and enhance their leadership skills through mentoring and training. First-year students are also given the opportunity to reside in the Hansen Leadership Hall as a part of this program. Upper-classmen students are selected to serve as Leadership Coaches to the first year participants.

Adviser: Carrie Petr

HANSEN LEADERSHIP ADVISORY BOARD offers students the opportunity to shape the Hansen Leadership Program's goals and practices, as well as assist in the planning and staging of HLP events and activities. Students remain on the committee until they graduate.

Adviser: Carrie Petr

OMICRON DELTA KAPPA is the National Leadership Honor Society. The Society recognizes those who have attained a high standard of efficiency in collegiate activities and to inspire others to strive for conspicuous attainments along similar lines.

Adviser: Carrie Petr

President: Taylor Anderson

PEER JUDICIAL BOARD (PJB) considers cases of policy violation referred by the Chief Judicial Officer. Students are selected to serve on the board through an application process. To serve on the board, students must have a 2.5 cumulative GPA, be in good standing with the College, and have no significant incident reports in their file during service or for one year prior to serving on the board.

Adviser: Russ Hewitt

STUDENT PROGRAMMING BOARD (SPB) is made up of eligible students who apply for a position in the spring of each year. SPB members are responsible for selecting, coordinating, promoting, and sponsoring student activities and campus-wide events. This includes entertainers and events such as health and wellness programming, comedians, musicians, magicians, Homecoming events, Doaneapoloosa, Casino Night, bingo and game nights. Qualification for involvement includes motivation, excitement, and eagerness to be involved in college programming and development, as well as attendance at weekly meetings and various sponsored events. For more information, please contact Carrie Petr, Assistant Dean for Student Leadership.

STUDENT CONGRESS (STUCO) is the self-governing body for all students. Student Congress represents and promotes student interests and opinions and allocates funds to campus-recognized organizations from student fees. Senators are required to work on a personal project each semester that aims for the betterment of the Doane Community. Student Congress also sponsors special events and is invited to meet bi-annually with the Doane College Board of Trustees as representatives of the student body. The student body elects president, vice-president, and upper class senators in the spring. First-year senators are elected at the beginning of fall semester.

Adviser: Kim Jacobs

President: Derek Sabatka

Media Organizations

1014 MAGAZINE The full-color, general interest magazine is published and distributed each fall and spring semester by students. Any Doane student, regardless of major, is welcomed to join the magazine staff. Paid positions are available and students may receive academic credit for their work. Opportunities available include: photography, editing, feature writing, page designing, selling and designing advertisements, graphic design and production.

Adviser: David Swartzlander.

Editor: Hannah Bauer

THE DOANE LINE is a student-produced news website, found at www.doaneline.com, and provides breaking and other news coverage of the Doane community through a variety of formats, including print, photographs, audio, and video. Any student, regardless of major, is welcomed to work on the Web site staff. Paid positions are available. Opportunities include: news and sports reporting, feature writing, editing, designing Web pages, selling and designing advertisements, photography, graphic design, digital imaging, videography, video, audio editing, learning content management systems, and Broadcast performing.

Adviser: David Swartzlander

Multimedia Coordinator: Erin Bell

DOANE OWL The student newspaper of Doane College is the oldest continuous college newspaper in Nebraska. The weekly paper is published on Thursdays by students and distributed to the Doane community. Any Doane student, regardless of major, is welcomed to join the newspaper staff. Paid positions are available and students may receive academic credit for the work. Opportunities include: news and sports reporting, feature writing, editorial or commentary writing, editing, designing pages, selling and designing advertisements, business management, photography, production, graphic design, and digital imaging.

Adviser: David Swartzlander

Editor-in-Chief: Erin Bell

DOANE TELEVISION DOANE COLLEGE TELEVISION (DCTV) is open to all Doane College students and helps JOU 240 students become familiar with the studio production process in the production of Doane Weekly every Monday and may then originate shows on their own. DCTV is dedicated to producing and broadcasting quality programming to the Doane College campus and Crete community. DCTV involves students for all production responsibilities and has students hired as staff employees.

Adviser: Erik Anderson

KDNE/RADIO KDNE is a 200-watt, FCC licensed, over-the-air radio station operating in stereo at 91.9 FM serving Doane College and the Crete area to a radius of about 10 miles. The station is student managed and operated with a rock format. On-air positions include disc jockey, talk show host, and news reporter/anchor. Off-air activities are also available, including music management, public service, and record librarian. Students may receive academic and/or activity credit. Station Manager, Program Manager and News Director are paid positions appointed for the calendar year.

Adviser: Lee Thomas

Station Manager: Jay Grote

XANADU is the campus literary magazine. Students may contribute prose, poetry, artwork, design, editing, and publishing skills. Marianne Clarke Writing Excellence Awards are given for the best work each year.

Adviser: Roy Scheele

Editor: Rachel Overbeck and John Douglas

Music and Performance Organizations

BREATHE TRUTH sparks social awareness issues through live theatre events within the Doane community, as well as the community at large. A Brighter Way, Actors Company will perform scenes based on current issues written for and by Doane students. After each presentation there will be mediated audience talk back sessions available that will foster positive awareness.

Adviser: Rhonda Lake

Student Leader: TBA

COLLEGIATE CHORALE, MUS 192 A well-balanced mixed choir Of 50-60 voices, Collegiate Chorale performs several times a year on campus and off-campus as opportunities arise. The group tours each spring with the Women's Chorale. No audition required.

Conductors: Kurt Runestad & Staff

CONCERT BAND, MUS 190 Concert Band is open to all students. Auditions for chair placement take place in the fall. Performances include two scheduled concerts per semester and participation in important college ceremony functions. Participation in the Concert Band can be used to partially fulfill the Aesthetic Perspective requirement of the Doane Plan. Prerequisite: Audition.

Conductor: Jay Gilbert

DOANE CHOIR, MUS 191 During annual national tours, the choir has presented concerts in Boston, Dallas, Denver, Kansas City, Los Angeles, Minneapolis, New York City, San Antonio, Phoenix, Tucson, Pasadena, San Diego, and at the National Cathedral in Washington, D.C. Since 1989, the choir has also embarked on six international tours, appearing in Austria, Germany, Italy, Sweden, and Switzerland. In the past decade, the Doane Choir has performed a number of choral-orchestral works with the Omaha Symphony, Lincoln's Symphony Orchestra, the Lincoln Chamber Orchestra, and the Nebraska Symphony Chamber Orchestra. They have also frequently collaborated with the choirs of Abendmusik, at First Plymouth Congregational Church in Lincoln. The choir has worked with such noted guest conductors and artists as Simon Carrington, Bruce Chamberlain, Eph Ely, Joseph Jennings, Craig Hella Johnson, Kyle Ketelsen, Weston Noble, Alice Parker, Doreen Rao, Constantina Tsolaninou, Eric Whitacre, and Jonathan Willcocks. Recordings of the choir are available for purchase from the Doane Bookstore, and are also sold at most Doane Choir concerts. Additionally, the choir's most recent CDs, *Precious Lord* (2008) and *Doublewide* (2010), are available for purchase in electronic format from iTunes, Amazon.com, and other online music retailers. Auditions for upperclassmen occur in the spring and first-year students are auditioned in the fall. Membership in the ensemble is a year-long commitment.

Conductor: Dr. Kurt Runestad

DOANE FORENSICS is open to any student interested in intercollegiate speech competition. Students travel to forensics tournaments throughout the region and compete in public address, oral interpretation, and limited preparation speaking events. Scholarships may be available to students with prior competitive speech experience.

Adviser: Nathaniel Wilson

President: Andrew DeCamp and Alyssa Bouc

DOANE PLAYERS The purpose of Doane Players is twofold: to provide a support group for the theatre program of Doane College and encourage interest in the participation and study of theatre. The range of activities varies from acting to scene building, painting, costuming, publicity, sound, lighting, etc. Theatre involvement provides the opportunity to develop skills and work with others on a common project. Doane Players is open to all students.

Adviser: Robin McKercher

President: Carl Santiago

DOUBLEWIDE, MUS 197 is a highly select group of 12-16 men. The name of the group is derived from the fact that it used to have eight members: a double quartet. Doublewide sings in a variety of a cappella styles (including classical), but focuses on popular styles: doo-wop, vocal jazz, gospel, spirituals, and barbershop. Highly competitive auditions for the group occur each fall and the group rehearses twice a week during the academic year. Doublewide tours twice annually, once with Doane Choir in the late winter and again in the spring with Doane's jazz choir, Jazz Unlimited. The group has performed in about 15 states over the last decade, and also sang at the NMEA fall music convention in 2005. All selected members must also hold membership in Doane Choir. Membership in the ensemble is a year-long commitment.

Musical Director: Kurt Runestad

JAZZ ENSEMBLE, MUS 193 The Doane Jazz Ensemble is an ensemble that performs a variety of jazz, rock, Latin, swing, and fusion styles. The jazz band is open to all students by audition or permission. Rehearsals are on Monday and Wednesday from 5:30 pm to 6:30 pm The jazz band generally performs twice a semester. The possibility of travel opportunities is dependent on the performance requests the ensemble accepts. Additionally, the Jazz Ensemble often joins the Symphonic Wind Ensemble on its annual tour. Prerequisite: Audition.

Conductor: Staff

JAZZ UNLIMITED, MUS 194 Directed by professional jazz singer and arranger Kara Baxter, Jazz Unlimited is Doane's vocal jazz ensemble. Jazz Unlimited typically has 14-16 members, and often performs with a three-piece rhythm section. The group rehearses twice a week, and sings challenging music of many styles, including standard and contemporary jazz, swing, Latin, ballads, and pop/rock arrangements, both a cappella and with rhythm section. The students perform a "Cocoa and Carols" concert in December each year, featuring soloists and a few Christmas arrangements, in addition to their regular repertoire. In the spring they tour Nebraska with the Doane men's a cappella group, Doublewide. JU also performs at the ACDA Vocal Jazz Festival in Columbus, Relay for Life at Doane College, and in various local venues on and off campus. Highly competitive auditions for the group occur each fall. Membership in the ensemble is a year-long commitment.

Musical Director: Kara Baxter

STRING ENSEMBLE, MUS 196 The String Ensemble performs on several departmental concerts as well as in conjunction with the choral department's major works, such as the Spring 2008 performance of Bach's Cantata *Christ lag in Todesbanden* (BWV 4). Membership is determined by audition.

Conductor: Tracy Sands

SYMPHONIC WIND ENSEMBLE, MUS 195 The premier wind-based ensemble of the college, the Symphonic Wind Ensemble is open to students by audition. Continuing students audition in the spring and new students audition in the fall. Selection is based on these auditions and ensemble instrumentation. Members rehearse four times a week for a total of four-and-one-half hours. Participation in the ensemble can be used for partial fulfillment of the Aesthetic Perspective requirement of the Doane Plan. The ensemble generally schedules two to three performances a semester and performs on an annual tour. Tour locations have included cities such as New York, Chicago, and Washington, D.C. A significant portion of the tour's costs have generally been paid for by the college, allowing students to travel at minimal cost. Prerequisite: Audition.

Conductor: Dr. Jay Gilbert

MIGHTY TIGER MARCHING BAND plays for all home football games and a few additional athletic events during the fall semester. It is open to all students. Members attend nine one-hour rehearsals. Participation in the Tiger Pep Band can be used to partially fulfill the Aesthetic Perspective requirement of the Doane Plan. Prerequisite: none.

Musical Director: Terry Rush

WOMEN'S CHORALE, MUS 198 Founded in the fall of 2010, this choir of treble voices is the newest addition to the Doane choral family. The Women's Chorale sing at several on-campus Doane concerts and tours and with Collegiate Chorale in the spring. No audition required.

Conductor: Staff

Religious Organizations

CRU exists to put the Gospel in arm's reach of every student on campus. We strive for this by offering weekly opportunities for fellowship and worship, as well as evangelism and small and large group Bible studies. These opportunities facilitate encouragement amongst students in their own relationships with others as well as their relationship with God.

Adviser: Wilma Jackson

President: Caleb White

DOANE CATHOLIC NEWMAN CLUB provides a Christ-centered atmosphere in which students can grow in their faith and develop a personal relationship with Jesus. Any student is welcome to be a part of the group. Members should have the willingness to learn more about Jesus Christ and His church and develop a personal relationship with Our Savior.

Adviser: Kathy Springer

President: Katerina Reimers

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) is open to athletes, coaches, and all students. FCA presents the challenge of Christianity to relationships and lives.

Adviser: Tami Marvin

President: Megan Fletcher, Karissa Blank, Tiona Brown

Academic Honorary Organizations

ALPHA KAPPA DELTA is an international sociology honorary society founded to promote service and research to humankind. Membership is open to sociology majors and minors or those who have completed four sociology courses with a GPA of 3.0 in those courses and a cumulative GPA of 3.0 and rank in the top 35% of their class.

Adviser: Danelle DeBoer

President: TBA

ALPHA LAMBDA DELTA is a national honorary organization for freshmen college students. Qualifications for membership include first-year student standing with a minimum GPA of 3.5 in their first semester at Doane, with at least 14 graded credits; or a 3.5 average in the first year, with at least 28 graded credits. Interterm and/or summer credits are not included.

Adviser: Barbara Clement

President: TBA

ALPHA PSI OMEGA is a national honorary organization that recognizes outstanding leadership and commitment to the theatre. Members are selected on a point system based upon their theatre participation.

Adviser: Robin McKercher

President: Patrick Conley

BETA BETA BETA (TRI BETA) is a national honor society for students interested in biology. The Doane College group is known as the Iota Mu chapter. Activities may include tours of research centers, field trips, fund-raising, and presentations by outside speakers on topics of biological interest. An active membership requires completion of three courses in biology of which at least one is at the 300 level or above, with a grade of B- or higher in all biology courses. A GPA of 3.0 is also required with plans to major in biology, biochemistry, environmental science, or natural science with a biology emphasis.

Adviser: Kate Marley

President: TBA

CARDINAL KEY, a national honor society, acts as a service organization to the College and community and recognizes the achievements of its members. Some of the society's projects include an annual fund-raiser to purchase books for the library and fundraisers for various charitable organizations, including the Juvenile Diabetes Research Foundation. Qualification for membership is determined at the end of the sophomore or junior year based on a cumulative grade point average, participation in various activities, and special honors.

Adviser: Jim Johnson

President: Glen Thomas

PHI EPSILON KAPPA is an honor, academic and professional society for students of the physical education major. The group strives to stimulate interest, scholarly attainment and investigation in the area of physical education and promote the dissemination of information and new interpretations among students of the major.

Adviser: Greg Seier

President: Julia Downey

PI KAPPA DELTA is a national honor society for students involved in competitive speech. Students are eligible for membership after two semesters of intercollegiate forensics competition.

Adviser: Nathaniel Wilson

President: TBA

PI SIGMA ALPHA is the national political science honor society.

Adviser: Tim Hill

President: TBA

PSI CHI is the national honor society in psychology. It was founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and is oriented toward those students who are interested in advancing the field of psychology. In order to be eligible for PSI CHI, a student: 1) must have completed three semesters of course work, 2) must have completed nine semester hours of psychology, 3) must have declared psychology as either a major or a minor, 4) must have an overall GPA of 3.0 or higher and rank in the upper 35% of their class, 5) must have a GPA of 3.0 or higher in psychology courses, and 6) must have high standards of personal behavior.

Adviser: Heather Lambert

Co-Presidents: TBA

SIGMA DELTA PI is the national Spanish honor society. To qualify for membership a student must have completed three years of college-level Spanish, have a minimal grade point average of 3.0, and must rank in the top 35% of his/her class.

Adviser: Dilia Hernandez

President: TBA

SIGMA TAU DELTA, the national honor society for students majoring in English, promotes scholarship in the field of English. Opportunities exist for national prizes, publications and scholarships. Qualifications for membership include junior standing with a major in English, a minimum GPA in English of 3.0, and standing in the upper 35 percent of the class.

Adviser: Liam Purdon

President: TBA

SOCIETY OF PHYSICS STUDENTS purpose is the advancement and diffusion of knowledge of physics, the encouragement of interest in physics throughout the academic and local communities, and the introduction of students to the professional community.

Adviser: Chris Wentworth

President: Frank Mignon

Service & Volunteer Organizations

ALTERNATIVE SPRING BREAK Students travel out-of-state to help a variety of non-profit organizations. Most of the time is spent working, although opportunities will also be provided for learning about the host city and visiting area Doane alumni.

Adviser: Karla Cooper

President: TBA

BUILDING TOMORROW, an international organization, empowers young people to invest their resources, time and talents in providing students in sub-Saharan Africa with access to an education. The group seeks to raise the \$60,000 necessary to build a school by hosting a major event each semester.

Adviser: Linda Kalbach

President: Jacob White

C-PALS is a service organization that matches Doane students with children of the Crete community (2nd-6th graders) and surrounding communities through the Heartland Big Brothers and Sisters program of Lincoln. Doane students are asked to commit one academic year to developing the relationship, which includes having some type of weekly contact with the child. C-Pals is open to any Doane student who is interested in devoting time to a relationship with a child. An application and an interview process for informational purposes are required.

Adviser: Shawn Kean

Crete Representative: TBA

President: TBA

DOANE MASCOT CLUB The goal of this organization is to promote school spirit.

Adviser: Mike Lefler

President: Kaelli Hedgpeth

PROJECT OUTDOOR CLASSROOM members inform the Doane and Crete communities about the Nature Explore certified classroom on campus. The information provided to the communities will include the benefits of Nature Explore, what has been built, and what still needs to be built. The Nature Ambassadors will work with interested groups and individuals to help them be involved in volunteer opportunities such as fundraisers or work days at the classroom in an effort to build support for and awareness of the Nature Explore classroom. Once constructed, the Nature Ambassadors will continue to work to improve and maintain the Crete Nature Explore Classroom as well as promote it to the community by hosting events for children to visit the classroom.

Adviser: Rod Diercks

President: Lindsay Wilson

RELAY FOR LIFE is a life-changing event that helps communities across the globe celebrate the lives of people who have battled cancer, remember loved ones lost, and fight back against the disease. Last year Relay For Life at Doane College/Saline County raised over \$75,000 for the American Cancer Society by hosting fundraisers throughout the year. Relay For Life 2013 will be the night of Friday, April 12. More information can be found at www.relayforlife.org/doanecollegene. Committee Chair and Committee Member applications will be available in the Fall. Volunteer opportunities include: Committee Chair, Committee Member, Team Captain, or Team Member

Co- Chairs: Taylor Ziegler and Julia Downey

Adviser: Abby Vollmer

ROOTS AND SHOOTS "Founded by Dr. Jane Goodall, the Roots & Shoots program inspires youth of all ages to make a difference by becoming involved in their communities. Each Roots & Shoots group plans and implements service-learning projects that promote care and concern for animals, the environment, and the human community," *from the Jane Goodall Web site*. Roots and Shoots helped bring single stream recycling to the campus and Crete community in 2009. A butterfly garden was put on campus to help bolster the monarch butterfly migration. In the fall of 2011, we will begin work on a community garden, a Weatherization project in which we actively work on a dorm to make it more efficient and work behind the scenes at Henry Doorly Zoo through their job shadow program. We run workshops that teach students, staff and community members how to turn single use plastic shopping bags into permanent reusable bags. Roots and Shoots is about pursuing projects we are passionate about.

Adviser: Brad Elder

President: Lizabeth Reimers

SERTOMA was founded to encourage and foster the idea of community service, and to promote teamwork and leadership while providing opportunities for creating friendship within the organization, on campus, and in the community.

Adviser: Becky Hunke

Setoma Liaison: Eunice McArdle

President: Mollie Carpenter

Social Greek Organizations

Any full-time Doane student enrolled for at least one full semester with a grade point average of 2.25 or better. Transfer students who were enrolled at least one full semester and completed at least 12 credit hours from an accredited institution are eligible also (those credits must be on file with the Registrar's office by the beginning of the spring semester). *Dual credits obtained during high school will not be counted towards the 12 credit hour limit.* The College may deem a student ineligible to join due to disciplinary problems. This includes, but is not limited to, serious conduct violations, drug violations, multiple violations and cases of sexual harassment and misconduct.

Fraternities

ALPHA OMEGA is a men's social organization that exists to equip its members with leadership and life- skills unavailable from classroom learning. AOs form exceptionally tight bonds of brotherhood that commonly last throughout their lifetimes. The Fraternity takes pride in the success of its graduates which have included Corporate CEOs and Presidents, A-List Hollywood actors, nationally-known coaches and NFL players, senior educational leaders, attorneys, physicians, a U.S. Senator and Doane's only Rhodes Scholar. Founded in 1897, the focus and practices of Alpha Omega were refined in 2012 to better reflect the current Greek environment and enhance the AO experience for its student-members. Membership is open to Doane's male students based on unanimous selection by its current members.

Adviser: Greg Seier

President: Jack Zukaitis

ALPHA PI EPSILON strives to offer an opportunity for involvement, leadership, and personal growth. As Doane's newest fraternity, Alpha Pi Epsilon is proud of the diversity of its membership, its efforts to strengthen ties of brotherhood, and its academic excellence. It is open to any Doane male student based on unanimous selection of fraternity members.

Advisers: Alec Engebretson, Russ Soucek, & Jeff Stander

President: Tanner Clark

DELTA KAPPA PI is a social fraternity that focuses on five key characteristics: extracurricular activities, academics, athletics, personality and character. Founded in 1883, Delta Kappa Pi is the oldest fraternity west of the Mississippi. It has a rich history and a strong sense of tradition. The brothers of Delta Kappa Pi participate in various social and community service events throughout the year. The fraternity colors are purple and white and membership is open to all eligible Doane men based on invitation.

Advisers: Steve Jerina

President: Joel Hope

SIGMA PHI THETA members are involved in various community and charity projects from heart fund drives to the publication of a coupon book for Doane students with discounts on services and goods within the community. To complement the work component of the fraternity, the members sponsor social functions. Sigma Phi Theta prides itself on community and charitable projects, zest for social life, and academic excellence. It is open to all Doane males based on unanimous selection by the members of the fraternity.

Advisers: Pete Fiumefreddo

President: Chase Welty

TAU SIGMA ZETA is a social fraternity that seeks to involve its members in campus and community actions. Activities include a spring basketball marathon, fall spirit run, and formal functions. Proud of its members' role in the Doane Greek system, Tau Sigma Zeta encourages the development of brotherly relations and is open to all Doane men based on unanimous selection by the members of the fraternity.

Adviser: Becky Hunke

President: Grant Reckling

Sororities

CHI DELTA Scholarship, service, and honesty are the founding principles of Chi Delta sorority. Bonds of sisterhood are formed through service projects and social activities. The group's colors are onyx, jade, and pearl. Chi Delta's flower is the white rose and the mascot is the lion.

