



# *Student Handbook*

DEAR PSC STUDENT:

Welcome to Peru State College! You are part of a growing, progressive college. The Campus of a Thousand Oaks is growing and changing, including numerous construction projects completed, underway or about to begin.

When you chose to attend PSC, you made an important decision; you'll soon face more decisions. We pledge to provide you with the opportunity for success. It is up to you to seize this opportunity. This handbook will help with those decisions.

Perhaps PSC's greatest asset is our dedicated faculty and staff. Take advantage of what they have to offer by seeking them out whenever you have a question. It is our commitment to challenge you to succeed while providing a caring, nurturing environment.

Use this student handbook as a guide for securing answers to your questions. Also, it introduces you to the various College services, programs, student organizations, residence hall policies, codes of conduct, and academic regulations. If you don't find an answer to your question in the handbook, please be sure to ask any staff or faculty member for assistance.

It's important to enjoy your time at PSC. You have many opportunities to participate in various College activities. Be sure to take advantage of what PSC has to offer; by doing so, you make the most out of your time here.

Our vision for PSC is one of continued excellence. We challenge you to put forth your best effort - and to have a great year!

Sincerely,

Dr. Ben E. Johnson  
President

# WELCOME TO PSC

The following is a resource for various kinds of information pertaining to college life.

All phone numbers are  
**402 area code**  
unless otherwise noted.



If calling from a campus  
phone, dial 9 in front of the  
number listed.

## EMERGENCY NUMBERS

Campus Security . . . 872-2411  
County Sheriff . . . . 274-3139  
Police/Fire/Rescue . . . 9-911

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### **ACADEMIC ADVISING**

All students will receive academic advising concerning their choices of academic disciplines, majors and course selections. Students who have declared academic majors will be assigned faculty advisors from the appropriate academic schools. Students who are undeclared in terms of academic majors and students on academic probation will be advised by an undeclared advisor in the Academic Resource Center. Students are encouraged to refer to the college catalog and the Student Handbook for questions related to their academic programs.

### **ACADEMIC DISHONESTY PROCEDURE**

**(Revised and approved by the Academic Deans Council 5/14/2003):**

Academic integrity is a basic principle that requires the student to take credit only for ideas and efforts that are his/her own. It is dishonest to submit materials in assignments, exams, or other academic work that is based on sources prohibited by the faculty member. Students are entirely responsible for demonstrating to the faculty member's satisfaction, that all work submitted for evaluation belongs to the student or is properly documented. Academic dishonesty, or cheating, shall include, but is not limited to, situations in which a student:

1. Refers during an academic evaluation to material sources not authorized by the faculty member.
2. Utilizes devices during an academic evaluation that are not authorized by the faculty member.
3. Provides assistance to another student or receives assistance from another student during an academic evaluation in a manner not authorized by the faculty member.
4. Presents as his/her own the ideas or words of another person without customary and proper acknowledgment of sources, commonly called plagiarism.
5. Knowingly permits his/her words to be submitted by another person without the faculty member's specific permission.
6. Acts as a substitute or utilizes a substitute in any academic evaluation.
7. Fabricates data in support of laboratory or fieldwork.
8. Possesses, buys, sells, obtains, or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration. This includes online posting of papers, essays, exams, etc. online or hardcopy.

9. Alters grade records of his/her own or another student's work in a course or a component of a course. Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and may simply recognize familiar passages that are not cited. They may observe students in the act of cheating. Other students, faculty, or staff may become aware of instances of cheating. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

Penalties for instances of academic dishonesty:

1. The faculty member, at his or her discretion, may a) assign a failing grade for the assignment; b) assign a failing grade for the course, c) recommend to the appropriate Dean that the student's transcript reflect a course failure for reasons of academic dishonesty, d) request that the appropriate Dean recommends to the President that the offending student be suspended for one semester or, in particularly egregious cases, permanently expelled from the College.
2. A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding the tenets of academic honesty and integrity.
3. Students may appeal penalties for academic dishonesty using the process established for Appeal of Grades (Section 1.A.4)

### **ACADEMIC POLICIES**

Academic policies are specifically addressed in the Peru State College Catalog. Please refer to the catalog at [www.peru.edu](http://www.peru.edu) and search for *catalog* for all academic questions or contact the Vice President for Academic and Student Affairs office in the ADM 303, telephone 872-2222.