Advisers: Sherri Hanigan and Anne Golden Ziola

President: Alexis Lipson

GAMMA PHI IOTA was founded in 1908 on principles that value scholarship, friendship, and fun. Their mascot is the rabbit, and their symbol is an arrow up and pointing to the left. Their flower is the daffodil, and their colors are gold and white. In addition to fall and spring socials, Gamma Phi Iota is proud of its service to the College and Crete community.

Advisers: Jayne Germer

President: Kayleigh Erskine

KAPPA PHI ZETA, established in fall, 2014, strive to accept and appreciate all members, embracing their differences while holding onto their shared values. Sorority members support one another through their thoughts, words and actions and devote themselves to one another through their core values. Members strive to come together as a sisterhood to serve the Doane and Crete communities. In order to promote the further advancement of the Greek Society, they encourage diversity among their sisters, empower one another and promote spirituality through devotion to their sisterhood.

Advisers: Tim Hill

President: Kendra Ritter

OMEGA PSI THETA sorority charges its members to promote loyalty, friendship, trust, and respect within the group and to others. These qualities are nurtured through service events, work projects, and social activities. Founded during academic year 1916-17, Omega Psi Theta encourages individual involvement and personal growth for all members, and service to the College and community. The group's colors are blue and gold. Their symbol is the wheel, their flower is the sweet pea, and their mascot is the flamingo. Qualification for membership is a 2.0 GPA, in addition to a mutual acceptance between eligible women and active members of the sorority.

Advisers: Janet Jeffries, Pat Bohling, & Suzy Cochnar

President: Mackenzie Maly

PHI SIGMA TAU is the oldest sorority on the Doane campus, and has been in continuous existence since the fall of 1907. Members are proud of their continuing traditions of leadership and service within the College and the community, unified sisterhood, close alumni ties, and the uniqueness of each individual member. The daisy is the sorority flower. Their mascot is the monkey, and their traditional colors are brown and white. Through social and money-raising activities and community service projects, the women of Phi Sigma Tau enjoy the bond of lasting and lifelong friendship and loyalty. Phi Sigma Tau is open to eligible Doane women based on individual interest and invitation.

Advisers: Sarah Begay

President: Kaleah Letcher

Additional Greek Organizations

GREEK COUNCIL represents the governing body for Doane College's Greek system. Each recognized fraternity and sorority elects 2-3 representatives to serve on the council. The purposes of the Greek Council are to promote the interests of Doane College and the fraternities/sororities; secure cooperation among Greek social organizations, faculty, staff, and the administration; resolve matter reflecting upon the Greek societies at Doane College; and interpret and establish all guidelines for rush activities and Greek Week.

Adviser: Megan Failor

President: Alexis Lipson

ORDER OF OMEGA is an honor society that commends the leadership and service of the Greek Community. Greek sorority and fraternity members are eligible to join the Doane College Phi Delta Chapter of Order of Omega as a junior or senior. Members must have and maintain at least a 3.0 cumulative grade point average and complete the required membership application. Membership is limited to 30 members. For more information you may contact the Greek Life Advisor, Megan Failor at megan.failor@doane.edu.

Special Interest Organizations

CHESS CLUB educate its members on the intricacies of chess and other strategic board games and their variants as well as provide an atmosphere to practice and compete in games of the mind and foster intellectual growth, new methods of thought, and applications of strategic planning off the chess board and educate the student body and community of the benefits of studying chess and other mental puzzles.

Adviser: Kristopher Williams

President: Joseph Couch

CLUB INTERNATIONALE exists to promote and strengthen positive interactions between different ethnic and cultural groups on campus. Activities include foreign film nights, songfests, informal discussion groups, international dinner nights, International Day, and various other cross-cultural activities. Open communication and individual expression are encouraged. Club I is open to all Doane undergraduate students.

Adviser: Jan Willems

President: Elected in the Fall

COMMUNITY SERVICES Doane College students coordinate volunteer outreach programs between the campus and surrounding communities. Getting involved in community service, and developing personal understanding and skills in helping others, helps one grow as an individual and become a better citizen. Greek members, individuals, class officers, clubs, and other organizations, are encouraged to participate and communicate their activities with the volunteer services program.

Adviser: Karla Cooper

Coordinator(s): Developed by project and interest

DOANE RUGBY CLUB is a club sport open to all students. The men and women's teams play club and college teams from across the country. There is a fall and spring season. Doane Rugby Club welcomes players and supporters to assist with team activities and fund raising. . The Rugby Mama's provide support for the teams on game days.

Adviser: TBA

President: TBA

LEAGUE OF RAINBOW PLAYERS spark social awareness issues through live theatre events within the Doane community. The members will perform scenes, written for and by Doane students, based on past and current campus issues.

Advisor: Rhonda Lake

President: Marla'kuitta Overstreet

POOL LEAGUE promote competitive spirit, as well as mathematical and geometric skills.

Adviser: Greg Bauer

President: Eric Weers

QUEER-STRAIGHT ALLIANCE (QSA) provides social, emotional, and educational support for the gay, lesbian, bisexual, transgender, questioning, and ally populations with an ultimate goal of fostering a campus environment where queer issues are part of everyday consciousness. QSA will also act as an educational resource for the Doane community to promote awareness and acceptance of LGBTQ issues that occur on campus and in our diverse community.

Adviser: Caitlin Smith

President: Marissa Glessmann

THE DOANE QUIDDITCH CLUB is a club sport open to all students with a passion for team sports (an appreciation for the Harry Potter series is not necessary, but this game is based off the sport played in the books and movies). Game play is similar to a combination of dodge ball, tag, and soccer, and even rugby, except with broomsticks! The co-ed team will play club and college teams from across the region and participate in tournaments throughout the year.

Adviser: Dan Clanton

Student Contacts: Jacob Biaggi and Kurt Harders

SECULAR STUDENT ALLIANCE promotes and practices the open, rational, and scientific examination of the universe and one's place in it. In addition, the group strives to organize, unite, educate, and serve students that promote the ideals of scientific and critical inquiry, democracy, secularism, and human-based ethics.

Adviser: Dan Clanton

President: Cole Morgan

SPIKEBALL CLUB The mission of the Doane Spikeball Club is to provide a new activity to the students at Doane College to get them more involved.

Adviser: Scott Dvorak

Co-Presidents: Michael Shavlik and Andrew Hodges

WILDLIFE AND CONSERVATION ORGANIZATION (W.A.C.O.) is involved in activities including climate change initiatives, habitat conservation, and outdoor activities. We encourage a better understanding of conservation, wildlife, and environmental issues affecting society and the world today.

Adviser: Russ Soucek

President: Kyle Gaston

Athletics

Doane College conducts parallel intercollegiate athletic programs-one for men and one for women.

Athletic Director: Jill McCartney

Men's Teams and Head Coaches

Baseball	Jeremy Jorgensen
Basketball	Jim Weeks
Cross Country	Brad Jenny
Football	Matt Franzen
Golf	Myron Parsley
Tennis	Pete Fiumefreddo
Track & Field	Ed Fye
Soccer	Jeff Voigt
Track & Field	Ed Fye

Women Teams and Head Coaches

Basketball	Tracee Fairbanks
Cheer & Dance	Jamie Ourecky-Sand
Cross Country	Brad Jenny
Golf	Jeannine Foster
Soccer	Jeff Voigt
Softball	Renae Littrell
Tennis	Pete Fiumefreddo
Volleyball	Gwen Egbert

Doane College holds membership in the National Association of Intercollegiate Athletics (NAIA) and the Great Plains Athletic Conference (GPAC). Rules for the NAIA form the basic structure for eligibility to participate in intercollegiate sports. GPAC members include:

Briar Cliff University	Northwestern College
Concordia University	Concordia University
Doane College	Dordt College
Hastings College	Midland University
Morningside College	Mount Marty College
Nebraska Wesleyan University	

Recreation Facilities and Equipment

Fuhrer Field House contains facilities for basketball, volleyball, track, tennis, weight lifting, badminton, etc. The facility is used primarily for varsity athletes. Any open recreation time is dictated by the Physical Education Department and the Athletic Department. These times will be posted. As for outdoors-Doane has extensive nature and cross country trails, a softball field near Frees Grove, an outdoor track around Al Papik Field, sand volleyball pits near Frees Hall, and a soccer field called "The Den." Facilities can be used when they are not being used for varsity athletics. The football field has a field turf surface.

The 63,535 sq. ft. George and Sally Haddix Recreation and Athletic Center includes: a performance gymnasium for volleyball and basketball competition that seats 1,200; a start-of-the-art fitness center for students, faculty and staff, and community; a Richard and Wanda Gibson Hall of Fame Room overlooking the competition floor; and additional classrooms and office space for faculty and coaches.

[Click here for more detailed information about Doane's athletic facilities.](#)

Located in Perry Campus Center are other types of recreation, such as a television and a game area with a pool table and a ping-pong table.

All of these services and resources are for use by students, faculty and staff of Doane College. Groups wishing to utilize these facilities must gain approval and schedule the location prior to usage. In athletic facilities, students may not invite off-campus guests to utilize the facilities.

Residence Life

Doane College Residential Living Standard

Doane College is a residential campus because we believe that residence halls are the most conducive environments for academic achievement and personal growth. Each residence hall is a unique community. Factors that comprise these communities are the commonality of interests, respect for others' rights and privileges, self-governance, and diversity of personalities. Each member of a residence hall community has a responsibility to enhance development of the environment. Whether it is through participation, learning to compromise, or voicing suggestions, each individual can play an effective role in improving the living atmosphere.

As a member of this unique community, members have a responsibility to do their part to make the environment as safe, healthy, and peaceful as possible. The first step in achieving this goal is for each resident to take personal responsibility for the living environment in which they reside. Issues of concern include:

- Conditions that create an unhealthy environment within a personal room, suite, quad, or hall.
- Students who act in a manner which creates the opportunity for injury to members of the Doane College community.
- Disruptive behavior in rooms or halls which is not conducive to a peaceful study environment due to violation of Doane College policy.

Doane College makes every effort to provide a healthy and safe environment, and a strong partnership with students is necessary to make that happen. For this reason, Doane College has adopted a "Living Standard" which students are required to follow. This standard describes how concerns about living conditions, health risks, and policy violations will be handled. The hope is that everyone involved can quickly create a group understanding of what the expectations are concerning students' rooms, quads, and suites.

Residential housing on Doane's campus is a privilege, not a right. Doane College, as a private college, is not required to provide due process in its response to student discipline matters, however will provide a fair administrative process that is in the best interests of the student/s and the Doane College community. The policies and procedures listed below will be followed in a majority of student discipline cases, but the College specifically reserves the right to deviate from said policies and procedures whenever the administration determines that such deviation is in the best interests of the student or students involved; in the best interests of the effective learning and education environment to which all Doane students are entitled; or will best protect the safety and well being of the Doane community members. Nothing in these policies or procedures is intended to, nor shall it create a contractual agreement between the College and the students as to how student discipline will be handled, rather, Doane retains discretion to protect the best interests of the institution and students in all cases.

Complaints on Student Living Environment

This includes complaints filed by students, custodians, maintenance, or other members of the Doane College community. Complaints filed by any of the above listed parties will be handled in the following form after written or verbal documentation of the complaint is complete. These steps may be taken in conjunction with other disciplinary proceedings on campus (PJB, RD Disposition, Informal or Formal Hearings):

- **First Notice** - staff will make contact with the student and inform them of the complaint in writing or in person. The person making contact will explain the reasons for the concern and seek information that would explain or alter perception of the issue. A written agreement will be made between the student(s) and the person making contact on how the problem will be resolved. A copy of the outcome will be kept in the student's conduct file.

- **Second Notice** - Residence Life will make formal contact with the student(s) and inform them of the complaint. The person making contact will explain the reasons for concern and seek information that would explain or alter perception of the issue. Residence Life will then draft a letter to the student(s) explaining the issues and corrections that need to take place. The letter will state the sanctions and disciplinary actions to take place if the problems are not corrected. Students may also be subject to community service or other sanctions.
- **Third Notice** - Students that do not act in a responsible fashion will be subject to disciplinary proceedings as defined in this Doane College Student Handbook. Students at this level can be subject to loss of housing lottery points, and/or removal from current housing into another area designated by the Senior Director of Housing or removal from housing completely, and/or other sanctions.

Doane College's focus is in creating the best environment conducive to promoting the health of every student on campus. With a commitment to the growth of fellow students, as well as personal health, students and Residence Life can create an environment that makes this goal easily attainable.

Doane College Bed Bug Policies

Student Responsibility

- Educate yourself about bed bugs and understand how they live. More information on bed bugs.
- Take precautions when traveling to minimize the chance of bringing bed bugs to campus.
- Do not buy or bring second hand furniture that may contain bed bugs. Launder your clothing and bedding regularly to help reduce the chance of harboring bed bugs.
- Empty and inspect your backpack frequently.
- Keep your room picked up and orderly, vacuum your room and remove trash at least weekly, to reduce hiding places for bed bugs.
- Examine your bed and the area near your bed thoroughly every couple of weeks. Always be aware of the possibility of bed bug presence and react swiftly to inform the RD that you may have a problem. Do not hesitate to call.
- Do not treat your room with chemicals, sprays or any other type of product to control or kill bed bugs; this will hinder the efforts of our professional exterminators.
- Help housing officials by preparing for a bed bug inspection or treatment.
- Understand that bed bugs are a distraction and inconvenience and will require some extra work and possible temporary displacement from your room.

College Responsibility

- Provide the resources and information to educate all students about bed bugs and what students need to do if they suspect they may have bed bugs. More information on bed bugs.
- Respond as quickly as feasible to any student bed bug concerns.
- Take proactive measures to detect and treat any potential bed bug problems and guide students through all necessary bed bug related procedures.
- Utilize up-to-date pest control techniques to minimize the risk and exposure to bed bugs.
- Establish a high level protocol for all housing employees training and execution for effective pest control management.
- Hire proven, qualified professional exterminators to help prevent, detect, and eradicate bed bugs.
- Openly communicate bed bug issues to all parties affected.
- Document all bed bug cases and monitor potential resurgence of infected area.
- Notify the students that the college will not accept liability for damages.

Residential Housing Policy

All full-time students are required to live on campus (both regular year and summer school) except for students who meet one or more of the following:

- **Commuters** - Students who live in the home of their parents or legal guardian.
- **Nontraditional Students** - Students who are 21 years of age by the first day of fall semester classes and/or have significant full-time work experience (not including summer jobs), or have served in the military and have lived independently for a period of time (longer than basic training or summers) since high school graduation.
- **Student Teaching** - Generally, students enrolled in student teaching are permitted to live in the community to which they are assigned for the duration of that assignment. If a student is student teaching in Crete, she/he will continue to live on campus.
- **Married Students** - Students who are married will be permitted to live off campus, but may be required to provide a copy of their marriage certificate.
- **Part-time Students** - Students taking classes part-time will be permitted to live off-campus if carrying less than 12 hours a semester. They may live on campus if they meet certain requirements.

* Exceptions must be approved by the Vice President for Student Leadership.

** Students who provide false information regarding their residence or status to gain an exception will be subject to disciplinary action and housed and billed as a residential student.

*** Students who do not respond to requests related to housing or who simply ignore the efforts of the College regarding housing assignments will be placed in campus housing and billed as a residential student.

**** A student may be removed and/or banned from campus housing for disciplinary issues. In this case, students may not be refunded for housing costs for that semester.

Residence Life Staff

Senior Director of Housing (SDH) - provides leadership and guidance to the entire residential Doane community. This person is responsible for the training and supervision of the Residence Directors.

Residence Directors (RDs) - Residence Directors are trained professionals who are responsible for the smooth operation of all aspects of the residence hall. This responsibility entails the assurance of physical safety and security of the hall and its residents, advising the Hall Governor, supervising Residence Advisers, supporting and enforcing the Student Code of Conduct, individual advising and referral for students, and the development of a positive, healthy, and enjoyable living-earning experience. Residence Directors have offices in their assigned halls. They are available to discuss issues, concerns, or problems with a room, hall, maintenance or custodial care.

Residence Advisers (RAs) - Each floor has a Residence Adviser who is peer manager of that floor. Each RA is a trained, mature student who helps check students in and out of their rooms, plan activities for their floor, enforce College policy, is a resource and referral person, and is on duty periodically. Remember, an RA is a student too, so please try to be understanding when they are not available. There will be an R.A on duty every night in designated halls.

The floor RA or hall RD does not have to be on duty in order for him/her to help students. If you need assistance, check with the floor/hall RA or RA on duty located at the front desk of the building. If a staff member is not available, and it is an emergency, contact the RD on duty. He/she can be contacted by phone. All emergency numbers are on the duty rosters posted, as well as in the Student/Staff Telephone Directory.

Housing Services, Facilities and Policies

Appliances and Prohibited Items

For fire safety and energy regulations, the following are not allowed in the residence halls: sun lamps, hot plates, candle warmers, electric skillets, toaster ovens, coffee machines, blenders, George Foreman Grills, ice machines, microwaves, refrigerators over 4.3 cubic feet, or any other high-energy appliance. Please ask a Residence Life Staff member or call the Residence Life Office for clarification. Each quad is allowed to have one microwave in the living room. Hansen Leadership Hall suites are not included in this allowance.

Additionally, dart boards and waterbeds are not permitted in the Residence Halls. Items that are fire hazards are also prohibited and are outlined under the Fire Hazards, Open Flame and Flammable Liquids section.

Balconies of Burrage and Colonial Hall

These balconies, including the breezeway of the lower floor, are to be kept clear. Furniture, bikes, or other items left on them will be disposed of at the student's expense. College-owned furniture is not permitted on the balconies to preserve their longevity and conform to state safety regulations.

Bicycles

Bicycle racks are available at most residence halls and college buildings. Fire and safety regulations require that bikes not be parked or ridden in hallways, stairs, lounges, balconies, or inside other buildings on campus. It is advised that when students are gone for extended weekends or vacations that bikes are locked inside of rooms. With a shortage of storage space we require that all bikes be removed from campus by spring graduation each year. Any bike left will be removed and donated to a local charity. Bikes improperly parked will have locks cut and be hauled away by the facilities department. Note: Motorcycles and mopeds are considered motor vehicles. They are not to be taken into the residence halls or ridden on campus pathways. Motor vehicle regulations are covered in a later section.

Breaks and Vacations

For safety and security purposes, students must vacate the residence halls during Thanksgiving, winter, and spring break. Students with legitimate reasons may receive permission to remain in the halls with approval from the Senior Director of Housing. During fall break, residence halls will remain open, as well as the dining hall. However, the dining hall will be closed during Thanksgiving, winter, and spring break. The halls will be closed and locked during winter break, effective at 9 am on Saturday, per the dates published by the College. Students are required to turn in their room keys prior to leaving for winter break. Failure to turn in the key on time may result in a \$125 improper check-out fee. Students will not be permitted in the hall until the official opening of the interterm session and only if taking an interterm course. Individuals not taking an interterm class will move in prior to the start of the spring semester. Note: These vehicles must be moved in the event we have snow removal or other projects on campus. Failure to move your vehicle if you leave campus for more than 24 hours may result in the towing of your vehicle at owner's cost. Please review the parking section of this handbook for further details.

Housing Exceptions for Thanksgiving and Spring Break:

- **Distance** - Must live over 4 hours away from campus.
- **Job Exception** - Must live further than 1/2 hour away from campus and the campus must be closer to your job than your home.
- **Academic Exception** - Must live further than 1/2 hour away from campus. This request must come from an academic adviser and will be approved on a case by case basis.

- **Athletic Exception** - Must live further than 1/2 hour away from campus. This request must come from a coach and will be approved on a case-by-case basis.

Students are encouraged to plan early and arrange transportation.

Cable Television

Basic service is provided free by the College in the room and ready for use. Early in the fall semester, Time Warner Cable will be on campus to take cable orders and connect premium service, if so desired. Watch for signs and emails noting the time and place for possible enhancements. Students are responsible for payment of any additional service contracted through Time Warner Cable.

Change

Change for the laundry or vending facilities is available in the Business Office, Bookstore, and select residence hall laundry rooms.

Check-in: Procedures

These procedures are outlined to protect both the student and the College. Upon moving into an assigned room, students will receive a key and be asked to check the condition of the room carefully, making sure any deficiencies are noted on the inventory sheet. If discrepancies are found, students should alert the RA and the discrepancies will be added to the inventory sheet and/or corrected. Once both parties are satisfied with the inventory sheet reports, each student will sign a check-in/out sheet which verifies that they accept responsibility for the room, the key received, and preexisting damages. Students may be subject to disciplinary action for moving in without checking in or for moving to an unassigned room.

Check-in: Early Arrival

Early arrivals for the fall semester or breaks must be approved by the SDR. There will be a fee of \$75 for each day that the student is early. Exceptions to this are students who arrive at the request of a department. The fee will be applied to the student's account. Students that move into a hall without approval will be assessed a \$100 fee and required to leave the hall until the appropriate check-in time. Students with approval to arrive early, who allow their roommate to enter their room and move in without approval, will also be charged a \$100 fee.

Check-out Procedures

Residence Life will provide information regarding check-out to all students prior to the end of the academic year. Failure to complete the process as described and in its entirety may result in damage, cleaning or administrative fees. This includes staying past the required check-out date and/or time.

Once the halls have been closed, Maintenance and Residence Life Staff members will do a thorough check of all the residence hall rooms. Additional charges may be added for damages that were not previously noted. Therefore, there may be a modification to student bills.

Student bills will list the charges and damages. For further clarification, call the Business Office or the Residence Life Office during business hours.

Custodial Care

Every hall has custodial care staff that maintains the restrooms, lounges, and other public areas. If there are facilities concerns, see an RA or RD

Custodial Care of Suites and Quads

The students have the responsibility to maintain the cleanliness of the shared living spaces in Hansen, Colonial and Burrage Halls. The custodial staff will clean the bathrooms in these units on a weekly basis. This service will be provided at no cost to the student, provided that excess trash and/or inappropriate materials are not left in the bathrooms. As with any of the common areas, if these areas become a health and or safety concern as determined by the College, then the College may require the student to clean the area or the College will contract a service to clean at the student's cost.

Decorating Hall Rooms

When putting up posters, please do not use nails, tacks, or tapes that will damage walls or strip paint. Do not place anything on the doors. Students will be liable for damages. When decorating for the holidays, be thoughtful of potential property damage and fire safety. Do not use live trees or large lights. Do not spray snow on wood, etc. Check with an RA or RD regarding the holiday decorating policy. Alcohol bottles and cans should not be used as room decorations. Using alcohol bottles and cans attracts the attention of staff, especially when located in the room of a minor. Possession of alcohol bottles or cans in rooms that are not alcohol-tolerant (AT) may result a referral to the campus judicial office. It's just not worth it!

Deposits

The \$100 reservation damage/deposit serves against damages or to replace college property while a resident. This deposit will be credited back to a student's account and used on any balances that remain when they are no longer a residential student (graduation or transfer). Fines and damages to a hall room while a residential student will be billed to individual student accounts and payment will be required.

Drinking Games

Drinking game paraphernalia will be confiscated by Doane College officials or required to be immediately removed from campus. (See Doane College alcohol policy for drinking games found with alcohol present)

Front Desk Services

Brooms are available for student use in each residence hall. This equipment can be checked out for a short period of time when available. Students who do not return borrowed items and/or damage them will be held responsible for repair and/or replacement. A fee may be assessed for late returns. See an RA or RD for this equipment.

Each hall has recreation equipment for resident use. Requests for equipment in the offices should be discussed with the RA, RD, or Hall Governor. Loan and sign out procedures, as well as penalties for late return, are determined by individual residence halls.

Fire Hazards, Open Flame and Flammable Liquids

Based on recommendations from the State Fire Marshal, use of the following items is not permitted: candles, candle warmers, Hookahs, lanterns, or oil lamps. Decorative candles may be displayed, but not lit. Likewise, lanterns and oil lamps may be displayed, but may not contain kerosene or other flammable liquids. Incense and other related burning items are not allowed in buildings.

Halogen lights/lamps and bean bags, because of their potential to ignite, are not permitted in residence hall rooms.

There are limited electrical outlets in the residence hall rooms. Extension cords are not allowed. Only surge protector cords (UL approved) may be used.

Furniture: College Rooms

Beds, desks, chairs, study lamps, and dressers, and wardrobes or closets are provided in each room. Students may bring items from home and collaborate with roommates about what will give the room a more personal feeling. Road signs and beer kegs are not acceptable items. They may be confiscated immediately when found in any student room.

College furniture may not be removed from the room in traditional living environments. In Hansen, Burrage and Colonial Halls, no furniture may be removed from the quad or suite. Any furniture bolted to the wall may not be moved. Violation of this may result in a fee. Furniture provided in every room is not to be removed from that room as moving or storing often results in damages, scratches, etc.

Students are responsible for loss or damage to any college furniture. At the end of the academic year, or when a student moves from his/her room, all furniture must be returned to its original position.

Furniture is expected to be used as intended, which means all four legs of a bed must be stationed on the floor (i.e. single bed or normally stacked bunks). Also, bunks are not permitted to be placed on top of desks or dressers. If unsure a room arrangement is acceptable, ask a member of the Residence Life Staff.

Furniture: Personal

Students residing in Burrage and Colonial Halls may bring personal furniture into their rooms. The furniture must be kept in good condition. The amount of furniture is limited by any amount that causes issues with cleaning or safety concerns (blocking exits or entrances). Doane College reserves the right to require students to remove any student personal furniture. Students that damage their own personal furniture on purpose may be required to move it and may be prohibited from having additional personal furniture in the future.

Students residing in Hansen, Sheldon, Smith and Frees Halls are allowed to move the following items into their rooms: desk chairs, storage bins or drawers, bookcases (not to exceed 3' in length by 4' in height by 1' in depth), futons, television stands, butterfly chairs/moon chairs/any chair that may be folded and stored when not in use, and bedside lamps. Other items are prohibited, as moving furniture often causes scrapes and damages to the building.

Any furniture not included on this list will be subject to approval by the Senior Director of Housing. Additionally, in consideration for this privilege, if supplemental furniture takes the place of any supplied furniture, the supplied furniture will be stored in the individual's room.

Bed Bug Protection

Futons are allowed in the residence halls only if they have a bed bug proof covering. The link provided is one such approved covering: <http://www.amazon.com/Luna-Hypoallergenic-Zippered-Mattress-Encasement/dp/B002AQJOHM>

Students will need to bring a receipt to their Residence Director on move in day showing they have purchased and are using a bed bug proof cover for their futon. **Futons without the appropriate covers will be removed from the halls and students are reminded that the College is not responsible for any damages done by bedbugs.**

Garbage and Trash Policy

For the safety of all members of the Doane College community, and because of restrictions from the Crete area refuse service, the following items are restricted from disposal in any college-owned receptacles:

- Flammable Liquids
- Tires
- Knives
- Appliances
- Paint Cans
- Furniture

Moreover, glass items are restricted from Doane-owned residence hall trash receptacles, but instead must be placed into sealed bags and disposed of into the large outside dumpsters. Glass found in Doane-owned personal room trash cans may result in termination of glass privileges for that room and potential disciplinary actions. Improperly disposed glass where no one accepts responsibility may result in termination of glass privileges for the floor or the entire hall followed by disciplinary action or removal fees for subsequent violations. Students may not collect glass waste (i.e. recycling) in their personal rooms for sanitary, health and safety reasons. Students must remove collected glass trash within a 24 hour period or at the request of staff.

Additionally, when students remove waste and trash from their rooms, it must be placed in the dumpsters located in the parking lots near each of the buildings.

Grievances

Questions, complaints, concerns, or proposals related to the hall community should be directed to any professional Residence Life Staff member. Concerns are best handled when the appropriate channels are used. Please ask if unsure of the direction to take with a grievance or concern.

Guests

For safety reasons, especially in the residence halls, only residential students, or supervised guests are allowed inside. All guests must be within sight of their host at all times. Guests who are unsupervised in a hall may be asked to leave immediately. Failure to adhere to this requirement may result in sanctions or a ban from campus for the guest and adverse consequences for the host.

All rules and policies of Doane College apply to guests while they are on campus. Make them aware of what they can and cannot do, because ultimately the host is responsible for their actions. Doane College does not accept responsibility for the students' guests. If a guest is asked to leave campus, the student is responsible for transportation or lodging off campus for the guest. Students who repeatedly violate the campus guest policy will

be removed from campus housing and may not be refunded their housing fee. Individuals in a hall that may not be a guest of a student should be reported to a Residence Life Staff member.

Additionally, students are encouraged to contact a Residence Life Staff member or the Safety Office if guests become unruly and/or noncompliant. Just because a guest is intoxicated does not mean he/she must remain on campus. Over-intoxicated guests who cannot leave campus or take responsibility for themselves may be reported to the Crete Police Department.

Guests: Overnight

Residents may, with the permission of their roommate, have guests of the same sex stay overnight in their room up to 24 hours. The guest must be registered with an RA or RD. Guests are not allowed to move from room-to-room or hall-to-hall. All students should register guests in the RA office by filling out a guest registration form.

Housing Agreement

By accepting admission to the College, students will be required to reside on campus, unless they meet one of the exceptions listed in the Housing Policy earlier in this section. The College reserves the right to immediately terminate the housing agreement for a particular room and/or reassign housing in cases including (but not limited to) extreme or abusive behavior and/or dangerous or threatening behavior (to students, roommates, administration, or staff), damage or repetitive abuse to college property and/or upkeep of an assigned room. If such misbehavior occurs, the College may elect not to refund room and board as a sanction.

Students who live with Residence Advisers (RA) need to realize, and be reminded, that this is a designated staff area. Should an RA be removed from service or resign, the College's Residence Life Office may move current students into another room or residence hall.

Student Identification Card (ID)

Students are required to carry their Doane ID with them at all times while on campus. Exceptions to this are while competing in athletic events. Students are required to produce their student ID when requested by staff. Failure to produce a valid ID or failure to carry it on your person may result in sanctions or removal from campus. This is a security measure meant to assist in identifying who is supposed to be on campus (especially in residence halls). If a Doane ID is lost, contact the Safety Office at (402) 826-8669 immediately. Keep in mind these cards are used for access and to make purchases. Treat the loss of a card like the loss of a credit card. Failure to report a lost or stolen card will result in the owner bearing responsibility for any loss of damage that occurred while using the card for access.

Insurance

Doane College does not carry insurance for personal property. Personal property is subject to theft, fire, vandalism, and unforeseen circumstance. The College will not take responsibility for repair or replacement. A homeowner's insurance policy may cover any damages that may occur at Doane.

Keys

Doane provides locks on each residence hall room for the protection of the residents, and it is the student's responsibility to use them. All halls are locked 24/7 for security reasons. Students that are found propping open doors or allowing non-residents to enter the halls may face disciplinary action and may be removed from campus housing. Residence Life Staff can open doors to accommodate move-in or move-out dates or for programming needs.

Students need to carry the key to their rooms and lock their doors. If locked out of your room, contact the RA on duty. Students may be charged for room lockouts. This charge will be placed on the student account.

If a key is lost, tell the RA or RD immediately and they will issue a key request. Lost keys may result in lock-change fees; the exact amount is determined by the Facilities Department.

Residential keys will be turned in to Residence Life staff prior to the winter break (Dec - Jan). Keys will be returned when students check in for ITM classes or for the spring semester. Keys that are not turned in at check out will result in a lock change fee charged to the student's account.

Kitchens

All halls have a kitchen open to all residents. Out of courtesy to neighbors and the housekeeping staff, keep these areas clean. Failure to do so may result in cleaning or damage fees to the residents of the hall.

The College reserves the right to close the kitchens at any time. During posted breaks these facilities are locked for safety and security reasons. They will only be available during these times if the RLO staff is available to provide supervision.

Laundry Facilities

Coin- and card- operated laundry facilities are available in each hall. Please use the machines with care and consideration. If new to the world of washing and drying clothes, don't be afraid to ask for help. If a machine is not working properly, please inform a Residence Life Staff member, or contact Jetz, the company that provides the machines, at 402.339.2565. Failure to keep laundry facilities clean may result in damage or cleaning fees, or locking the room.

Lofts

Rooms in Frees, Sheldon, and Smith Halls come equipped with lofting materials in each room. Lofting options are also available in Hansen and the Quads by request upon check in. Students will be responsible for storing any extra pieces of furniture that result from lofting in their rooms. Students residing the residence halls must utilize the beds and equipment provided by the College.

Lounges

Several types of lounges are available in the halls: TV lounges, study lounges, public lounges, etc. Students are encouraged to make use of these areas and enjoy their benefits. They often serve as good places for discussions and study groups, or as places to relax and take a break from homework. These lounges, and the furniture in them, are for the pleasure and convenience of all residents. Lounge furnishings must not be moved or removed from the area. Lounges can be reserved for programming and special events. Please contact an RD to reserve a lounge. Failure to keep lounges clean may result in cleaning or damage fees to the residents of that area. Please note quiet/courtesy hours do apply to the lounge areas.

Lounge Furniture and Equipment

College furniture in residence halls and other areas on campus must be treated with respect and left in its place. No college furniture from any other location, except for what is provided in the room, can be used in residence hall rooms.

Pets

Due to health and safety regulations, and consideration for campus living environments, students are prohibited from having pets in the residence halls. The only exceptions are small fish. Reptiles are not allowed. Violation of this policy will result the immediate removal of the pet and/or disciplinary action.

Programs

Residence Life and Residence Hall Association (RHA) host regular educational and social events for Doane residents. Each staff member presents a number of educational, social, and developmental programs throughout the year. Topics vary widely and often are prompted by student requests and needs.

Quiet Hours and Noise

Each hall has quiet hours as a time for concentrated studies and sleep. These hours begin at 10 pm on weekdays and 1 am on weekends. However, starting the Friday prior to finals week each semester and continuing through the dates the halls close, quiet hours are in effect 24 hours a day campus-wide. In general, noise should not be heard outside any room. If it can be heard outside a room, the resident must honor requests from members of the community to reduce the volume. Each resident is responsible for activities that occur in the room, including the actions of all guests. When quiet hours are not in effect, it is the student's responsibility to remain courteous to all community members.

Stereos and other noise (including conversations, running, or yelling in the hallways, etc.) should not reach a level that disturbs neighbors or hinders the academic process of the College. Again, if noise can be heard outside a room, the resident must honor requests from members of the community to reduce the volume.

If a neighbor is being too loud please ask them to lower their noise level. If unsuccessful or if this is a persistent problem, ask for the assistance of a Residence Life Staff member. If individuals have to be asked to lower their volume more than once in one day or evening, residents and their guests will be subject to disciplinary action. Repeat violators may be required to remove their stereo or the offending item from campus.

The college reserves the right to move students who have persistent noise problems or remove them from campus housing all together.

Records

Doane College fully supports students' educational rights as outlined by FERPA laws. However, issues revolving around health and safety allow the College to share these concerns with parents, guardians, faculty, staff, and law enforcement when necessary. The College reserves the right to contact the parents or guardians of any minor students involved in alcohol-related incidents or safety and health concerns (all students regardless of age).

Roof Tops, Windows, and Ledges

For the safety of the students and protection of campus buildings, students are not permitted on any campus roofs or ledges. Climbing onto rooftops, ledges, or leaning out of balconies and windows could result in a fall leading to serious and possibly life threatening injuries. Violations will carry serious consequences, which may include a ban from campus for non-Doane students. The same consequences apply to anyone found vandalizing or removing window stops. Windows are not to be used as an alternative means of entering rooms. Windows are monitored by video surveillance. Anyone seen attempting to or entering a window will be reported to local law enforcement and the report will be reviewed by the Judicial Affairs Office.

Room Changes

Changes in room assignment will be granted for a two-week period each semester (check the calendar). To change rooms, contact Residence Life at DoaneHousing@doane.edu. All check-in and check-out procedures apply when changing rooms. Be sure to follow proper procedures as described on the Room Change Form to avoid improper check-out charges, damage or cleaning fees. The College reserves the right to change a student's residence when there is a need to do so as a result of a disciplinary action. Students who are found to have changed rooms without prior consent from Residence Life will be assessed an administrative fee.

Students who are left with a private room prior to the census date of each semester will be billed for the private room. Room consolidations are encouraged to help students save money. It is the student's responsibility to find a replacement roommate or they will be billed at a private room rate. Doane College reserves the right to move students at any time during the year to accommodate room consolidations or other housing needs. If a roommate leaves after the census date in each semester, the College may consolidate the room or elect to leave the student alone in the room without charge. However, if the roommate leaves prior to the census date of the fall semester, the College will notify the student that a roommate must be found for the spring semester, or a charge or consolidation may occur. Interterm classes are not part of the spring semester. If a roommate leaves during interterm, the student will be required to fill the empty space, consolidation, or pay a private rate.

Students that live in Hansen Hall, Burrage Hall or Colonial Hall may have roommates leave in a way that creates an entirely open room in the quad or suite. If this occurs, the remaining students will have the option to reorganize the room to fill all spaces (i.e. one student may want to move in and pay private rate) or find other roommates to fill the space. However, the College reserves the right at all times to alter housing arrangements. The College may place transfer students or other students needing housing into these open spaces or require the students to move as need dictates.

Room Checks

To assist the College in keeping up with maintenance and/or damage assessment in the residence halls, there are thorough maintenance checks several times a year in addition to those at checkout. Room checks occur during Fall Break, Thanksgiving Break, Winter Break, Interterm Break and Spring Break. The Residence Life staff will notify students of the dates and times of these checks. During these checks all rooms will be entered at the announced time to verify who is present, to make sure all check-out procedures were followed, and to check for maintenance and policy issues. Personal trash left in the room may result in a removal fee.

Rooms: Abroad Students

The College reserves its on-campus housing for students who are paying for the usage of rooms. Students who are traveling abroad in the fall semester have the option of utilizing their lottery points with groups for the fall semester, but only under the following circumstances:

- Students must be signed up to live with a roommate who agrees to pay for a private room. The private room pays for the empty space and "reserves" it for the abroad student returning for Interterm or spring. If a roommate refuses to sign a private room rate form, the abroad student may not use their lottery points. Likewise, if a roommate decides to live off-campus or leaves Doane after the housing process, the room is no longer paid for and the Residence Life Office reserves the right to reassign the abroad student to utilize the empty space for the year. The abroad student will then be notified of the room change and new housing location.
- Students who are traveling abroad in the fall semester must note this when applying for campus housing or must contact the Residence Life Office immediately when signing up for this travel. The roommate of the abroad student will then be assigned a new roommate (if available), be requested to pay for a private room or be consolidated to another space on campus by the Residence Life Staff.

Rooms: Privacy

Doane College respects the privacy of its students, but as a private institution retains the right to enforce policy and safety standards in the best interest of the institution. For issues related to safety, security, or belief that harm to persons or facilities will occur, the College or its designee reserves the right to enter student rooms without notice.

For instances where policy violations are suspected, the reporting staff will contact the Senior Director of Housing or the Associate Dean of Student Leadership to articulate the situation and request permission to enter a student's room prior to entering. Searches of student's personal belongings will only occur when there is an articulate and specific reason to believe that a specific location (i.e. refrigerator) contains an article that is in violation of school policy.

The Doane College Maintenance staff will attempt to notify students in advance if there is a need to enter rooms for maintenance related issues. However the urgency and desire to respond to requests as quickly as possible sometimes make early notification impossible. Facilities staff will announce themselves before entering rooms.

The College reserves the right to enter A room unannounced for health/safety reasons and/or probable cause related to violations of campus policy.

Rooms: Residents

Students are not allowed to enter other students' rooms unannounced or without permission from a student assigned to live in that room. Doane College, as the owner and proprietor of all residential housing, is the sole authority for who is assigned to residence hall rooms. Students who enter other students' rooms without consent may be subject to disciplinary actions regardless of the wishes of the assigned residential student. The College also reserves the right to report these incidents as trespassing to the Crete Police Department.

Rooms: Selecting Housing for the next academic year

Housing selection for the fall will take place following pre-registration in the spring semester. To ensure a smooth selection process, Residence Life will provide information and instructions in the halls and in Perry Campus Center in the weeks ahead of housing selection.

Roommates: Making the relationship work

Difficulties may occasionally arise when sharing the same living space. The most important skill needed is open communication. In order to keep things running smoothly, share likes and dislikes before problems occur. When problems do arise, remember to calmly and directly communicate feelings without personal attack. Be open and honest and give the roommate the chance to do the same. If problems reach the point where communication does not seem to work, ask a Residence Life staff member to help.

During the academic year roommates, suitemates and quadmates must be the same sex.

Storage

There are no storage facilities in the residence halls for students' belongings other than their personal rooms. The College will not store any student's furniture including beds, sofas, chairs, desks, tables, or carpeting. Students are not allowed to take college furniture off campus for storage. (See the section on Furniture: College Rooms.)

Suites and Quads (Multiple student living environments)

Students living in multiple student living environments are responsible for maintaining order in and around these environments at all times. Students are required to keep their doors locked at all times to prevent other students from entering their shared living spaces without their supervision. Guests that cause disturbances or damage, or violate policy will be removed, but the students assigned to that living environment will still be held responsible for their actions. Students who demonstrate that they cannot control the activities of their shared living environments will be relocated to a traditional residence hall (Frees, Smith, or Sheldon) or removed from campus housing all together. If there is one roommate or select individuals living in the Quad or Suite causing issues, it is the other resident's responsibility to inform the Residence Life staff. Damages, vandalism, and disturbances caused by "unknown persons" will be considered a failure to provide reasonable care for an assigned room and may result in relocation or removal from campus housing. Window Screens must stay in the windows at all times. If removed or damaged, an appropriate charge to replace or repair the screen will be assessed to the respective suite or quad.

Vandalism

Vandalism has accounted for over 42% of our campus crime over the last five years! Residents are responsible to pay for damages that occur to the building or its furnishings if the responsible party is not determined. Damages assessed to common areas may be appropriated to all hall residents under these circumstances. If someone is causing damage to a hall, immediately contact a Residence Life staff member or Safety Office at (402)826-8669. Students who have guests in their room or hall are responsible for any damages that their guest(s) cause(s). Please assist the hall community and help prevent irresponsible behavior!

Vending Machines

All residence halls have vending machines. If a machine collects money but provides no item, please visit the Business Office. If a machine is not working or has been vandalized, please report it promptly to a Residence Life Staff member.

Safety & Security

The Doane College Safety Office is available for all community members of Doane College. Anyone needing assistance related to safety or security should contact the Safety Office immediately.

- Crime Reports
- Campus Escorts
- Suspicious Activity
- Building Lockouts (Academic or Athletic buildings during approved hours. For Residential Buildings please contact your RD or RA)
- Safety Presentation
- Parking Issues
- Traffic Issues
- General Questions

The Safety Office is located in the lower level of Perry Campus Center.

- **Phone:** 402.826.8669
- **E-mail:** Main Safety Office: doanesafetyoffice@doane.edu
- **Website:** Doane Safety Office

Hours of Operation

- Academic Year (August - May Graduation): 24/7 daily
- Summer Hours (Graduation - August): Hours posted based on staff availability

Parking

Please refer to our Web site at www.doane.edu/students/campus/safety/parking for information about where to park on campus. This web page includes important maps and information related to parking on campus. Residential students and Commuter students are required to park in appropriate parking lots related to their permit status. Students found in violation of Doane College parking policies face ticketing and/or towing.

Emergency Numbers

- **Local Police, Fire and Rescue: 9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone**
- **Nebraska Emergency Management Agency: 402.471.7421 (24-hour operations)**
- **Web site: www.nema.ne.gov**
- **Doane College Health Services: 402.826.8265**
- **Doane College Facilities Operations: 402.826.8653**
- **After Hours: 402.826.0060**
- **Crete Area Medical Center: 402.826.2102**

Reporting an Emergency

When you call **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone** to report an emergency, give the following information:

- Nature of emergency (describe clearly and accurately)
- Number of injured people and known injuries
- Exact address or building, floor, and area
- Tell the dispatcher that you are on the Doane College Campus
- Your full name and telephone number from which you are calling
- **Do not hang up** as additional information may be needed
- Designate/Ask someone to meet emergency personnel outside of the building.

Residence Hall "Blue" Emergency Phones

There are four Blue Lighted phones located throughout the Crete campus residence halls (Smith, Frees, Sheldon, and Hansen). These phones provide immediate access to the Crete campus Safety Office; follow directions on the phone.

Safety Guide

The complete campus emergency guide can be found at:
www.doane.edu/students/campus/safety/emergency/guide.

Emergencies, accidents and injuries can occur at any time and without warning. Doane College has established procedures for you to follow so that the effects of such situations can be minimized. This guide will acquaint you with basic safety procedures.

Please read the guide thoroughly **BEFORE** an emergency occurs, and become familiar with your building's Emergency Action Plan and procedures. This will enhance your ability of protecting yourself and others in emergency situations.

How to Prepare

Read the following carefully and keep a copy handy.

- Cooperate with all practice drills and training programs.
- Know your building's floor plan. Know where the stairs and fire extinguishers are located. Know the location of alternate exits from your area and become familiar with exits in buildings you routinely visit on campus.
- Know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door; in heavy smoke, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door. Be prepared for up to 72-hours in case of a serious emergency. Keep on hand such personal items as:
 - Medications
 - Flashlight and batteries
 - Books, pack of cards, etc
 - Some food items such as nutrition bars
 - Water in bottles or other containers
 - Sweater, comfortable shoes
- Take advantage of emergency training opportunities provided by Doane.
Training Contacts:
 - Doane Safety Office: 402.826.8669

- Doane College Student Services: 402.826.8111
- Doane College Human Resources: 402.826.6773

Medical Emergencies

In the event of a serious illness or injury, immediately dial **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone**. Provide the following information to the dispatcher: gender, approximate age, nature of injury or illness, any pertinent medical history (if known), and exact location of the victim. Give appropriate first aid **if appropriately trained** until Emergency Medical Service (EMS) personnel arrive; have someone escort EMS personnel to the scene if possible. **Do not move the victim until EMS arrives.**

Public Access Automatic External Defibrillators (AED)

AEDs are located around the Crete campus in the following places:

- **Communications building** - Outside of Heckman Auditorium in south hallway
- **Perry Campus Center** - Near the Green Desk outside of the cafeteria
- **Fuhrer Field House** - Just inside the training room
- **Haddix** - Main floor, south end near the desk 2nd floor, south end near the workout area
- **Sheldon Hall** - Just inside the main south entrance
- **Smith Hall** - Just inside the main east entrance

Weather Emergencies

Weather emergencies can pose serious threats to college personnel. When severe weather occurs, the administration will determine whether college offices will be closed. Check Doane College's webpage, call the Safety Office 402.826.8669, or listen to local TV and radio news broadcasts for this information.

Follow these recommendations if **severe thunderstorms, threatening weather or tornadoes** occur:

- If weather conditions appear threatening, listen for an ALERT WARNING through commercial radio, weather radio or local television and the College sirens.
- If you are outside, move indoors as soon as possible.
- Move to an interior hallway or basement if time allows, or take shelter under a desk or heavy table and cover your head.
- Avoid upper floors, large glassed areas and windows.
- Stay out of parking areas, gymnasiums, and auditoriums.
- Stay away from electrical service panels and appliances, including computers.
- Use telephones for emergency calls only.
- During the fall and spring, severe weather emergencies, such as tornados occur more frequently. Listening to small, battery-operated radio is a good way to stay informed of such conditions.
- Stay calm and alert.

After a severe storm:

- Stay away from downed power lines. Do not handle live electrical equipment in wet areas. Leave an area immediately if you smell gas or vapors from chemicals.
- Help injured persons if you can do so without putting yourself at risk of injury. Provide first aid if you are trained. Report injuries by calling **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone**.
- Do not move seriously injured persons unless they are in immediate danger.

- Report damage on campus to Facilities 402.826.8653 or 402.826.0600 after hours. Use extreme caution when entering buildings. Watch for gas leaks, electrical system damage, and sewer and water line damage. Stay out of damaged buildings and return to your building only when authorities say it is safe.

Explosion

An explosion is caused by a rapid expansion of gas from chemical reactions of incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire heat or smoke, falling glass or debris, or building damage. If an explosion occurs:

- **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone**
- Get out of the building as quickly and calmly as possible.
- **If your building has a fire alarm system, activate as you exit; otherwise follow the procedures of the building evacuation plan.**
- If you are outside, stay outside. Move quickly to an open area away from buildings, trees, power lines and roadways. If your building has designated assembly area, move to that location if it is safe to do so.
- If items are falling off of bookshelves or from ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Assist others in exiting the building and move to designated evacuation areas. Keep streets and walkways clear for emergency vehicles and crews. Use handrails in stairwells; stay to the right.
- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
- DO NOT USE ELEVATORS.
- Wait for and follow instructions from emergency personnel.

Evacuations

Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Establish and alternate route to be used in the event your route is blocked or unsafe. During an Evacuation:

- If time and conditions permit, secure your area, and take with you important personal items such as car keys, purse, medication, glasses, etc.
- Follow instructions from emergency personnel.
- Check doors for heat before opening. (Do not open door if hot.)
- WALK - DO NOT RUN. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.
- Move quickly away from the building.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.

Evacuation of Disabled Persons and Persons with Mobility Limitations:

- For pre-planning purposes, students should contact: Student Services at 402.826.8111 or notify your Residence Life Director. Employees and faculty should contact Human Resources at 402.826.6773.
- If immediate evacuation is necessary, be aware of the following considerations:
 - Always consult with the person in the chair regarding how best to assist.
 - Wheelchairs have moveable parts; some are not designed to withstand stress or lifting.
 - Lifting may be dangerous to you or them.
 - In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal mobility to move may be dangerous.
 - Wheelchairs should not be used to descend stairwells, if at all possible.
 - Non-ambulatory persons may have respirator complications. Remove them from smoke or fumes immediately and determine their needs and preferences. Those with electrical respirators should get priority assistance.

Visually Impaired Persons:

Most visually impaired persons will be familiar with their immediate area. In an emergency situation, describe the nature of the emergency and offer to act as a "sighted guide" - offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

Hearing Impaired Persons:

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and nearest evacuation route. ("Fire. Go out rear door to the right and down, NOW!")
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

Fire Safety

Prepare in advance. Know the locations of alternate exits from your area. If you are located within a building, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door - in heavy smoke, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

Fire on your Floor:

- If your building has a fire alarm system, activate as you exit, follow the procedures outlined in your building's Emergency Action Plan.
- Move quickly to an open area away from buildings, trees, power lines and roadways. If your building has a designated assembly area, move to that location if it is safe to do so.
- Fire Extinguisher Instructions:
 - **P** PULL safety pin from handle
 - **A** AIM (nozzle, cone horn) at base of fire
 - **S** SQUEEZE the trigger handle
 - **S** SWEEP from side to side (watch for re-flash).
- For larger fires, **GET OUT**; close doors as you leave to confine the fire as much as possible.
- If clothing catches fire, **STOP...DROP...ROLL**
- Follow directions of emergency personnel, if present.

When a fire alarm is activated on your floor:

- Proceed to the nearest exit.

- Feel door, top and bottom, for heat (using the back of your hand). Do not open the door if it is hot. If the door is not hot, open slowly. Stand behind the door and to one side; be prepared to close it quickly if fire is present.
- Exit the building in a calm manner using the stairs - NEVER use elevators. Close stairwell door behind you.
- Stay low when moving through smoke; walk down to the ground floor and exit.
- After you have left the building go to your designated assembly area and remain there. If there is no designated assembly point, maintain a safe distance from the building to allow ample room for emergency personnel and equipment to access the building.
- Do not return to the area until instructed to do so by emergency personnel.

If trapped in a room:

- Retreat: Close as many doors as possible between you and the fire.
- Seal cracks around the door to prevent smoke from entering. Call **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone** and report your location.
- Be prepared to signal from a window but DO NOT BREAK THE GLASS unless absolutely necessary (outside smoke may be drawn in).
- Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the fire department to your location. If you have a flashlight, use it to signal at night.

If caught in smoke:

Drop to hands and knees and crawl or crouch low with head 30 to 36" above floor, watching the base of the wall as you go. Hold your breath as much as possible; breathe shallowly through nose using your blouse or shirt as filter.

If forced to advance through flames:

Hold your breath. Move quickly, covering head and hair. Keep head down and close eyes as often as possible.

Hazardous Materials Emergency

Minor spills of hazardous chemicals that pose little or no threat to safety and health can be cleaned by competent departmental personnel by following the warnings and cautions on the container's label or the material safety data sheet (MSDS). If you need assistance with clean-up of a minor spill, contact Facilities Services by calling 402.826.8653 or the Doane Safety Office at 402.826.8669.

A Hazardous Materials Emergency exists when cleanup of a spill of a hazardous material is beyond the level of knowledge, training or ability of the individuals in the immediate spill area or the spill creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility.

Under these conditions:

- Alert people in the immediate area of the spill and evacuate the room.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to rinse spilled chemicals on people.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building.
- Notify the Doane Safety Office of the chemical, location and size of the spill by calling 402.828.8669. Always call from a safe location.
- Report the following information:
 - Name and telephone number of the caller.
 - Location of the spill, name and quantity of the chemical.
 - Extent of injuries, if any.

- Environmental concerns, such as the location of storm drains and streams.
- For a major spill call **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone.**
- Procedures for laboratory personnel to handle chemical, biological or radiological spills are provided in laboratory safety plans. Trained laboratory personnel are authorized to determine appropriate emergency responses for their areas.

Chemical and Solvent Spills:

If immediate hazard exists or medical assistance is required, call **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone.**

For small spills/those not involving immediate danger to life or property:

- Confine the spill.
- Evacuate and secure the immediate area; limit access to authorized personnel.
- Notify area supervisor.

Any spill that could POTENTIALLY cause injury to a person or property must be reported to the Doane Safety Office at 402.826-8669.

Toxic Fumes Release:

If you smell gas or other toxic fumes or experience irritation, coughing, burning eyes, and/or difficulty breathing, evacuate the area immediately.

- If you smell gas in a dark room, do not turn on lights; this action could ignite gas. Do not touch, activate, or de-activate any power switches, fire alarms, lights, etc.
- Evacuate immediately and notify Doane Safety Office. Do not re-enter the area until advised to do so by emergency personnel.
- Call **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone.**

Radioactive Leak/Spill:

- Limit the spread of the spill.
- Notify others in the area that a spill has occurred. There is no need to evacuate the area.
- Call the Safety office at 402.826.8669.

If skin contamination has occurred:

- Go to the nearest sink and wash the affected area with tepid water.
- Call Health Services at 402.826.8265.

Biological Release/Spill:

- Decontaminate the spill with appropriate disinfectant and personal protection.
- For a large spill or release of highly infectious materials, notify everyone in the area, secure the area, and then call the Safety Office immediately 402.826.8669.
- If a blood borne pathogen exposure or needle stick injury has occurred go to the nearest sink and wash affected area with warm water and soap.

Power Outage

- Notify FACILITIES at 402.826.8653 during regular business hours (between 8 am and 5:00 pm). After hours: 402.826.0060 and the Safety Office at 402.826.8669
- Wait a few minutes for emergency power to come on to provide emergency lighting.
- Take actions to preserve human and animal safety and health. Take actions to preserve research.
- Keep essential research refrigerators and freezers closed throughout the outage to help keep them cold.

- If evacuation of the building is required, assist any disabled persons and exit by stairway. DO NOT USE ELEVATORS.
- Laboratory personnel should secure experiments or activities that may present a danger when electrical power is off or when it is unexpectedly restored. Notify the lab supervisor immediately. If conditions are hazardous, notify the Safety Office immediately at 402.826.8669. If a laboratory fume hood is non-operational, cap all open containers and close the sash.
- Unplug all nonessential electrical equipment, televisions, computers, and audiovisuals; turn off light switches unless needed. When power returns, a surge may blow out light bulbs and other equipment if left on.
- Contact FACILITIES SERVICES at 402.826.8653 for information regarding scope and expected duration of outage.

If people are trapped in an elevator:

- Tell passengers to remain calm and that you will get help.
- Call the Safety Office at 402.826.8669.
- Talk to passengers until emergency personnel arrive.

Physical Threat or Assault/Campus Violence:

If you are a witness to violent acts or behavior, immediately move away from the incident, and then dial **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone**. If you hear about an incident on campus, please stay away from that area.

Campus Violence

We cannot predict the origin of the next threat; assailants in incidents across the nation have been students, employees, and visitors. In many cases there were no obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and other members of the community.

Violent incidents such as an act of terrorism, an active shooter(s), assaults, or other forms of campus violence can occur on or proximate to the College with little or no warning. If you are witness to violent acts or behavior, immediately move away from the incident, and then dial 9-9-1-1 (from a campus telephone) or 9-1-1 from a cellular phone. If you hear about an incident on campus, please stay away from that area.

If one or more of the following situations or activities is present in your building, then there is a potential higher risk of violence:

- Working alone at night and during early morning hours.
- Exchange of money.
- Availability of valued items such as money and jewelry.
- Availability of prescription drugs.
- Working with patients, clients, customers or students known or suspected to have a history of violence.
- Employees or former employees with a history of assaults or who exhibit belligerent, intimidating or threatening behavior.
- Employees who have been the object of belligerent, intimidating or threatening behavior from family members or significant others.

If campus violence occurs:

- Report the incident to the police as soon as you can if they haven't already been contacted.
- Secure the area where the disturbance occurred. The area may be considered to be a crime scene, so leave everything untouched until the police arrive.
- Call for medical assistance if necessary. Call **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone.**
- If classes and business must continue, shift personnel as needed to cover essential functions.
- Be supportive. The victim(s), witnesses and other employees may need access to critical incident debriefing or counseling. Contact Human Resources for guidance or assistance as needed.

Suspicious Person

If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it.

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone.** Provide as much information as possible about the person and his or her direction of travel.

Active Shooter or Assailant

An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve a single shooter or multiple shooters. It can be a close encounter or from a distance. It can be targeted at a student, faculty/staff or random victims. It might involve just one room or multiple locations. No two situations are alike. Shooting can occur anytime, anyplace, to anyone.

What to do:

- Try to remain calm as your actions will influence others. Have a survival mindset because the consequences are potentially catastrophic. You need to take immediate responsibility for your personal safety and security.

Immediate Actions:

- Run away from the threat if you can, as fast as you can.
- If you cannot flee, lock and barricade doors. If no lock, barricade door with furniture.
- Take adequate cover/protection behind solid objects away from the door as much as possible, i.e. concrete walls, thick desks, filing cabinets, etc.
- If the assailant enters your room and leaves, lock or barricade the door behind them.
- If safe to do so, allow others to seek refuge with you.

Protective Actions:

- Close blinds.
- Turn off lights.
- Cover windows.
- Turn off computer monitors, radios.
- Silence cell phones (after calling police department at **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone**)
- Place signs, if safe to do so, in exterior windows to identify your location and the location of those injured.

Unsecured Areas:

- If you find yourself in an open area, immediately seek protection.
- Put a barrier between you and the assailant.
- Consider trying to escape, if you know the location of the assailant and there appears to be an escape route immediately available.
- If in doubt, find the safest area available and secure it the best way that you can.
- If the shooter confronts you and you cannot flee, you can hide; you may choose to play dead, if other victims are around you. Your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

Reporting the Incident:

- Call **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone**. You may hear multiple rings, stay on the line until it is answered, do not hang up. Be prepared to provide as much information as possible including:
 - What is happening?
 - Location, including building name and room number.
 - Number of people at location and if there are any injured
 - Your name
- You will be asked questions about the incident, try to note as much as possible including:
 - Specific location and direction of the assailant.

- Number of assailants.
- Gender, race and age of the assailant.
- Language or commands used.
- Physical features, i.e., height, weight, facial hair, clothing color and style, glasses.
- Type of weapon, i.e., handgun, rifle, explosives.
- Description of any backpack or bag.
- Do you recognize the assailant? Do you know their name?
- What exactly did you hear, explosions, gunshots, etc.

Un-Securing the Area:

- The assailant may not stop until his objectives have been met or until engaged or neutralized by law enforcement.
- Always consider the risk exposure by opening the door for any reason.
- Attempts to rescue people only should be made if it can be done without further endangering either yourself or the persons inside of the secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

Law Enforcement Response:

Police will immediately respond to the area, assisted by other local law enforcement agencies, if necessary. Remember help is on the way. It is important for you to:

- Remain inside the secure area.
- Law enforcement will locate, contain, and stop the assailant.
- The safest place for you to be is in a secure room.
- The assailant may not flee when law enforcement enters the building.

Injured Persons:

- Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.
- You may need to explain this to others to calm them.
- Once the threat is neutralized, Police and Emergency Medical Services will begin treatment and evacuation.

Evacuation:

- Responding officer will establish safe corridors for persons to evacuate. This may be time consuming.
- Remain in secure areas until instructed otherwise.
- You may be instructed to keep your hands on your head.
- You may be searched.
- You may be escorted out of the building by law enforcement personnel
- After evacuation you may be taken to a triage or holding area for medical care.
- Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

Bomb Threat

Bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic-but all calls must be taken seriously. If you receive a threat of any kind, immediately call **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone**. If possible, have another person to do this while you continue talking with the caller.

Permit the caller to say as much as possible without interruption. Then, ask a lot of questions:

- Where is the bomb?
- When is the bomb going to go off?
- What kind of bomb is it?
- What does the bomb look like?
- What will cause the bomb to go off?

Take notes on everything said and on your observations about background noise, voice characteristics, caller's emotional state, etc. Use the **Bomb Threat Check List** below. Write down the callers exact words. Also record the following information:

- Exact time the call is received.
- Information about caller including:
 - Accent
 - Age
 - Background noises
 - Caller's attitude
 - Education
 - Location of caller
 - Sex
 - Speech impediments or traits

Doane Safety will advise you if evacuation is necessary. Follow instructions given by Doane Safety. If there is a threat, and you see a foreign object, **DO NOT TOUCH IT**.

Immediately call **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone** to report any unusual object of if an explosion occurs.

Bomb Threat Check List

Remain Calm and try to hold the caller on the phone as long as possible

Date:

Number where call was received:

Time Call Received: _____ am/pm

Time Terminated: _____ am/pm

Who Received the Call?

Exact Wording of the Threat:

Gender of Caller: Male \ Female

Age of Caller: _____

Race: _____

Is the voice familiar, who does it sound like?

When possible ask caller the following questions:

When is the bomb going to explode?

Is there a special way to identify the bomb?

Where is the bomb right now?

Did you place the bomb?

What does it look like?

Why?

What kind of bomb is it?

What is your address?

What will cause it to explode?

What is your Name?

Other:

Caller's Voice:

Calm

Laughter

Stutter

Deep Breathing

Angry

Crying

Lisp

Cracked Voice

Excited

Normal

Fast

Disguised Accent

Slow

Distinct

Familiar

Deep

Soft

Slurred

Ragged/Raspy

Other:

Loud

Nasal

Clearing throat

Threat Language:

Incoherent Message Read by threat Maker

Irrational

Well Spoken

Taped Message

Foul Language

Remarks

Background Sounds:

Street Noise

House Noises

Factory Machinery

Music

Animal Noises

Motor

Static: PA System

Other:

Clear Voices

Office Machinery

Local

Written Threat

If a written threat of an explosive device or other danger is received, contact the police department immediately by calling **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone**. The threat should never be ignored. Save all materials, including any envelope or container. Once the message is recognized as a threat, unnecessary handling should be avoided. Every effort must be made to preserve evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks, which are essential to tracing the threat and identifying the author.

Suspicious Package Procedure

If you receive or observe a suspicious letter or package that is unexpected or unknown having the following characteristics:

- Excessive postage.
- Misspellings of common words.
- Foreign mail, airmail or special delivery.
- Hand written or poorly typed address.
- Restrictive markings such as confidential, personal, etc
- Excessive securing - material such as masking tape, string, etc.
- Incorrect titles
- Excessive weight.
- Rigid envelope.
- Oily stains or discoloration.
- Visual distractions.
- Lopsided or uneven.
- Titles but no names.
- No return address.
- Protruding wires or tinfoil

From a safe location notify the police department immediately by calling **9-9-1-1 from a campus telephone or 9-1-1 from a cellular phone**.

- Move people away from the package.
- DO NOT move or open the package.
- DO NOT investigate too closely.
- DO NOT cover, insulate or place the package into a cabinet or drawer.

Warning Siren

The City Warning System will sound like an ultra-loud, deeper-sounding weather, police or rescue-squad siren. The siren tones are not intended to penetrate into building interiors. Tests of the City Warning Siren are conducted each week and are publicized through regular news outlets.

In a real emergency, if you hear sirens, remember to "Shelter, Shut, Stay and Seek."

- Seek **Shelter** immediately.
- **Shut** all doors and windows.
- **Stay** away from exterior windows.
- **Seek** more information

Emergency Notification

The College will use a variety of means to notify the College community of an emergency or serious weather condition including e-mail to your college account, digital signage and e2 Campus Alerts.

The Safety Office uses several channels to reach students, faculty, and staff including:

- Text messages (SMS) to mobile devices via e2 Campus Alerts.
- Campus-wide e-mails and digital signage.
- Most importantly, during an emergency, share the information with others.

Student Rights & Responsibilities

The responsibility to create an environment conducive to the freedom to learn is shared by all members of the educational community. The following are general statements of policy that have not been covered previously in this text.

- Article I. Student Codes
- Article II. Academic Integrity
- Article III. Community Life
- Article IV. Drugs, Alcohol and Tobacco
- Article V. Nondiscrimination and Harassment
- Article VI. Judicial Systems
- Article VII. Crime on the Campus
- Article VIII. Academic Freedom and Student Publications
- Article IX. Student Records Section

Reviewed by attorneys and revised August of 2009

Articles V. and VI. were reviewed by attorneys and revised January of 2014.

Article I. Student Codes

Violation of Law and College Rules and Regulations

Doane College, as a private College, is not required to provide due process in its response to student discipline matters. The policies and procedures below will be followed in a majority of student discipline cases, but the College specifically reserves the right to deviate from said policies and procedures whenever the administration determines that such a deviation is in the best interest of the student or students involved, in the best interests of the effective learning and educational environment to which all Doane students are entitled, or will best protect the safety and well being of the Doane student population. Nothing in these policies or procedures is intended to nor shall it create a contractual agreement between the College and the students as to how student discipline will be handled; rather, Doane retains discretion to protect the best interests of the institution and students in all cases.

College discipline will not be used to duplicate the function of city/state laws when a student is charged with or convicted of a violation occurring off-campus. The College may, however, impose sanctions for serious misconduct, flagrant disregard for the rights of others or jeopardizing the good reputation of the College as determined by the Vice President for Student Leadership. (Example: possession and/or use of narcotics or hallucinating agents are grounds for immediate suspension.) The College may institute proceedings against a student who violates a federal, state, county or city law that is also a violation of a published College policy.

Generally, College discipline is limited to incidents of student behavior 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 his/her 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 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, computer security authorizations, dining hall cards, Doane ID cards and parking stickers. In addition, falsifying information obtained from the Doane College Web site, Web-Advisor, TigerNet, 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.

Section 1.01 Student Conduct Code

(This list is not all-inclusive):

- a. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities. This includes violations of library policies.
- b. Acts or expression of harassment, discrimination, personal intimidation or intentional physical or emotional abuse of any person.
- c. Conduct that threatens or endangers the health or safety of any person, including one's self, or conduct likely to result in property damage.
- d. 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. Includes failing to return checked out College equipment or property.
- e. Failure to comply with directions of College officials or their designees acting in performance of their duties, including student members of the Residence Life staff. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the code of student conduct.
- f. Failure to appear on request or give truthful testimony at a disciplinary hearing of the College.
- g. Failure to respond to disciplinary or investigation notices sent by College officials
- h. Failure to answer questions with College official accurately and honestly in College investigation or hearing.
- i. Unauthorized entry or use of College facilities, driving on lawns or being on the roof of any College building, including residence halls and student rooms.
- j. Violation of the law on campus and violation of the law off campus as explained under Violation of Law and College Rules and Regulations, including, but not limited to the Student Handbook, or the occurrence of conduct which causes a substantial interference with school purposes or damages the College reputation.
- k. Unauthorized possession or use of firearms; including, but not limited to, rifles, shotguns, handguns, BB guns, air rifles, paint ball guns, sling shots, water balloon slingshots, fireworks, firecrackers or dangerous chemicals on campus. This includes carrying a concealed handgun, which is prohibited in or on Doane College property. This prohibits permit holders from possessing or carrying a concealed handgun on these premises. Unless otherwise authorized by law, violation of the prohibition is a criminal offence. This policy is pursuant of the Nebraska Revised Statute 36-2441.
- l. Setting fires, tampering with fire protection equipment, causing false fire alarms or failure to leave the building during fire alarms or drills. Tampering with fire protective equipment may result in sanctions including a \$500 fine.
- m. Violations of published college rules to include: residence halls, traffic, dining hall and hazing.
- n. Possession of, sale, distribution, use or involvement with any kind of non-prescribed narcotics, drugs or controlled substances. (Includes possession of prescription drugs that have been prescribed to others.)
- o. Disorderly conduct or behavior that is not conducive to the Doane College environment.
- p. Sexual misconduct, sexual assault, rape, sexual harassment or lewd, indecent, or obscene conduct or expression.
- q. Using electronic devices to record or photograph art class nude models. This includes any and all inappropriate photographing or recording of community members in non-public environments without the prior approval from the individual/s.
- r. Unsafe conduct that threatens or endangers one's own life or the life of one or more members of the campus community. Misuse or entry of Doane Lake or Miller Pond, regardless of the condition (frozen, dry, normal water level, etc.) or reason. This includes fishing, ice-skating and walking.
- s. Assault or attempted assault of any person.
- t. Failure to comply with the policy on violence and unacceptable behavior as explained in greater detail under the Violence and unacceptable Behavior Policy.
- u. Violation of the campus alcohol policy.
- v. Deliberate or unjustified damage to property of the College or to property of a member of the campus community or campus visitor.

- w. Providing false information to Doane College personnel acting in accordance with their position on Campus.
- x. Failure to produce your Doane ID when requested while on Doane property.
- y. Providing or fabrication of false information or associations on your resume, applications or any college documentation.
- z. Tampering with locks or doors in college buildings, unauthorized possession or use of college keys and alteration or duplication of college keys. Includes unauthorized propping open college doors during locked hours.
- aa. Contempt of adjudication proceedings, including disorderly behavior and impairing or interruption the due course of proceedings of college judicial bodies.
- bb. Failure to respond to campus notifications in a timely manner. Students are to check their e-mail accounts and mailboxes at least once a day. Students may be contacted via e-mail, letter or phone in regards to academic, business, conduct and community issues on campus.
- cc. Smoking in rooms, balconies, hallways, porches, public areas and other designated non- smoking areas. Smoking is allowed at least 50 feet away from building entrances in accordance with the Smoking Policy as outlined in Section 4.04. This is designed to keep second-hand smoke from non-smokers. Students that smoke near windows and doors are a disturbance to other residence. Hookahs are not allowed on the Doane College campus. If found, they may be confiscated or required to be removed immediately.
- dd. Violation of the Gathering Policy as outlined in Section 3.03.
- ee. Violation of the Student Responsibility and Self-Care policy as outlined below:
 - i. Self-care and Threatening Behavior Policy: Students must be able to care for themselves at all times. The college has limited resources for students who are not able to provide reasonable care for themselves. Incidents where students demonstrate lack of care for themselves (alcohol poisoning, suicidal threats, not taking health medication, failing to turn in required health documents to the Health and Wellness Director) may be removed from campus housing immediately. Students involved in incidents like this are required to provide documentation from health professionals that they have completed any assigned requirements from such incidents (such as alcohol evaluations or mental health evaluations). Failure to provide proof of evaluations will result in removal from housing with no refund of student room costs. Repeat incidents will result in removal from residential housing. Students who exhibit threatening behavior towards other students may be removed from housing immediately.
 - ii. Direct/Immediate Threat Policy: Any student threatening to harm themselves or others will be taken seriously. ALL SUICIDAL OR HOMICIDAL STATEMENTS AS WELL AS CONCERNS WILL BE REPORTED TO THE CRETE POLICE DEPARTMENT OR LOCAL EMS IMMEDIATELY, even if the student claims that the statement or action was only meant in jest. This is a serious matter. Such threats or statements are unacceptable and mandate immediate attention and action.
 - iii. If an immediate threat of harm to oneself or others is possible, then the College will take the necessary steps to ensure safety for the student and community and local authorities will be contacted. **If no immediate threat of harm to oneself or others is present, then the College will move forward with the following steps:**
 - 1. Convene the Threat Assessment Management Team to assess threat and make recommendations.
 - 2. Generate an assessment report.
 - 3. Immediately contact the student posing the threat to ensure proper objective assessment interview.
 - 4. If the student has disclosed a disability and has an accommodation plan with the college, the college will consider additional accommodations available to the student, and will, when necessary, make an individualized assessment of the direct threat posed by the student in accordance with applicable federal law.
 - 5. At minimum, the college will respond with the following:
 - a. Establish contact with the accused student and alleged victims.
 - b. Confirm Report of threat and respond according to the steps within the Student Handbook.

- c. The college will separate the accused student and victim. This may be provided by creating alternative classes or housing arrangements as the situation warrants.

Article II. Academic Integrity

Academic Integrity Policy

In order for Doane College to provide, clarify, and preserve an atmosphere in which individuals can strive for academic excellence, the following policy is stated 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 measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist¹:

- a. Cheating
- b. Fabrication
- c. Facilitating academic dishonesty
- d. Plagiarism

The college has chosen to identify those same categories and to apply them in a manner that is appropriate for the Doane setting. Provided with each category is the respective gathering definition and 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 instructor must consider the alleged offense to be dishonest.

¹ Gehring, D, Nuss, E. M., & Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators (NASPA).

Section 2.01 Academic Dishonesty

- a. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise" (Gehring, et al p.6). Examples are (list is not all-inclusive):
 - i. Intentionally using an unauthorized source to complete an objective. This may include such infractions as looking at another's paper during an exam and/or using unauthorized, pre-written responses or electronically stored information such as "crib notes" and computer disks.
 - ii. Submitting someone else's work as one's own research or data.
 - iii. Allowing another to complete an exam in one's stead.
 - iv. Submitting a project that has been or is currently being used to satisfy requirements for another course without the explicit permission of both instructors.
 - v. Improper collaboration on projects beyond that permitted by the instructor.
- b. Sharing information between exams in multiple sections of a course.
- c. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise" (Gehring, et al, p. 6). Examples (list is not all-inclusive):
 - i. Supplying fabricated "dry lab" data for an experiment or laboratory project.
 - ii. Fabricating all or a portion of a bibliographic entry for a document or project.
- d. 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 (list is not all-inclusive):
 - i. Allowing one's own work to be submitted as another's work for a course project.
 - ii. Providing or offering unauthorized aid to another for a course objective. This would include allowing another to observe one's answers on an exam.
 - iii. Making threats or offers of compensation to others in order that those threatened or coerced will provide unauthorized aid for course projects.
 - iv. Unauthorized acquisition or subsequent use or possession of stolen materials. This would include the distribution of said materials to others and also constitutes the additional

- infraction of cheating for all those who acquired, distributed, used or passed the stolen materials.
- e. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," (Gehring, et al, p. 6) in both oral and written projects. Examples:
 - i. 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.
 - ii. Failing to indicate a direct quote from a reference source by using quotation marks and proper citation of the source.
 - iii. Attempting to represent the work, words, and ideas of another (paraphrasing) as one's own without proper citation or documentation.
 - iv. Failing to acknowledge information obtained in one's reading or research that is not common knowledge.

Section 2.02 Sanctions for Academic Integrity

The process is initiated when a faculty member files a complaint for alleged act(s) of academic dishonesty or misconduct. The faculty member will write up the incident and file a copy of the formal complaint with the Chair of the Academic Integrity Committee, who will forward the complaint to the Academic Affairs Office. Copies of any documents of evidence must be provided to the Academic Affairs Office. Before the Charge of Academic Integrity Violation complaint form is filed, the student must sign the form to show that he/she has been informed of the charges. Only the Chair of the Academic Affairs Integrity Committee will check to see if this is a first or subsequent charge(s) for the student.

The faculty member will retain discretion with regard to the sanctions for the offense in the case of a first offense. However, sanctions will not be imposed until the faculty member receives written notification from the Academic Integrity Committee concerning the outcome of the meeting between the committee and the student. If a student is charged and found guilty of a subsequent offense, the faculty member may impose sanctions for the course; however, the committee may impose additional sanctions. In cases where the faculty member is a parent or close relative of the student involved, the faculty member is required to submit documents related to suspected academic dishonesty to the Department Chair or Vice President for Academic Affairs for evaluation and processing pursuant to the steps below.

Section 2.03 First Offense

- a. Once the charge has been filed, the student will be notified of when to appear before the Academic Integrity Committee. At this time, students will be notified that they may have an advocate appear before the committee with them. If the student fails to appear at the set time without an excuse acceptable to the Committee, the charges will be automatically confirmed.
- b. If the student admits to the charge, he/she will appear before the committee to discuss academic integrity. The complaint and accompanying documentation will be filed with the Academic Affairs Office. The faculty member will be informed concerning the outcomes of the meeting and will impose sanctions for the course. If the student decides to appeal the charges, he/she is required to notify the chair of the Academic Integrity Committee in writing within 72 hours after receiving the initial notice. Committee members will hear testimony from the student and faculty member who has been asked to be available at the time of the meeting) and will have the opportunity to ask the student questions as well as inform the student on issues related to academic integrity. Students may provide evidence on their behalf.
- c. Based on the testimony, the Committee will either confirm or rescind the charges. [NOTE: If the charges are rescinded, the student is exonerated and all documentation sent to the Academic Affairs Office and the Chair of the Committee will be destroyed immediately. If the charges are confirmed, the complaint and accompanying documentation will be kept only in the Academic Affairs Office for a period of seven

years for record-keeping purposes (i.e. to establish whether or not a student has a prior complaint). At the end of the seven-year period, all documents concerning this charge are destroyed.]

- d. If appealing or denying the charges, the student will be informed at the end of the meeting when the written decision of the Committee will be sent to the student through campus mail and that the student will need to sign for the letter during the next two weeks. The student has the right to appeal the Committee's decision to the Vice President for Academic Affairs within 72 hours after receiving the Committee's written decision. If the student has not signed for the written decision in the two weeks after the date of the letter, it will be assumed that the student does not wish to appeal. The faculty member will be informed of the Committee's decision and will impose sanctions for the course.
- e. If the charges are confirmed, the student's adviser will also be informed of the charges and the sanction(s) in writing.

Section 2.04 Subsequent Offense(s):

If a complaint is filed by a faculty member and it is determined that this is a subsequent offense for the student, the following procedures will take effect:

- a. If the Committee confirms the charges, the Committee has the right to impose additional sanctions for the second offense, including possible suspension or expulsion from the College.
- b. The student has the right to appeal the Committee's decision to the Vice President for Academic Affairs within 72 hours after receiving the Committee's written decision.

Section 2.05 Computer Use Policy and Procedures

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 a privilege extended to Doane College students, faculty, and staff. That use is restricted to academic, educational, research, and/or administrative purposes. These resources may not be used for commercial or business income purposes unless specific, written authorization for such use is given by the College. Any reselling of Doane's network services is prohibited.

All use of information technology and resources must comply with federal, state and local laws, licensing and purchasing agreements, and Doane policies. Users of third party electronics services such as libraries, Internet, or other electronic communication services must also comply with the acceptable practices and restrictions established by those entities.

Individuals may not use institutional resources without proper authorization from the assigned user of the resource. Individuals may not use another user's computer account or user I.D. or change another user's password. Users are responsible for their use of computer hardware, software, accounts, user I.D.s and passwords. Users are responsible for all resources assigned to them even if another person uses them.

Users must not access, copy, view or change private files without authorization. They 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 an unauthorized manner.

Information technology and resources must not be used to make unauthorized access into other informational devices or resources. Accessing restricted databases requires authorization.

Section 2.06 Abuse/Misuse of Resources

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:

- a. Threatening or harassing others. This includes electronically transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or Doane College regulations.
- b. Propagating viruses or worms.
- c. Posting or mailing of obscene materials.
- d. Displaying obscene, lewd, or sexually harassing images or text on a computer owned by Doane College or in a location that may be easily viewed by others.
- e. Distributing unsolicited advertising, initiating or propagating electronic chain letters, inappropriate mass mailing, including multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming," "flooding," or "bombing," or random mailing of messages.
- f. Impersonating another user or entity while using Doane College technology resources or services in such a manner as to create the impression to the recipient that the information was originated from another source or individual. All materials sent via the college network must be attributed to the individual, office or organization sending the material.
- g. Using the college network to gain unauthorized access to any computer systems (including other student-owned computers).
- h. Connecting unauthorized equipment to the college network (this includes personal hubs, switches, routers, wireless access points, servers, and any other devices that may have a negative effect on network performance or services).
- i. Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- j. Associating an unapproved domain name with a Doane College-owned IP address or resource.
- k. Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks (this includes downloading excessive amounts or transferring excessive amounts across the network).
- l. Deliberately wasting/overloading computing resources, such as printing too many copies of a document or using excessive bandwidth on the network. Individuals who are misusing resources will be notified and given an opportunity to adjust their usage. If the individual does not voluntarily comply, access for that individual will be electronically restricted.
- m. Using Doane College resources for commercial activity such as creating products or services for sale.
- n. Forging or disguising the identity of a user or machine in an electronic communication.
- o. Attempting to monitor or tamper with other user's electronic accounts; communications; or reading, copying, changing, or deleting another user's files, profiles or software without the explicit agreement and knowledge of the owner.
- p. Violating copyright laws and their fair use provisions through inappropriate reproduction, downloading, and/or distribution of music (including MP3 files), movies, computer software, copyrighted text, images, etc. Note: all Doane network users are expected to comply with the copyright laws of the United States, regardless of the location of the server from which they are downloading.
- q. Violations of the Doane College acceptable use policy are subject to action by the College. Violations will be referred to the Vice President for Information Technology, who will report issues and problems for review by the appropriate Administrator or the Vice President of Student Leadership and the Vice President of Academic Affairs, and will be referred to the appropriate administrative or judicial proceedings. Violators may be billed or fined for unethical or illegal use of information technology. They may also be subject to dismissal, suspension, loss of network and computing privileges, and/or legally prosecuted.

Section 2.07 Copyright Infringement

The software used by the institution is protected under federal Copyright Law. All students, staff, and faculty must comply with these regulations. It is illegal to make personal copies of software unless specifically allowed by a license agreement. Questions regarding specific instances should be directed to a professional staff member of Information Technology Services.

Students found in possession of illegal copies of software (either copies they have made or acquired by other means, or copies of software designated for use in class sessions or through the library that have not been issued to a student) will be subject to disciplinary action.

Copyright Law and Fair Use

Students, Faculty and staff have an obligation to practice high copyright standards and comply with policies and laws.

Digital Millennium Copyright Act

The Digital Millennium Copyright Act (DMCA) passed by Congress in 1998, makes it illegal to copy or share intellectual property--music, videos, games, software and other materials--without permissions. Doane College adheres to the regulations and guidelines outlined by the DMCA.

Fair Use

Fair Use comprises Section 107 of the Copyright Act and was set up in recognition that free exchange of information is beneficial. Four standards are applied: the purpose and character of the use; the nature of the copyrighted work; the amount and substantiality of the portion used; and the effect of the use on the publisher's potential market.

However, the vast majority of online music and video sharing is done in ways that do not constitute fair use. The good news is that there are legal sources.

Legal online sources for copyrighted materials

There are many legal sources for copyrighted material such as music and movies; some are even free. Additional resources can be found on our website at www.doane.edu/technology.

Information Privacy and Security

Doane College reserves the right to monitor electronic activity of users when there is activity that appears to be harmful to another user, to the campus system and/or network (programs being launched to attack the servers, users attempting to break into accounts, etc.), or when there is evidence of violations of the appropriate use policy.

When there is no evidence of an appropriate use violation or threat to the Doane College system or network, computer users have the right to expect that their materials remain private. No person, regardless of status (i.e., including the system manager, faculty member or college administrator) may view, change or remove another user's files without the user's permission, whether the material exists on network media or on a user's own media. An exception exists for class accounts which are owned and managed by an instructor or system manager and which exist strictly for a class project and which exclude personal electronic mail. In these cases, the administrator of the account is allowed complete access, but persons outside of the class are not. Documents stored on public use computers (labs) have no expectation for privacy and documents may be deleted at any time.

Doane College will actively monitor electronic security measures; however, users should be aware that no information system is completely secure. Persons both within and outside of the college may find ways to access files. Therefore, the college does not guarantee user privacy.

Article III. Community Life

Section 3.01 Campus Solicitation

Students have the right to assume that they will not be subject to undue intrusions upon their privacy. In order to minimize intrusions, the following guidelines govern contacts by off-campus individuals or organizations with the College community.

- a. The college does not distribute lists of student names to sales representatives or solicitors.
- b. There will be no door-to-door solicitation by sales representatives, fund-raisers or other persons engaged in similar activities in any of the residence halls. Persons invited to conduct business with a student in his/her private room may come on campus to meet only with the student who requested the appointment. Students are encouraged to meet individuals in Perry Campus Center and not in residence halls.
- c. Solicitation will generally be limited to Perry Campus Center, but on occasion may be permitted in the common areas of the traditional residence halls.
- d. Solicitors must receive prior approval of the product, time and place by the Student Leadership Office.
- e. Groups or organizations that are designing graphics for t-shirts or clothing with the intent to sell them to the student body need to have their design approved by the VP for Student Leadership as well as the Director of the Office of Communications and Marketing prior to advertising their product.
- f. Solicitation on campus by student organizations requires permission from the Vice President for Student Leadership. Door-to-door solicitation in the living units is generally prohibited. The Athletic Director must approve solicitation at athletic events.
- g. Students may not utilize campus facilities for the purpose of running or promoting businesses that compete with campus retailers. (example: Bookstore - books)

Advertising and Posting Policies

The goal of our policies is twofold. First, that posted materials are easy to read and presented in an appropriate manner. Second is that the doors, windows and walls of our facilities are kept free of clutter and are attractive.

- a. Flyers and posters should only be placed on existing bulletin boards, kiosks and other designated posting areas. No flyers should be placed on doors, windows or painted surfaces. Under this policy, advertising is limited to the Perry Campus Center and the residence halls.
- b. Any publicity (flyers, posters, etc.) must be approved by the Senior Director of Housing for posting in the residence halls. Hall Councils, working with the Resident Directors, will determine the posting areas for their individual halls. For the Perry Campus Center, the Student Leadership Office must approve all publicity. The approval process includes publicity receiving the appropriate stamp from the Student Leadership Office. It is recommended that groups receive approval for their flyer prior to making copies because each copy must show the stamp. Flyers from Greek organizations must also have the approval of the Greek Adviser.
- c. The individuals or groups that post flyers are responsible for removing them immediately following the activity.
- d. References to and/or pictures of alcoholic beverages or alcohol-related events or suggestive gestures, etc. may not be used explicitly or implicitly.
- e. Only Doane students and recognized campus organizations are eligible to post on campus, with the following exception: Groups outside of Doane College may submit one poster or flyer for posting in the Perry Campus Center. The group must have the publicity approved (stamped) by the Student Leadership Office. Outside group publicity must abide by the guidelines in policy.

Failure to follow these guidelines may result in the removal of advertising privileges. In addition, advertising that is posted without approval, will be removed and may not be returned.

Section 3.02 Motor Vehicle Policies

a. Registration

- i. Registration of student's vehicles at Doane College is free. However, it is a privilege. Parking registration authorizes student to park at Doane in designated areas. Students who repeatedly fail to comply with parking policies will have the privilege revoked. This may include removal of upper-classmen parking privileges and reduction to first-year parking status. Students are encouraged to park their vehicle in an approved location and walk to classes and events as much as possible. Parking in an unapproved area, regardless of the reason will result in punitive actions.
- ii. All Doane students who operate and/or park any motor vehicle on campus are required to register their vehicle within 24 hours after the vehicle is brought to campus. This includes students who reside off campus as commuters. Failure to do so will result in a fine, towing or a ban from parking on campus.
- iii. To register your vehicle, bring your current vehicle registration and proof of insurance to the Doane Safety Office. This registration and insurance will be used to record the model and make of the vehicle and the license plate number, along with insurance information in case of emergency. No vehicle will be registered without a current vehicle registration and insurance, and registrations are non-transferable.

b. Parking Stickers

- i. Stickers are based on class standing at the start of the semester. Upperclassmen (orange stickers) are given out to students who are noted as sophomores, juniors or seniors in the registrar's office and are based on credit hours. The college can make exceptions to this policy (for example honors program students in the Spring semester).
- ii. You must have a current registration sticker for parking on the Doane campus. Parking stickers should be placed on the outside of the rear window in the lower right hand corner (opposite the driver's side). Parking permits cannot be taped and must be fully affixed to the window. Permits are also required for motorcycles.
- iii. Temporary parking permits are available for fixed periods of time. The same procedure is used to register these vehicles. Students may apply for a special parking permit for restricted areas in cases where an exception is warranted.
- iv. Unauthorized use of a sticker will carry a minimum of a \$100 fine. In addition, a first-year student found guilty of using an upperclassman sticker may also be required to park for a minimum of one semester in general parking during the following academic year.
- v. Repeated violation of parking policy will result in the loss of upper classmen permit or the privilege of parking on-campus.

c. Parking Areas

Doane has five (5) types of student parking available:

- i. Upperclassman Lots - ORANGE SIGNS: These lots are open to residential sophomores, juniors and seniors only. Upperclassmen can also park in first-year student parking. These lots are not open to first-year or commuter students.
- ii. First-Year Student Lots - GREEN SIGNS: These lots are open to residential first-year students.
- iii. Commuter - PURPLE SIGNS/GUEST: Students who live off campus may park in the following areas: Fuhrer Fieldhouse, marked area in Haddix, and The Den.
- iv. Motorcycle Parking - Students who have a motorcycle on campus must park in designated motorcycle parking areas. Please see parking map on our Web site for details. Motorcycles must be registered at the Doane Safety Office, and you must have a valid motorcycle license and proof of insurance to register. Motorcycles parking outside of designated areas are subject to ticketing and tow per normal vehicle parking regulations.
- v. General Parking Lots (Overflow) - Designated overflow parking areas are the Fuhrer Fieldhouse and east Hansen Hall parking lot These are areas that upperclassmen, first- year, and commuter students can all park when other parking lots are full or not available. If you need an escort from these parking lots to your residence hall or academic building, call the Safety Office at 402.826.8669, 24/7.

- vi. **Restricted Parking**
 - i. **Restricted Lots** - These lots are restricted for use by faculty, staff, visitors and special permit students. These areas include Communications, semi-circle drive through Gaylord, Con, and Padour Walker, diagonal spaces on Boswell Avenue West of Padour Walker and the circle drive between Padour Walker and Chab Weyers Education and Hixson Lied Art buildings. Restricted lots are not available to students without a special permit between the hours of 6 am through 6 pm, Monday - Friday.
 - ii. RA/RD and Facilities Services parking spaces are for the use of each respective Doane staff member only. Students who are in violation are subject to ticket, towing or both.
- vii. **Parking violations that may result in towing include, but aren't limited to:**
 - i. Failure to display a valid parking permit in the appropriate location on the vehicle.
 - ii. Parking in restricted lots without appropriate permit.
 - iii. Parking in an RA/RD or Facilities Services Space.
 - iv. Failure to park between the lines marking parking stalls.
 - v. Parking against the direction of traffic.
 - vi. Parking on lawns, in driveways, in no parking areas, by yellow curbs, in front of garbage pick-up areas, in handicapped only spaces (without a handicapped permit) or other unauthorized areas.
 - vii. Unauthorized use and/or failure to use a parking sticker will result in tickets, towing or a ban from campus parking. Tickets can still be added to the student account of students who do not register their vehicle. The college tracks all tickets written, even on non-registered vehicle. This means you could receive dozens of ticket charges all at once if we finally determine who owns the vehicle.
 - viii. One-way violation. All community members must follow the posted parking signs. This includes one-way signs.
 - ix. Speeding. The campus speed limit is 15 mph.
 - x. Reckless Driving is not permitted on campus and will result in tickets or a ban from campus parking.
Students will be held responsible for tow charges even if they appear prior to the arrival of the tow truck. Doane also owns a vehicle boot and will boot cars parked illegally. To get a vehicle released from the boot requires a \$25 payment. If your vehicle is booted, please contact the Doane Safety Office.

Parking fines will be added to student's account 5 days following issue of the ticket. Tickets may be appealed, with good reason, to the Doane Safety Office within five days from the date the ticket was issued. After five days, appeals will not be considered.
- viii. **Driving Regulations**
 - i. Motor vehicles driven on campus must be operated within the campus' speed limit of 15 miles per hour. This includes any/all directional postings (one-way streets). Violations for speeding will be given out at the Safety Office's discretion.
 - ii. Vehicles must not be driven on campus sidewalks or grass. Failure to abide by this regulation will result in a minimum fine of \$100 and 10 hours of work, and/or compensation to the school for any damages.
 - iii. Passengers may not ride in the back of trucks on Doane campus property.
 - iv. Golf carts and Cushman's operated on Doane property must operate at 5 miles per hour when driving on Doane sidewalks and grounds. Drivers of these vehicles must pull to the side and stop to allow pedestrian traffic to pass safely. Reckless or excessive speed driving will result in the immediate confiscation of the vehicle keys and a report to the office or department the student is working for. The student may also be subject to judicial action.
- ix. **Important Notes:**
 - i. Parking regulations are in continuous effect 24 hours-7 days a week. (This includes breaks and vacations.)
 - ii. Cars blocking access to trash containers, driveways, or other vehicles will be towed at owner's expense. Once the College has requested a tow truck because of parking violations, the owner/operator of the vehicle is responsible for any cost incurred.

- iii. Students must move their vehicles to the Field house parking lot when leaving campus for more than 24 hours. Vehicles that are not moved immediately when requested by the College because the student is "off-campus" will be subject to towing (example: snow removal). Vehicles cannot be left abandoned in any campus parking lot over the summer.
- iv. An accumulation of six tickets in a semester will result in disciplinary action in addition to the fine. Sanctions typically include restricted parking and may result in denial of on-campus parking or towing/booting the vehicle in lieu of issuing another ticket. Towing and/or booting the vehicle will be at the student's expense. Should your car be towed or booted, please contact the Doane Safety Office.
- v. Vehicles may be ticketed 1 time per shift. Shifts are 7 am until 3 pm, 3 pm until 11 pm, and 11 pm until 7 am. However, if the vehicle moves to another location during the shift, or is involved in a subsequent violation, the college may issue as many tickets as necessary to address the situation.
- vi. Failure to comply with parking regulations will result in parking tickets, vehicle booting, and/or towing of the vehicle. The Doane Safety Office will ticket parking violations. Vehicles that have more than 6 parking tickets will be placed on a tow list, owner warned via letter in mailbox and e-mail, then vehicle will be towed on next violation. The college may also decide to downgrade a student parking permit. An upper-class residential student with an "orange" sticker maybe downgraded to a "green" sticker and restricted to those lots if they repetitively violation parking policy.
- vii. The City of Crete limits parking on Boswell Avenue, 13th Street and other residential streets to 24 hours. They do ticket! Doane neighbors become agitated by students who repetitively park in front of their homes for long periods of time.

Section 3.03 Gathering Policy (Party Policy)

A gathering or party is defined at Doane College by the actions and activities that draw attention to it. Students that utilize college residential facilities to host parties are subject to disciplinary action including removal from housing. In the event of illegal activities (such as minors consuming alcohol or procurement to a minor) is suspected, local law enforcement may be notified. The following are potential identifiers of gatherings or parties that the Residence Life Staff looks for to articulate a violation of policy.

This is not an all-inclusive list and not all listed identifiers must be occurring at once to indicate a violation of policy:

- a. Excessive noise (music, voices) heard coming from any room, suite, or quad that is disruptive to the peace of the Residence hall.
- b. Noise complaints from other building residents.
- c. People and students gathering outside of balconies, rooms, lounges, or suites.
- d. Student numbers exceeding the room capacity size (set by Doane College and the Fire Marshal) seen entering a room, suite, or quad.
- e. Damages, vandalism, and other disruptive incidents that indicate the assigned residents do not have control of their room, lounge or suite (including incidents that occur on balconies or nearby after guests leave).
- f. Main doors left open due to the amount of people entering and leaving.
- g. Excessive time taken to locate a resident of the room, suite, or quad when Residence Life Staff attempts to make contact with the room's residents.

Butler Gym Gatherings: (with alcohol)

The following guidelines and policies for social gatherings with alcohol on the Doane College campus provide a framework in which to define when gatherings can occur, where they can take place, who can attend gatherings and what is expected of both guests and sponsoring groups or individuals. These guidelines help Doane College meet several goals, including more effective enforcement of the student conduct code, the support of an

atmosphere that actively discourages underage and binge drinking and a focus on our residence halls as living/learning communities.

- a. Social gatherings can be scheduled on select Friday or Saturday evenings throughout the school year. **Dates are available on a first come, first serve basis and must be scheduled at least 14 days in advance through the Events office. The Associate Dean of Student Leadership must approve all Butler gathering requests. To ensure the necessary paperwork and training has been completed. All gatherings will take place in Butler Gym.**
- b. Gatherings will begin at 9 pm and will peacefully end and disband at 1 am. All campus quiet hours begin at 1 am on Saturday and Sunday.
- c. Only current Doane College students are allowed to attend Butler Gym Gatherings.
- d. The host for the party must be 21 years of age, be present the entire gathering and not consume alcohol prior to or during the gathering. There must be 6 other students to support the party. Each must be sober and available throughout the party as noted on the gathering registration form. A complete list of their responsibilities is found on the registration forms available in the Residence Life.
- e. All alcohol available at the party must be supplied by a 3rd party vendor with an alcohol license. The vendor needs at least 14 days of notice so they can obtain a catering license. The vendor will be required to check licenses and band all "of age" students.
- f. Gathering organizers are responsible for their attendees at all times. If an attendee draws negative/inappropriate attention to him/herself, the organizers will be held responsible for those actions if they don't take action on the attendee and will be subject to judicial review and disciplinary actions.
- g. Social gatherings that fail to observe the regulations above, and those on the gathering registration form will be closed down and the individuals participating will be subject to appropriate disciplinary action.
- h. Butler gathering that result in disturbances (in the residence halls or on campus) afterwards that show signs the participants attended the gathering can be cancelled for future years and the organizers held responsible.

Section 3.04 Hazing

Hazing in any form is strictly prohibited. This refers to any action or situation which recklessly or intentionally, whether on- or off-campus premises, endangers the mental or physical health or safety of a student. Such activities and situations include, but are not limited to, paddling in any form, creating excessive fatigue, forced consumption of any substance (such as food, beverages, tobacco, alcohol), forced road trips, kidnapping, morally degrading games or stunts, or other activities prohibited by law or college policy. Individuals, organizations, or athletic teams in violation of the hazing policy are subject to action by the administration and/or the Greek Council. Nebraska State Law § 28-311: *Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization as defined in subdivision (1)(b) of this section. Such **hazing** activity shall include whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person.*

Article IV. Drugs, Alcohol and Tobacco

Section 4.01 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. Alcohol poisoning is a significant and rising social problem that causes multiple deaths every year at college campuses across the nation. Drinking games promote mass consumption and binge drinking. Doane College respects the rights of individuals to consume alcohol in a legal and responsible manner. The college expects all students to participate in educational programming and discussion about the effects of alcohol use and abuse. The college prohibits the use of alcoholic beverages by minors on campus and college policies are in compliance with state and federal laws regarding alcohol use, possession and distribution. Violations of the college alcohol policy are grounds for disciplinary action.

Pertinent statutes include:

- a. 53-103: Defines a minor as any person less than 21 years.
- b. 53- 80: Prohibits the sale, giving away, exchange or delivery of alcoholic beverages to a minor. Procurement to a minor at Doane College will be turned over local law enforcement and the student/s responsible will receive campus sanctions including but not limited to a \$500 fine.

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.

In addition to these, and all state laws, the following regulations also apply at Doane College:

- a. Consumption and possession of alcoholic beverages is permitted by a person of legal age in their private room, suite or quad area under the following conditions:
 - i. All residents of the room, suite or quad are 21 years of age
 - ii. Residents of the room, suite or quad have been approved and registered their living environment as an alcohol tolerant room with Residence Life.
 - iii. An Alcohol Tolerant Room contract is posted in plain site in the room. This document is inspectable by Safety Office or Residence Life staff upon request.
 - iv. Minors cannot be present in alcohol tolerant rooms when alcohol is visibly present and/or being consumed. This includes empty alcohol containers if they are visibly present. If it is discovered that underage drinking is occurring in an alcohol tolerant room, all residents will be

referred to the judicial affairs office. If no residents are present all residents will be referred to the judicial affairs office.

- b. Students in rooms that are not alcohol tolerant (whether they are of age or not) cannot have alcohol or alcoholic containers present at any time.
- c. In the traditional residence halls, alcoholic beverages are not permitted in the hallways, lounges, or any other public areas in or around the residence halls, including the balcony area of Colonial and Burrage Halls.
- d. Except when authorized by college officials, kegs and other multi-liter containers, empty or full are prohibited on college property. College officials have the authority to request and supervise the immediate removal and disposal of prohibited items.
- e. The college prohibits using college or student organization funds for the purchase of alcoholic beverages for any student function.
- f. Campus organizations may not use alcoholic beverages at membership recruitment functions.
- g. References to and/or pictures of alcoholic beverages may not be used directly or indirectly in the advertisement of any college organization function.
- h. Hard alcohol (examples: Whisky, Rum, Tequila), including but not limited to mixes, brews or alcohol punches, is not permitted on campus.
- i. No "drinking games" (with alcohol) are allowed on the Doane College campus. Participants and observers are also in violation of this policy. Note: Drinking games are also banned by our residential policies. Even if not in use, drinking game can be confiscated by the college.

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.

- a. Minor in Possession: Anyone under the age of 21 that possesses or is in the presence of alcohol.
Examples of a MIP:
 - i. Any minor present in a room that is alcohol tolerant where the alcohol is in plain sight.
 - ii. Any minor in a non-alcohol tolerant room where alcohol is anywhere within the room
 - iii. A minor holding an alcohol container for an "of age" student.
 - iv. Possession of unopened or open alcohol containers.
 - v. Alcohol found in a minor's room during room checks. This includes alcohol that is found in shared lounges, bathrooms or trash cans.
- b. Procuring for a Minor: Serving and/or making alcohol available for students under legal age is a crime and the College will not tolerate or condone such practices. This also includes providing an environment where minors can drink. If minors have alcohol in their possession in your room it will be assumed that you provided the alcohol for them. The residents of the room are required at all times to be diligent in ensuring minors are not drinking in their room, suite or quad. The College's judicial system is designed to handle such infractions of the law and penalties are severe. In addition, these cases may be turned over to the local law enforcement.
- c. Alcohol Consumption in Public Places/"Open Container": Alcohol is only allowed in the room or shared living space of students who are 21 years of age or older, and who have received training and have properly displayed their alcohol tolerant room certificate. Alcohol is only allowed in the room, suite or quad that is alcohol tolerant or designated areas on campus during special events (i.e. Butler Gatherings).

Minors and "of age" students committing any of the above offenses are subject to any and all fines. Legal and responsible use of alcohol on campus is the goal of these regulations. Irresponsible (though legal) use of alcohol which infringes on the rights of others (i.e., excessive noise, physical or emotional abuse or assault or unsafe conduct) or results in the destruction of property, will be subject to appropriate disciplinary action. Based on behavioral concern reports and/or incident reports, the administration reserves the right to require that a student submit himself/herself for an alcohol or drug evaluation at his or her own expense. Subsequently, the student will be expected to abide by the recommendations of the evaluation. The college does reserve the right to turn any and all violations of law over to local authorities.

Good Samaritan Policy

The Doane community values the health and safety of its members and supports an environment that encourages students to come to the assistance of one another. To that end, the Good Samaritan policy has been created to ensure that responsible action is taken when a student is medically endangered due to the consumption of alcohol.

Students for whom medical assistance is summoned for alcohol intoxication will be granted amnesty from College disciplinary action. The student who summons the Safety Office or Residence Hall staff members or EMS on behalf of an intoxicated student will likewise be granted such amnesty provided the caller remains with the intoxicated student until help arrives. Students involved in an alcohol-related incident for which amnesty is granted will be provided appropriate educational or developmental interventions, which may include assessment and counseling. Amnesty applies only to alcohol violations and does not apply to other violations of the student conduct code such as assault, property damage, hazing or the presence of other illicit substances. It is expected that individual students will not abuse this policy and they will be notified if they lose the right to utilize this policy. Students should also be aware that this college policy does not prevent action by local and state authorities.

Section 4.02 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.

Section 4.03 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.

Section 4.04 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.

Section 4.05 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.

Article V. Nondiscrimination and Harassment

Section 5.01 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, § 5.02; Doane's Anti-Harassment Policy, § 5.04; and Doane's Bias/Hate Incident Policy, § 5.03. 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.

Section 5.02 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 expeditiously 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 of Section 5.02, 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, in Section 5.02 or this handout, direct additional questions to the Student Leadership Office.

- 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.

- a. 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, § 3.04. 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 Student Leadership Office, 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.

- a. 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 campus and community resources (Crete 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. The counseling staff at Doane College is available to help. Because of student confidentiality requirements, talking to a counselor does not constitute reporting the incident; however, the counselor can help report the incident if the student requests him or her to do so. When the counseling center is closed, counselors are still available and can be reached by contacting the Senior Director of Housing or a Residence Director.

a. Initial Reporting of Incidents

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

- i. Safety Office, ext. 8669.
- ii. Senior Director of Housing, ext. 6721.
- iii. Student Leadership Office, ext. 8111.
- iv. Office of Human Resources, ext. 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.

The Senior Director of Housing or Associate Dean of Student Leadership will promptly determine the need for modifying living arrangements.

a. 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 Crete 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 Senior Director of Housing. The director will apprise the student of the College's policies and procedures in such cases, the interests of both parties, and the possible outcomes. The director 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.

a. 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.

b. 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 or any Residence Life Staff member.
- iv. The Residence Life staff member will contact the Vice President for Student Leadership.
- v. The Student Leadership Office 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 Student Leadership Office 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.

a. 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.

i. 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.

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.
-
- a. 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.

Section 5.03 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. Members of the ART team are:

Nathan Erickson | GA 313

nathan.erickson@doane.edu

Rhonda Lake | PC 136

rhonda.lake@doane.edu

Nancy Murphy | PW 026

nancy.murphy@doane.edu

Jessie Myles | PC 144

jessie.myles@doane.edu

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 Senior Director of Housing or the Associate Dean of Student Leadership. 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, § 5.04, and Violence and Unacceptable Behavior Policy, § 5.01.

Section 5.04 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

a) 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 Vice President for Student Leadership. 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 College Nurse in the

Health and Wellness Office or 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.

- b) All harassment complaints will be reported to the designated Title IX official.
- c) The complainant should present the complaint as promptly as possible after the alleged harassment occurs.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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 §5.02 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.

Section 5.05 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; Associate Dean of Student Leadership; and the Health and Wellness Staff.

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.

Article VI. Judicial Systems

Disciplinary Proceedings

Student Leadership views discipline as an opportunity for learning. Students are given the opportunity to succeed, but also to make mistakes. They are given the freedom to choose their behavior. With that right also comes the responsibility to accept the consequences of their choices. When a student is in violation of college policy, discipline is a natural consequence. Every attempt is made in the imposition of discipline sanctions to provide the procedural fairness to an accused student and to protect him/her from unfair impositions of penalties. The college standard of proof is preponderance of the evidence or "more likely than not".

Doane College, as a private college, is not required to provide due process in its response to student discipline matters. The policies and procedures below will be followed in a majority of student discipline cases, but the College specifically reserves the right to deviate from said policies and procedures whenever the administration determines that such a deviation is in the best interest of the student or students involved, in the best interests of the effective learning and educational environment to which all Doane students are entitled, or will best protect the safety and well being of the Doane student population. Nothing in these policies or procedures is intended to nor shall it create a contractual agreement between the College and the students as to how student discipline will be handled; rather, Doane retains discretion to protect the best interests of the institution and students in all cases.

Authority for the administration of regulations at the College rests with the President. The Vice President for Student Leadership is designated by the President to administer the student judicial system. The responsibilities of the Chief Judicial Officer include training of hearing officers, judicial boards, and administrative review professionals, communication with students and parents, and oversight and review of all cases.

All complaints for sexual assault or rape will be processed, investigated and resolved according to the Doane policy on sexual assault and rape set forth in this handbook.

Section 6.01 Disciplinary Actions

This policy applies to student disciplinary matters unless the matter falls within another Doane policy, such as the Anti-Harassment Policy, § 5.04, or the Sexual Assault and Rape Policy, § 5.02.

College judicial proceedings are not legal trials. There is the need to make every effort to sort out facts, establish a positive attitude and educational tone, and make certain that fairness to all persons involved is paramount. The standard of proof in disciplinary matters is "preponderance of the evidence", or more likely than not a violation of policy or conduct code has occurred. Courtesy and civil treatment is expected on the part of all concerned. Improvement of the campus climate and advancing the comfort and mutual understanding of all concerned are desired outcomes of the process.

It is not double jeopardy for both civil authorities and the College to proceed against and sanction a person for the same specified conduct. The College will initiate its own disciplinary proceedings against a member of the academic community when the alleged conduct is deemed to affect the interest of the College. Policy violations will result in informal disciplinary hearings when determined by the College.

a. Reports of Misconduct

Any member of the College community alleging behavioral misconduct on the part of a student should file a report with the Student Leadership Office. This should be accomplished on a timely basis, normally within 48 hours of the offense, or the Senior Director of Housing should be consulted. All referrals must include the name of the accused student(s), specific details of the violation, and must be

signed by the person making the referral (unless sent via e-mail). Unless the circumstances of the alleged misconduct and the best interests of the involved students and the College dictate otherwise, the College will follow the procedures in Section C of this policy as set forth below.

b. Investigation/Review of Report

The college will investigate/review reported violations of the student conduct code and determine whether there is sufficient information to charge a student with an alleged conduct code violation. The individual submitting the incident report is the individual bringing the charge against the student allegedly violating the policy. If a decision is made to charge a student with an alleged violation, the College will select one of the following hearing body/procedures deemed most appropriate:

- i. Assign the case to a member of the residence life or safety staff for disposition.
- ii. Provide the accused student the opportunity to dispose of the charges informally or agree on sanctions by mutual consent without the initiation of a formal hearing.
- iii. Initiate a formal hearing and make a decision concerning the case.
- iv. Refer the case to the Peer Judicial Board.
- v. In cases of academic dishonesty, please refer to the Academic Integrity Policy.

c. Procedural Standards in Disciplinary Proceedings

The student(s) accused will be informed of the violation(s) or charge(s), name of the designated hearing officer (unless the notification specifies "no formal action taken at this time"). If the designated hearing officer is the Peer Judicial Board, the student has 24 hours to contact the Student Leadership Office to confirm the hearing.

- i. The accused student must respond within 24 hours after notification of any campus conduct code violation. Failure to respond to notification will be considered a failure to comply.
- ii. Student(s) will meet with/contact a single hearing officer or the Peer Judicial Board. In some cases students may be requested to submit a written explanation of the report and their alleged involvement to the hearing officer. Designated hearing officers include the Vice President for Student Leadership, Associate Dean of Student Leadership, Senior Housing Director and Resident Directors. The Associate Dean of Student Leadership or his designee reviews reports pertaining to incident and assigns an appropriate hearing officer. The Peer Judicial Board will also hear cases referred by the Associate Dean of Student Leadership or his designee (see the following section on the Peer Judicial Board).
- iii. During the investigation, students are required to answer honestly all questions asked. This is not a criminal proceeding. Students may not withhold information during an investigation or withhold names of other individuals involved. Failure to answer all questions honestly and accurately during a college investigation is a conduct code violation.
- iv. The Associate Dean of Student Leadership/Chief Judicial Officer has final disposition in all disciplinary matters subject only to the appeals process.

d. Informal Hearing

Not all investigations require a formal hearing. The Chief Judicial Officer will assign informal hearing officers when necessary. Informal hearings are utilized to expedite the disciplinary process when there is admission of wrong doing on the part of the accused student or ample evidence to support the accusations. Following the investigation the student will meet with the informal hearing officer to review the charges. The student will be given the opportunity to give a statement related to the reported incident. The informal hearing officer will then determine a disposition for the case (dismissal or sanctions). The student may elect to accept the case outcome and sanctions (if imposed) or may appeal the decision following the college appeals process.

e. Formal Hearing

A formal hearing may take place during one session or during multiple meetings according to student/staff schedules. The schedule is at the formal hearing officer's decision. The investigation report and initial report/complaint will be reviewed by the hearing officer to determine the best course of action to complete the hearing process. The following are the steps:

- i. The formal hearing includes the accused student and the hearing officer. The hearing may be video-taped or a witness will be present to assure that fair procedures were followed. The formal hearing may also include witnesses for both the accused and those rendering the charge(s) against the alleged violator. Students or staff involved in the investigation may not serve as either an adviser or witness for the accused student.
- ii. At the formal hearing, the student will be given the opportunity to testify and present evidence and witnesses. The accused student is not required to testify, but any information given during the investigation may be used as evidence. If the student does not testify, the hearing officer will review all charges and evidence and make a determination regarding the alleged violation and sanction(s).
- iii. During any hearing, and at any time in the collection of evidence, it may be possible that additional charges are to be levied against additional individuals. This may, in certain circumstances, refer to the accuser. If such actions are determined to be warranted by the hearing officer, the student involved will be alerted of such accusations. In such an event, a fair hearing will be provided.
- iv. Final sanctions may be postponed to hold a separate additional hearing if necessary.
- v. The accused student will be advised of all statements and evidence against him/her during the hearing, and the name(s) of those who made them, and will be given the opportunity to respond. When students come forward as witnesses or victims, the hearing officer warns the alleged violator against any form of retaliation or harassment and the disciplinary consequences if it occurs.
- vi. The decision and sanction will be based on information introduced into evidence at the hearing.
- vii. The accused student and the individual rendering the charges, have the right to have one adviser of their choice from the College community (faculty, staff, or student body) present at the formal hearing. The adviser is available to support the student involved, but it is only allowed to testify if he/she has relevant information to the case at hand. Legal counsel, parents, and/or advisers who are not a part of the College community are not allowed to attend.
- viii. Following the formal hearing, the procedural witness will verify in writing, submitted to the hearing officer, that the hearing was conducted in a fair and procedurally correct manner.
- ix. The decisions of the hearing officer and the sanctions imposed are final, subject only to the College's appeal process.

Section 6.02 Disciplinary Sanctions

- a. In determining sanctions, the College reserves the right to review student's disciplinary and/or academic records. Similar and/or repetitive violations will be taken into consideration and may warrant a more serious sanction. The following sanctions may be imposed individually or collectively:
 - i. Warnings: Verbal or written notice to a student that continuation of unacceptable behavior may result in more severe disciplinary action. Record of the warning will be filed in the Student Leadership Office.

- ii. **Work Assignments:** Task assignment to the student by hearing officer of PJB preferably related to the type of violation.
 - iii. **Restitution:** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or monetary payment equal to replacement or repair costs including labor.
 - iv. **Fines:** An individual or organization may be fined for violations of a college regulation. Failure to pay the fee or complete community service by the listed date will result in the fee being doubled and added to the student account. Failure to comply with any Doane College policy may result in a minimum \$50 fee.
 - v. **Restriction:** Exclusion from participation in specified activities and/or use of specified facilities for a prescribed period of time and/or loss of financial assistance.
 - vi. **Disciplinary Probation:** The length of probation may range from two months to a student's entire academic program. Terms of probation may restrict/cancel financial assistance and/or restrict student participation in co-curricular activities such as varsity athletic competition, theatrical, musical, forensic activities, and/or holding of elected office positions in student government or student organizations. Violation of the terms of probation, or if a student is found to be in violation of any college regulation during the period of probation, raises the possibility of suspension and expulsion. Record of disciplinary probation will be kept in the student's confidential file in the Student Leadership Office.
 - vii. **Disciplinary Suspension:** Exclusion from classes and departure of the student from the College for a specified period of time. Students on suspension are not permitted on College property or allowed to participate in any college-sponsored activity. Refunds of College payments and course grades are treated as if the student withdrew from College. A record of suspension is placed in the student's file in the Student Leadership Office.
 - viii. **Disciplinary Expulsion:** Termination of student status. Record of expulsion shall be kept permanently in the Student Leadership Office and recorded on the student's academic transcript.
 - ix. **Disciplinary Counseling:** If follow-up is deemed appropriate, a student may meet regularly with the College staff. Similar sanctions may be imposed on student organizations which engage in illegal activities, on- or off-campus, or violate College regulations.
 - x. **Other creative sanctions** such as assistance with program planning, coordinating topical presentation research on a particular issue, attendance at college-sponsored educational programs and writing statement papers may be used.
- b. **Appeals Process**
Students are allowed one appeal with a final appeal to the College President if special circumstances warrant a student seeking clemency.
- i. A student has up to 24 hours after the appellate board acts to make a final appeal to the College President.
 - ii. Appeals from decisions made by administrative hearing officers and the Peer Judicial Board must be made in writing within 48 hours of the original decision. Students are responsible for organizing, writing, and submitting all appeal paperwork to the Student Leadership Office. Students will be referred to the Senior Director of Housing, Hansen Leadership Director or assigned staff member for assistance in preparing their appeal. The appeal should be typed and include the basis for appeal, in detail, and the student's signature.
- c. **Appeals must be based on the following:**
- i. Failure to follow procedural standards in the hearing.
 - ii. The emergence of new evidence that was not presented in the original hearing.
 - iii. Substantial reason to believe the sanction is too severe for the violation.
 - 1. One of the above criteria must be met in order to have an appeal heard. Merely disagreeing with the assessed sanction is not grounds for appeal. An appeal is not a rehearing of the case, but a review of the process and procedure. Appeals from cases heard by Residence Life Staff go to the Chief Judicial Officer. Appeals from cases heard by the Chief Judicial Officer go to the Vice President for Student leadership as do appeals from cases heard by the Peer Judicial Board. Appeals from cases heard by

the Vice President for Student Leadership go to the Leadership Committee as do cases from the Chief Judicial Officer involving suspensions.

- d. Leadership Committee as an Appeal Committee:
 - i. Composition of the Committee: The voting membership of the Leadership Committee will consist of an equal number of student and faculty/staff members to be determined by lot from the committee members present. In any voting situation, there will be a minimum of three students and three faculty/staff casting votes. The committee chair will not vote except in the event of a tie. The Vice President for Student Leadership, who is a member of the committee, will not vote.
 - ii. Officers of the Committee: the chairperson of the Leadership Committee shall preside at appeal hearings conducted by the committee, and the chairperson for each hearing shall appoint a recorder. After the appellate hearing, minutes of the hearing are kept by the Safety and Security. The recorder will be distributed to the chairperson of the Leadership Committee and the Associate Dean of Student Leadership.
- e. Conduct of Committee Members:
 - i. Members of the committee will disqualify themselves in a particular case if they are unable to remain impartial or have been involved in the case to be heard. The chairperson may disqualify a committee member if they believe a committee member is unable to render a fair decision.
 - ii. Members may not disclose information discussed, opinions, or votes of any member, or the degree of harmony of any appeal proceeding.
 - iii. Members are not to discuss a pending case with anyone other than the chairperson.
 - iv. Members are responsible for attending committee hearings and making objective judgments based on facts presented at the hearing.
 - v. Members are responsible for attending committee hearings and making objective judgments based on case materials presented prior to and at the hearing.
- f. Procedures:
 - i. The committee will review the investigation or formal hearing report focused on the sanctions and the facts that support them.
 - ii. The committee may elect to have the accused student and/or advocate for the accused student from the College community (faculty, staff, or student body), present during the hearing but will not rehear the case. The advocate may speak on behalf of the student.
 - iii. The committee's recommendations include the following:
 1. Uphold the decision and/or sanction.
 2. Reverse a decision because of failure to follow procedural standards.
 3. Mitigate a sanction due to substantial reason to believe the sanction is too severe and present alternative possible sanction(s).
 4. Return the case to the original hearing officer for a rehearing due to failure to follow procedural standards or because new evidence is available.
 - iv. If the appeal is denied, the original decision shall be upheld and the chairperson will notify the student and the Chief Judicial Officer, verbally and in writing. If the appeal is supported, the chairperson of the leadership committee shall notify the original hearing officer and the student of the committee's recommendations verbally and in writing. If the Leadership Committee reverses the decision or mitigates the sanction assessed by the Chief Judicial Officer, the Chief Judicial Officer has a final appeal to the President
 - v. The President, as chief administrative officer of the College, alone or in consultation with officers of the College, has the authority to levy disciplinary sanction (such as summary suspension or expulsion) against one or more student(s) whose behavior is considered threatening, dangerous, or extreme.

Section 6.03 Peer Judicial Board

The Peer Judicial Board (PJB) will consider cases of policy violation referred by the Chief Judicial Officer.

- a. Students will be selected to serve on the board through an application process. Student Congress must approve each candidate. Another member of the Student Leadership staff will serve as an adviser to PJB in a non-voting role. To serve on the PJB, students must have a 2.5 cumulative GPA and be in good standing with the College and have no significant incident reports in their file during service or for one year prior to serving on the board. The PJB hears cases that are referred by the Chief Judicial Officer.
- b. Conduct of PJB Members
 - i. Members of the board will disqualify themselves in a particular case if they are unable to remain impartial or have been involved in the case to be heard. The PJB captain and/or PJB adviser may disqualify a committee member if he/she believes a board member is unable to render a fair decision.
 - ii. PJB members must follow a strict policy of confidentiality. Members are not to disclose information discussed, opinions, or votes of any member, or the degree of agreement reached in a decision.
 - iii. Members are not to discuss a pending case with anyone other than the PJB members or the PJB adviser. They must remain fair and impartial to all parties involved.
 - iv. Members are responsible for attending the hearings and meetings as scheduled by the PJB adviser. There must be here PJB members present to hear a case and determine sanctions. If less than three members are present the student/s involved in the case will be notified and given the opportunity to have the case heard by less than three members, or request an individual hearing with the PJB adviser. If a conflict arises, the PJB adviser must be notified ahead of time.
 - v. PJB materials are not to be taken to the residence halls. The adviser keeps the docket notes, sanctions, and other items. These materials are available for review by PJB members or the PJB adviser in the Student Leadership Office.
 - vi. Members are expected to read the Student Handbook, specifically sections regarding the Student Code of Conduct, Substance Abuse Policy and the Gathering Policy.
 - vii. Members are expected to act professionally in the hearings. The goal is to get at the truth and sanction the action according to college guidelines.
 - viii. PJB members' status on the board will be determined at the discretion of the PJB adviser, captain and final authority with the Associate Dean of Student Leadership should they be accused and found guilty of violating a college policy.
- c. PJB Reporting and Hearing Procedures
 - i. Violations will be reported to the PJB adviser following review and assignment by the Chief Judicial Affairs officer.
 - ii. The PJB adviser will give written notification to the accused student including the time/date of the incident, the alleged violation(s), and the date of the PJB hearing. It will also include a deadline for the accused student to contact the PJB adviser to enter the plea. This allows the student the opportunity to ask questions about the scheduled hearing and the PJB process. Failure to enter a plea will result in an additional sanction (\$50 minimum fee) and a hearing being held without testimony from the alleged student(s).
 - iii. The accused student(s) have the right to request one postponement of the initial hearing if the request is in writing and not less than 24 hours of the scheduling of the hearing and sufficient reason is given. Sufficient reason includes illness, being away from campus on a school-sponsored trip, or a family emergency. The written request for postponement must be submitted to the PJB adviser. A request for postponement of a PJB case may result in reassignment to another review body. This may include a request from the student to submit a written statement which will be considered in a review of a case. This is typically done when the student requests a postponement after the PJB has stopped meeting for the semester or prior to breaks/holidays. A second request for postponement will result in the Senior Director of Housing reassigning the case another review body.

- iv. Failure to appear before the PJB results in a hearing being held without testimony from the student. An additional sanction (\$50 minimum fee) will be added for failure to comply.
 - v. Only the accused student(s) will be allowed in the hearing, any student(s) serving as a witness will be called upon at the appropriate time by the PJB chair if required to attend.
 - vi. During the hearing, the alleged violation(s) will be clearly stated and all evidence and testimony will be presented. The accused students will have the opportunity to present his/her side and any witnesses.
 - vii. Immediately following all testimony, the PJB captain will instruct all present to leave the room except for the PJB members and the adviser. The PJB will review the charges, evidence, and the testimony. They will come to a decision and determine sanction(s). The accused student will return to the room to hear the PJB's decision.
 - viii. On some occasions, it may be necessary for the board to recall the accused or witnesses to ensure facts concerning the case are clear. The accused has the right to be present at all times that testimony is elicited from witnesses.
 - ix. Within 48 hours of notification of the PJB's decision, the student has the right to present an appeal in writing. The Vice President for Student Leadership or Associate Dean of Students Leadership will review appeals. The appeals process is noted in the section for Disciplinary Proceedings.
- d. PJB Sanctions
- In the majority of cases the Peer Judicial Board will use the following guidelines for sanctions resulting from responsible verdicts from cases heard. This list is not all inclusive and the College does reserve the right to administer these proceeding and sanctions differently if the situation dictates it would be in the best interests of the institution to do otherwise. The student's offense level may also include supplementing cases heard by RD's, the Senior Director of Housing, Academic Integrity Board or other administrators into consideration.
- i. 1st Offense: PJB may select from one or all of the below listed sanctions based on the situation and severity of the incident.
 - 1. Community Service 5-10 hours
 - 2. Letter of Apology
 - 3. Restitution (for issues related to damage of property)
 - 4. Educational programming (May include papers or attendance at campus programming events)
 - 5. Mandatory online Doane CAP Survey (**Required for all MIP, Procurement, DUI, alcohol poisonings or other violations of law related to alcohol or drugs**) Students required to complete this course will have 7 days from receipt of their sanction letter to turn in their completion certification. A \$100 failure to comply fee will be automatically applied to the students account if this is not completed. The student is responsible for costs associated with this course.
 - 6. Fine \$25
 - ii. 2nd Offense: PJB may select from one or all of the below listed sanctions based on the situation and severity of the incident. Note: All 2nd offense violations of minor in possession, procurement, DUI or inappropriate behavior (involving alcohol) are required to have a drug and alcohol assessment by a licensed D&A counselor.
 - 1. Community Service 10-20 hours
 - 2. Letter of Apology
 - 3. Restitution (for issues related to damage of property)
 - 4. Educational programming
 - 5. Mandatory online Doane CAP Survey (Required for all MIP, Procurement, DUI, alcohol poisonings or other violations of law related to alcohol or drugs) the student is responsible for all associated costs.
 - 6. Fine \$50.
 - iii. 3rd Offense: Students that are found responsible for 3rd offense conduct code violations seen by PJB will be handled in the following manner:
 - 1. Drug and alcohol assessment (if not assigned during a 2nd offense)
 - 2. \$100 fine minimum

3. Loss of privilege for attending PJB
 4. Recommendation letter from PJB requesting a review by the Chief Judicial Officer for sanctions including but not limited to probation, temporary suspension, and drug and alcohol evaluation.
- iv. Subsequent Offenses: All cases involving subsequent violations will be handled at the discretion of the Chief Judicial Officer.

Article VII. Crime on the Campus

Section 7.01 Student Right to Know: Campus Security Act

The Student Right-to-Know and Campus Security Act, as amended, and signed into law November 8, 1990, contains several requirements that affect Doane College's continued participation in the Title IV Student Financial Assistance (SFA) programs authorized by the Higher Education Act of 1965, as amended.

Title II of Public Law 101-542, as amended, is the Crime Awareness and Campus Security Act of 1990. This Act requires Doane College to collect certain information commencing August 1, 1991. It also requires that Doane College prepare, publish, and distribute this information to all current students and employees, and to any applicant for enrollment or employment, upon request, beginning September 1, 1992 and each year thereafter.

What follows is a description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices, and encourage students and employees to be responsible for their own security and the security of others. The office designated to release campus statistics is the President's Office.

Students are encouraged to report criminal actions in residence halls to the RA or RD on duty and the Doane Safety Office. The RAs and RDs will communicate incidents reported to the Senior Director of Housing within 12 hours. The RAs and RDs will file written reports to the Senior Director of Housing for follow-up and repeatability within 48 hours. Students may also call the Safety Office at x8669 24- hours-a-day to report suspicious activity or crimes on campus.

A crime log from the Safety Office is collected and made available each morning and posted at the safety desk. Any community member that is the victim of a crime is encouraged to report the incident to law enforcement. For purpose of the Campus Security Act, offenses for which statistics must be reported are defined in accordance with the FBI's Uniform Crime Reporting (UCR) system.

Section 7.02 Security and Access to Campus Facilities Policies

- a. Simon Field and Lauritzen Track: Only players and authorized personnel are allowed on the field during athletic events. Public hours are set for 6 am until dark year round (weather permitting).
- b. Access to Campus Academic Facilities: Students and employees have access to academic facilities according to posted hours (see specific building for posted hours.) Facilities are open to the public only during open business hours. In certain buildings (Hixson, Gaylord and Lied), students must have special permission from academic adviser to have after-hours access. Students found in buildings without approval will be asked to leave.
- c. 24 hour computer lab - Communications Room 20 is the campus 24 hour computer lab. Students are encouraged to make use of this facility after the normal closings of other buildings. This location is monitored by a video camera. Student are encouraged to call the Safety Office at 402.826.8669 (x8669 on campus) if they would like to have an escort across campus in the evening hours.
- d. Academic Room key checkouts are available at the Doane Safety Office only to students with professor's permission. The Safety Office compiles a list of eligible students at the beginning of each semester from faculty members. Key checkout policy states that a key must be returned immediately after use, on the same day that the key was checked out. Failure to return the key in the designated amount of time will result in the following sanctions; 1st offense-letter of warning; 2nd offense - letter of warning and 3 day suspension of key checkout; 3rd offense suspension of key checkout for the remainder of semester and a meeting to determine eligibility for future checkouts. Charges for lost keys will be applied directly to student accounts. Special use facilities such as Perry Campus Center, Butler Gym, Fuhrer Fieldhouse,

and the Haddix Center may have extended hours of use. Facilities other than residence halls are generally opened at 7 am and locked at 4 pm. Keyless access will remain active in most academic buildings until 11 pm during the academic year. Perry Campus Center is accessible 24/7 via keyless entry, as well as the Communications building. Extended access is permitted to students by written approval of faculty sent via e-mail to the Safety Office.

- i. Academic Year Building Unlocking and Locking Schedule:
 1. Haddix Center: Monday - Thursday: 6 am to 7 pm (Keyless active until 11 pm) Friday: 6 am to 10 pm (Keyless active until 10p.m) Saturday: 10 am to 4 pm (Keyless accessible) -Sunday: 2 pm to 10 pm (Keyless accessible.)
 2. Fuhrer Fieldhouse (6 am-7 pm M-F) Keyless active until 10 pm
 3. Padour Walker (7am-5 pm M-F)
 4. Gaylord, Whitcomb Lee, Hixson/Chab Weyers, Lied Math and Science (7 am-6 pm M-F) Keyless active until 11pm.
 5. Perry Campus Center, Communications Building (7 am-9 pm M-F) Communications building is open on weekends per library schedule. Keyless active 24/7.
 6. Butler Gym (6 am - 11 pm daily) Keyless accessible only.
- e. Visitation Hours and Guests: For safety purposes, each residence hall community has set visitation hours during which time residents may entertain guests of the opposite sex in their rooms. This does not include opposite sex individuals as overnight guests, which is prohibited by college policy.
- f. The college reserves the right to remove or sanction any student or guest for safety or policy violations. Visitation hours are also contingent upon building lifestyle designation, the rights of all residents to privacy, reasonable volume level, and prior agreements between roommates.
- g. Residents may, with the permission of their roommate, have guests of the same sex stay in their room up to 24 hours. Guests of the opposite sex should inquire about guest housing or stay with a friend of the same sex. Guests are not allowed to move from room-to-room or hall-to-hall. All rules and policies of Doane College apply to guests of Doane students while they are on campus. Make them aware of what they can and cannot do, because the student is ultimately responsible for their actions. Doane College does not accept responsibility for the students' guests. If a guest is asked to leave campus, the student is responsible for transportation or lodging off campus for the guest. Students who repeatedly violate the campus guest policy will be removed from campus housing and will not be refunded. All students should register their guest in the RA Office by filling out a guest registration card.
- h. If an individual is in the hall that may not be the guest of a student, report it to a Residence Life member and the Doane Safety Office.
- i. Security considerations used in maintenance of campus facilities.
- j. Signal 88 Security, a private security firm, is on duty as assigned by the Safety Office to assist in supporting 24/7 academic year requirements.
- k. Campus security measures on a nightly basis at a minimum include:
 - i. Locking the facilities at scheduled times.
 - ii. Checking facilities for fire and vandalism.
 - iii. Monitoring and reporting criminal activity on campus to the police in emergency situations according to the policy listed in previous paragraphs.
 - iv. Maintaining a log of activity in each facility while on their shifts.
 - v. Asking students, visitors, and employees to comply with the facility's hours of operation and reporting difficulties with compliance to the police.
 - vi. Summoning the Crete police to help with emergency situations.
- l. Authority of Signal 88 Security: Signal 88 Security is in immediate contact with the Crete Police Department to report any suspicious or criminal activity. Signal 88 Security also has the authority to request student and employee cooperation for vacating buildings and complying with written campus regulations. When confronted with the non-compliance and/or emergencies, they are instructed to alert the Crete police and College administration.
- m. Dissemination of Reports on Crimes: The Doane Safety Office will distribute timely warnings to the campus community after one of the following crimes has been committed:
 - i. Murder: the willful (non-negligent) killing of one human being by another.
 - ii. Rape: carnal knowledge of a person forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her

- temporary or permanent mental or physical incapacity; of an attempt to commit rape or force or threat of force.
- iii. Robbery: taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force, or threat of force of violence, and/or by putting the victim in fear of immediate harm.
 - iv. Assault: an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
 - v. Burglary (breaking and entering): unlawful entry into a building or other structure with the intent to commit theft. Note that forced entry is not a required element of the offense, so long as the entry is unlawful unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.
 - vi. Motor Vehicle Theft: theft or attempted theft of a motor vehicle.
- n. Local police will be contacted about the likelihood of the incident posing a threat to others when choosing an immediate and/or personal notification, or a more general warning using bulletin boards, campus news media, flyers, or other announcements or forums.
 - o. Programs designed to inform students and employees about crime procedures and policies:
 - i. Fall orientation, spring and summer enrollment sessions for new students.
 - ii. RA meetings and all hall meetings for students.
 - iii. Printed posters and publications.
 - iv. Faculty and staff meetings.
 - v. Handbook distribution to students.
 - vi. Employee handbook.
 - p. The college will annually prepare and inform current students and employees in a brochure that complies with PL 101-542 of the Student Right-to-Know and Campus Security Act. This same information can be found online at Campus Crime Report. These publications will list the occurrences of:
 - i. Murder
 - ii. Rape
 - iii. Robbery
 - iv. Aggravated Assault
 - v. Burglary (Breaking and Entering)
 - vi. Motor Vehicle Theft
 - vii. And arrests for:
 1. Liquor Law Violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.
 2. Drug Abuse Violations: violations of laws or ordinances prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
 - q. Weapons Violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives and incendiary devices, or other deadly weapons. A crime is reportable when the President, Vice President for Finance, or the Vice President for Student Leadership investigating an incident determines that a crime has occurred or a local police agency notifies Doane that it has documented a report of criminal offense which has occurred "on-campus" as defined by this act. The College will also send the statistics to the Secretary of Education and prospective students.

Article VIII. Academic Freedom and Student Publications

Section 8.01 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 or substantially interfere with the learning environment. 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.

Student organizations may invite and hear any speaker of their choice, subject only to routine procedures required for the scheduling of facilities and preparation for the event. The group should clarify that sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or the College.

Section 8.02 Social Network

The growing use of social networking sites among Doane College students has led to the importance of sharing some cautions and concerns.

1. Please be cautious as to what extent private or identifying information is posted. Note that nearly anyone can access another person's page. Doane encourages students to avoid posting information like date of birth, social security number, address, or phone numbers on these sites as it could leave students open to identity theft or stalking. Both sites provide privacy settings for information contained on its pages; use these settings to protect these types of private information.
2. Please be aware that potential current and future employers can often access information that is posted, and many are increasingly using these sites for this purpose. Students are encouraged to review any information posted as potentially providing an image of themselves to a prospective employer.
3. Placing images or information online for short periods of time does not mean that it goes away completely when taken off line. Search sites cache pages on a regular basis so the information removed a month ago may still be cached on their old system and may still show up in a search. Sites such as Wayback Machine also exist that archive old web pages. From here, people/employers can search for copies of pages that no longer exist on live sites.
4. Although Facebook similar sites are hosted outside the Doane College server, violations of College policy posted on them (e.g., harassing language, possible College alcohol or drug policy violations, etc.) are subject to investigation and sanction via the Doane College computer use policy, Student Code of Conduct, and other relevant College policies.
5. It is recognized that students are using these venues in positive ways to connect with and interact with other students. At the same time, users should be cautious when posting information.

Section 8.03 Student Involvement in College Government

1. Students have a role in the formulation of College policies as members of standing College committees: assessment, instructional technology, interterm, library, public events, leadership, and teacher education. The members of Student Congress have been designated as a governing body. There are no reviews of Student Congress actions except where review procedures are provided in advance to the Vice President for Student Leadership.

2. Residence Hall councils shall participate with the institution in suggesting ideas affecting students' living environment. The College will maintain reasonable standards to be consistent with federal, state, and local laws.

Section 8.04 Student Publications

Student publications shall be free of censorship and advance approval of copy. Editors and managers shall be protected from arbitrary suspension and removal because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. However, there will be from time to time intense dialogue and discussion about sensitive issues and publication of irresponsible comments. Being a part of the media requires a balanced factual orientation that carries responsibility, along with freedom. The same freedom and responsibility is assured oral statements of views on the College television and radio stations.

1. Editorial freedom involves the corresponding obligation to be governed by the canons of responsible journalism and applicable regulations of the FCC for radio and television, such as: the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo.
2. The student press shall provide fair opportunities for expression of differing opinions and should state on the editorial page that the opinions expressed are not necessarily those of the College or student body.

Article IX. Student Records Section

9.01 Privacy of Student Education Records

1. GLB Act of 16 CFR part 314 Safeguarding Information. As a result of regulations promulgated in May 2000, colleges and universities are deemed to be in compliance with the privacy provisions of the GLB Act if they are in compliance with the Family Educational Rights and Privacy Act (FERPA). Doane College is in compliance with FERPA. Guidelines for FERPA are published in Doane's Student, Faculty, and Staff Handbooks.

Doane is also subject to the provisions of the Act related to the administrative, technical, and physical safeguarding of customer information. The College is required to implement and maintain a written information security program that contains administrative, technical and physical safeguards appropriate to size and complexity. The following is the administrative response to Safeguarding Customer Information. Members of the President's Cabinet are designated individuals responsible for coordinating the information security program. All reasonable steps have been taken to identify the foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in unauthorized disclosure, misuse and alteration, destruction, or other compromise of such information.

Employees have been notified of FERPA requirements and follow established procedure for safeguarding confidential customer information. Doane's information systems, including processing, storage, transmission, and disposal are secured by firewalls, packet shapers, sniffers, and virus protection. Detecting, preventing, and responding to attacks, intrusions, security holes, attempted breaches, and other system failures are the highest priority for network administrators.

- a. A statement of conduct that addresses the monitoring and disclosure of customers' electronic activity governs Doane technology personnel. Doane College reviews and oversees service providers and takes steps to retain providers that are capable of maintaining appropriate safeguards for customer information. The President's Cabinet periodically reviews and adjusts the College's security program based on any material changes to operations, or any other circumstances that are known to have or that may have a material impact on Safeguarding Customer Information.

Family Educational Rights and Privacy Act (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:

- i. **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.
- i. **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.
- 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, e-mail, 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.

- ii. COMPLIANCE: students have the right to submit complaints concerning the College's compliance with the requirement of FERPA to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605

e-mail address: ferpa@ed.gov

For more information on FERPA, and to see the entire FERPA Policy, please visit the Registrar's Web page on the Doane Web site. Questions and concerns can be sent to the Registrar at registraroffice@doane.edu or 402.826.8251.

b. Summary of Federal Law

Federal law applies to public schools that receive federal education funds. In order to continue to be eligible to receive federal monies, schools must comply with FERPA. The following is a highlight of FERPA, which generally gives a parent certain rights with respect to his or her child's education records. When students reach age 18 or enroll in college, these rights are transferred to the student:

- i. Students have the right to inspect and review the student's education records maintained by the school. Schools do not have to provide copies of the records but must make the records accessible.
 - ii. Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After a formal hearing, if the school still decides not to amend a student's record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- c. Generally, schools must have written permission from a student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
- i. School officials with legitimate education interests.
 - ii. Other schools to which a student is transferring.
 - iii. Specified officials for audit or evaluation purposes.
 - iv. Appropriate parties in connection with financial aid to a student.
 - v. Organizations conducting certain studies on behalf of the school.
 - vi. Accrediting organizations.
 - vii. Directory information.
 - viii. To comply with a judicial order or lawfully issue subpoena.
 - ix. Appropriate officials in cases of health and safety emergencies.
 - x. State and local authorities, within the juvenile justice system, pursuant to specific Nebraska law.

Students have the right to write to the Family Policy Compliance Office of the United States Department of Education to file a complaint related to the privacy of education records and FERPA. If a student discovers an error in the records, it should be pointed out to the official in charge of the record. The Vice President for Academic Affairs is the hearing officer to resolve disagreements. A hearing will be conducted and decided within 14 days following a written request by the student.

Doane College personnel have access to student records. Federal law and College policy make it possible for a limited number of individuals and groups to have access to records, but they must leave their names and the interest they have in the record. Doane College may disclose appropriately designated "directory information" without written consent, unless the student advises Doane College to the contrary in accordance with Doane College's procedures.

The primary purpose of directory information is to allow Doane College to include this type of information from student education records in certain school publications. Examples include:

- i. A playbill, showing a role in a drama production.
- ii. The annual yearbook.
- iii. Honor roll or other recognition lists.
- iv. Graduation programs.
- v. Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If students do not want Doane College to disclose directory information from their education records without prior written consent, the Registrar's Office must be notified in writing.

Students have a right to receive copies of their records at a cost of \$5 per transcript. Student records retained by some offices are periodically destroyed. For specific information on types of information maintained, the location of records, persons in charge of records, and destruction of records, the student should consult the Directory of Records maintained with the Doane College Policy on Access To and Release of Student Records. Students have the right to file complaints with the FERPA Office concerning alleged failure by the College to comply with the Act. Questions concerning FERPA may be referred to the Student Leadership Office.

Higher Education Opportunity Act (P.L. 110-315) **("HEOA")**

NEW REPORTING AND DISCLOSURE REQUIREMENTS

(SPECIFIC TO THE DOANE SAFETY OFFICE)

TITLE I

Spring 2014 Report / Higher Education Opportunity Act (P.L. 110-315) (HEOA)

Section 120(a)(2)(B) - Drug and Alcohol Violations Reporting (20 U.S.C. § 1011i)

<http://www.doane.edu/Students/Campus/Safety/crime/>

Criminal Offenses (§ 485(f)(1).) Security Authority

The Doane Safety Office does not employ commissioned law officers. The Doane Safety Office is made up of one Director, three Safety Administrators and one contracted guard shift per day. Doane staff members and a contracted guard service (Signal 88) are responsible for all aspects of safety and security for Doane College Crete. As staff members for the College, the Doane Safety Office may forward reports involving students to the judicial affairs officer for the campus and reports including staff or faculty to the appropriate Vice President. Incidents involving non-compliant non-Doane community members may result in staff contacting the Crete police department for assistance.

The Doane Safety Office does work closely with the Office of Residence Life for judicial affairs as well as the Crete Police Department for crime incidents. Doane College requests that all crimes or suspected crimes occurring on campus be reported to the Doane Safety Office at 402.826.8669 as soon as possible.

Prompt and accurate reporting of all crime

Criminal actions and other emergencies occurring on campus should be reported immediately to the Doane Safety Office by telephone at 402.826.8669. This number is answered 24/7 during the academic year. A daily crime log is kept at the Doane Safety Office and is on display at the front counter. A copy of the current report will be made available to any Doane community member within two days of request. The Doane Safety Office is located in the lower level of the Perry Campus Center. The Safety Office will respond by taking the following action(s) as necessary:

- Request the Crete Police Department(s) and/or the Crete Fire Department to the scene of the reported incident
- Investigate the incident
- Take appropriate action(s) to identify, apprehend, and report the person(s) responsible
- Notify or request the assistance of other law enforcement and/or other agencies when necessary
- Take action(s) and/or make appropriate notifications

Contact Information

Safety and Security Issues: Doane Safety Office @ 402.826.8669,

Student Judicial Affairs Issues: Associate Dean of Student Leadership-Russ Hewitt 402.826-8295
russ.hewitt@doane.edu

Employee Issues: Vice President of Financial Affairs-Julie Schmidt 402.826.8200, julie.schmidt@doane.edu

Student Issues: Vice President of Student Leadership-Kim Jacobs 402.826.8111, kim.jacobs@doane.edu

Doane Lincoln: Dean Janice Hadfield 402.466.4774, janice.hadfield@doane.edu

Doane Grand Island: Jennifer Worthington 308.398.0800, jennifer.worthington@doane.edu

Local Law Enforcement

We encourage the reporting of campus criminal activity directly to the Doane Safety Office or reporting directly to the Crete Police Department at 402.826.4311 or 9-911 from a campus telephone for emergencies. Doane College supports this decision and encourages any Doane community member to utilize local law enforcement if they are the victim of a crime.

Confidential Reporting

Victims or witnesses may report certain crimes to the Doane Safety Office Department on a voluntary, confidential basis. Crimes reported confidentially will be included in the Campus Security Report but will not be investigated by the Doane Safety Office. Doane counselors and wellness staff are encouraged to inform the persons being counseled or treated medically of procedures to report crimes on a voluntary, confidential basis if and when the counselor deems appropriate. Victims or witnesses may report sexual assaults to the Doane Safety Office on a voluntary, anonymous and confidential basis. The Doane Safety Office will only utilize the report for the compilation of statistical records for assaults that occur on the Doane campus.

Timely Warnings and Campus Alerts

The purpose of a timely advisory is to alert the campus community to the occurrence of a crime that poses an ongoing threat to the campus community and/or to heighten safety awareness of students and employees in a manner that will aid in the prevention of similar crimes. In certain situations, the Associate Dean of Student Leadership will make a decision, in consultation with the Vice President for Student Leadership as needed, whether to disclose the incident through a public notice to the community via print and electronic means. The circumstances of any particular situation coupled with the Safety Office's evaluation of the situation/threat potential will dictate the need and manner for the issuance of a Campus Crime Alert bulletin. However, in general, whenever there has been a report of a violent crime, a major property crime or other significant criminal event on or adjacent to campus and the Associate Dean of Student Leadership or his/her designee is of the opinion that the safety of the campus community is at-risk, a Campus Crime Alert bulletin will be issued. The crime alert will include the following information, if available:

- Description of the incident (type of crime, time, date and location)
- Physical description of the offender
- Composite drawing or photograph of the offender
- Connection to previous reported incidents
- Description of injuries or use of force, if relevant
- Crime Prevention Tips
- Emergency contact information (phone numbers and Web sites)
- Date the campus crime alert bulletin was issued

Systems of delivery for issuing Campus Crime Alert bulletins include postings, direct distribution of flyers, e-mail, the campus student newspaper, and campus Web site.

Evacuation procedures

Evacuations procedures in the event of an emergency incident are posted in all residence halls and academic buildings. Exit signs are located in hallways indicating the closest route to exit the building if necessary.

Immediate notification to campus following a significant emergency/dangerous situation or threat

Doane College has an emergency alert system (E2Campus) which can notify all community members via TXT and e-mail following an incident.

Community members are encouraged to sign up for this free program by going to www.doane.edu/alerts.

Publicize emergency response and evacuation procedures

Emergency response and evacuations procedures are located on the Doane Web site at www.doane.edu/students/campus/safety/

Testing of emergency response and evacuation procedures annually (§ 485(f)(1)(J).)

Doane College plans, exercises and tests its emergency response and evacuation plans frequently. The Doane College Emergency Response Team exercises the College plans throughout the academic year. Members of the local EMS teams are involved in this planning. Fire and tornado plans are exercised in each residence hall each semester. Table top and role play exercise of campus emergencies are also frequently done.

Types of Hate Crimes reported on campus (§ 485(f)(1)(F).)

<http://www.doane.edu/Students/Campus/Safety/crime/>

Fire Safety (§ 485(i).)

Fire Safety Report

<http://www.doane.edu/Students/Campus/Safety/crime/>

Fire Safety Statistics

<http://www.doane.edu/Students/Campus/Safety/crime/>

Campus Housing Fire Safety Systems

Every campus residence hall has smoke and sprinkler systems available throughout the buildings. These systems are tested throughout the year and any issues are addressed immediately.

Number of regular mandatory supervised fire drills

Each residence hall performs two supervised fire drills/tornado drills each year. Academic buildings and administrative buildings perform tests periodically.

Campus Housing Fire Safety Policies

- a. Portable electrical appliances: Devices with electric heating sources are not allowed in campus residence halls. Maintenance checks and room checks are performed twice a year to ensure student compliance.
- b. Smoking and open flame policy: Smoking and open flames (candles) are banned from all residence halls.
- c. Evacuation procedures: Evacuations policy and procedures are posted on all residence hall rooms (back side of door). The postings have helpful hints as well as maps of floor locations to the nearest exits.
- d. Fire Safety Education Programs (Student and Faculty): Bi-annual safety programming is made available to faculty and staff. Residential students attend frequent hall and floor meetings where safety issues are addressed.

Future Improvement of Fire Safety

The college continues to update systems for the improvement of the campus safety posture. Future improvements include additional training and role-play exercises for community members.

Missing Students (§ 485(j).)

Doane College students identify a confidential contact to be notified on the Emergency Contact Card. Students under 18 years of age that are not emancipated need to be aware that the institution must notify parents no later than 24 hours after the student is determined missing. The College must also notify law enforcement no later than 24 hours after a student is determined missing. If a student is determined missing, the Doane Safety Office will initiate the emergency contact procedures once a student, for whom a missing persons reports has been filed, has been missing for 24 hours.

Notification procedures:

- a. Notification of appropriate college officials.
- b. Forward of reports to campus security.
- c. Notification of appropriate law enforcement officials.
- d. Notification of the student's confidential contact (if filed).
- e. Notification of the student's parent if he or she is under 18 and not emancipated, a missing persons report has been filed, and the student has been missing for 24 hours.
 - i. If the student has not submitted a confidential contact, a parent or legal guardian will be notified.

Crime Victims (§ 485(a)(26).)

Doane College will make available, upon written request, to any alleged victim of a crime of violence or non-forcible sex act the report of the results of the institution's disciplinary proceeding against the alleged perpetrator.

References:

HIGHER EDUCATION OPPORTUNITY ACT (P.L. 110-315) ("HEOA")

www.ed.gov/policy/highered/leg/hea08/index.html

Doane College Annual Campus Crime Disclosure (2007) www.doane.edu/students/campus/safety

Doane College Student Handbook 2008-2009 www.doane.edu/students/information

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 e-mail at 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. Upon review of the documentation and information gathering, the 504 coordinator will render a findings report to Doane College, the student bringing forth the grievance and the parents or guardian of the student if FERPA (Family Educational Rights and Privacy Act) permits or employee within 30 days after its filing.
- d. 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.

Service & Assistance Animal Policy

Definitions

Handler - A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

Service Animal -animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, and meets the definition of "service animal" under the Americans with Disabilities Act ("ADA") regulations at 28 CFR 35.104. The work or tasks performed must be directly related to the individual's disability.

Examples include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Learn more about service animals and the ADA.

** Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136(i), a miniature horse may qualify as a service animal.*

Assistance Animal - An assistance animal is one that is medically necessary to afford the person with a disability an equal opportunity to use and enjoy Doane housing. An assistance animal may provide physical assistance, emotional support, calming, stability and other kinds of assistance. Assistance Animals do not perform work or tasks that would qualify them as "service animals" under the Americans with Disabilities Act. Assistance animals that are not service animals under the ADA may still be permitted, in certain circumstances, in College Housing pursuant to the Fair Housing Act.

Place of public accommodation - Public accommodation" means a place of public accommodation" as defined in ORS 659A.400.: "a place or service offering to the public accommodations, advantages, facilities or privileges whether in the nature of goods, services, lodgings, amusements or otherwise." A place of public accommodation does not include any institution, bona fide club or place of accommodation which is in its nature distinctly private.

Doane's Policy on Service Animals

In compliance with applicable law, Doane generally allows service animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability. *(For policies regarding assistance animals - including emotional support animals - that do not meet the definition of a "service animal," please see the Policies for Assistance Animals.*

Doane may not permit service animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. DOANE will make those determinations on a case-by- case basis.

Specific questions related to the use of service animals on the Doane campus by visitors can be directed to Laura Sears, Director of Human Resources/504 Compliance Officer

Responsibilities of Handlers

Students who wish to bring a service animal to campus are strongly encouraged to partner with the Academic Support Center, especially if other academic accommodations are required. Additionally, students who plan to live in on-campus housing are strongly encouraged to inform *Residence Life* that they plan to have a service animal with them in student housing. Advance notice of a service animal for on-campus housing may allow more flexibility in meeting student's specific requests for housing.

Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a service animal are the sole responsibility of the handler at all times.

1. Service Animal Control Requirements

- a. The animal should be on a leash when not providing a needed service to the partner.
- b. The animal should respond to voice or hand commands at all times, and be in full control of the handler.
- c. To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environment.
- d. Identification - It is recommended that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing disability.

2. Animal Etiquette

To the extent possible, the handler should ensure that the animal does not:

- a. Sniff people, restaurant tables, or the personal belongings of others.
- b. Display any behaviors or noises that are disruptive to others, unless part of the service being provided the handler.
- c. Block an aisle or passageway for fire egress.

3. Waste Cleanup Rule

a. Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

- Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.
- Properly dispose of waste and/or litter in appropriate containers.
- Contact staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the handler.

Removal of Service Animals

Service/Assistance Animals may be ordered removed by a staff member for the following reasons:

- 1. Out of Control Animal:** A handler may be directed to remove an animal that is out of control and the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any College facility until the handler can demonstrate that s/he has taken significant steps to mitigate the behavior.

2. Non-housebroken Animal: A handler may be directed to remove an animal that is not housebroken.

3. Direct Threat: A handler may be directed to remove an animal that Doane determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a medical facility, certain laboratories or mechanical or industrial areas.

Where a service/assistance animal is properly removed pursuant to this policy, the College will work with the handler to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal on the premises.

Conflicting Disabilities

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. Doane will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the Academic Support Center at sherri.hannigan@doane.edu.

Emergency Response

In the event of an emergency, Residence Life and Doane Safety should be trained to recognize service animals and be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke in a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The handler or animal may be confused from the stressful situation. Staff should be aware that the animal is trying to be protective and, in its confusion, is not to automatically be considered harmful. The staff should make every effort to keep the animal with its handler. However, the staff's first effort should be toward the handler; this may necessitate leaving the animal behind in certain emergency evacuation situations.

Service Dogs in Training

A dog being trained has the same rights as a fully trained dog when accompanied by a trainer and identified as such in any place of public accommodation (as defined in ORS

659A.400). Handlers of service dogs in training must also adhere to the requirements for service animals and are subject to the removal policies as outlined in this policy.

Doane's Policy on Service Animals

Assistance Animals in Residence Halls

Residence Life and Dining Services will allow an assistance animal if certain conditions are met. The animal must be medically necessary for the resident with a disability to have equal access to housing and the accommodation must also be reasonable. An accommodation is unreasonable if it presents an undue financial or administrative burden on the College, poses a substantial and direct threat to personal or public safety or constitutes a fundamental alteration of the nature of the service or program. The student is required to submit proof of disability and proof from a treating physician that the presence of the animal is medically necessary as a reasonable accommodation for their disability.

Requests for assistance animals in Residence Life and Dining Services should be made by submitting documentation of a disability sherri.hannigan@doane.edu.

Appeals and Grievances

Any person dissatisfied by a decision concerning a service animal or an assistance animal may appeal to Laura Sears, Director of Human Resources at laura.sears@doane.edu or via telephone at (402) 826-6773.

Public Etiquette Toward Service or Assistance Animals

It is okay to ask someone if she/he would like assistance if there seems to be confusion, however, faculty, staff, students, visitors and members of the general public should avoid the following:

- Petting a service animal, as it may distract them from the task at hand.
- Feeding the service animal.
- Deliberately startling a service animal.
- Separating or attempting to separate a handler from his/her service animal.