### **ACADEMIC RESOURCE CENTER**

The ARC is located at the heart of Peru State College's "Campus of a Thousand Oaks." This newly renovated building has stood for over a hundred years and houses a number of programs geared toward helping students be successful academically, personally, and professionally. PSC students have free assistance available to them through the ARC. Recently, the professionals at the ARC have been working to develop new methods of reaching and assisting off-campus students and those who take online classes.

## **ADMISSIONS**

The Office of Admissions assists all prospective students with their admission and transition to Peru State College. Students interested in attending PSC should contact the office at 872-2221 or (800) 742-4412 for information regarding the application process. On-line registration is free.

## **AIDS**

AIDS (Acquired Immune Deficiency Syndrome) is a deadly disease; a disease from which no one is immune. The Student Health Center sponsors AIDS awareness programs, distributes AIDS information and provides for health treatment. For more information call the Health Center located in A.D. Majors, room 324, at 872-2229.

### **AIDS Policy**

The purpose of this policy is to establish a plan which will be followed in the event any student, employee, or other school contact has contracted AIDS (Acquired Immune Deficiency Syndrome), AIDS Related Complex, or has been diagnosed by a physician as being infected with the HIV virus.

The goals of the Peru State College AIDS policy are to:

1. Provide an appropriate and least restrictive work/study setting as feasible.
2. Provide a safe environment for the College community.
3. Maintain and protect all rights and privacy.
4. Continue to observe non-discriminatory guidelines for all areas of campus life.
5. Assure students/staff are not put at risk because of lack of knowledge, education or proper equipment.
6. Increase awareness and provide education to prevent further spread of the disease.

## **ALCOHOL AND DRUGS**

Misuse of alcohol and other drugs among college students inhibits educational development. Students harmed by the abuse of alcohol and other drugs suffer from decreased productivity, serious health problems and breakdown of the family structure. All age levels and socioeconomic groups are impacted, including the unborn. Student Programs sponsors an Alcohol and Drug Awareness Week each October to emphasize the health risks and inform students of corrective actions. For short-term counseling

and referral information call: Health Center - 872-2229 or Residence Life - 872-2246.

### **Alcohol Policy**

The legal drinking age in the state of Nebraska is 21. Under Nebraska statutes it is a crime to possess alcohol or furnish alcohol to individuals under the legal age. Possession, consumption, being perceptibly under the influence or furnishing of alcoholic beverages, narcotics or dangerous drugs on College property or at supervised functions of student organizations is prohibited. (See Code of Conduct.) The laws of the state shall be observed in private and public events conducted on the property of Peru State College. Students may be referred for prosecution. The Vice President for Academic and Student Affairs may notify parent(s)/legal guardian(s) of a student under 21 years of age in writing and/or by phone when alcohol or drug violations of the Student Code of Conduct occur. The notification **will** occur when concern for a student's welfare is documented by College personnel, including, but not limited to, referrals by faculty, staff, fellow students, or law enforcement officials.

### **AL WHEELER ACTIVITY CENTER (AWAC)**

The Wheeler Center and the Student Fitness Center are areas for recreational activity. The Wheeler Center has four regulation-sized basketball courts, tennis/volleyball courts, weight room, swimming pool and a six-lane track (150 meters). In addition to student use, the Center is available to the general public for a fee. The Wheeler Center has specific hours of operation posted and the use policy and hours are available in the Athletic Office at 872-2350. The Student Fitness Center located in the lower level of the Student Center has weight room equipment for student use.

### **BANKING**

It is recommended that all students have personal checking accounts and do not carry or store cash on campus. The Business Office will cash personal checks for \$20 or less. A change machine will be available in the Student Center located in the mailbox area.

### **BOOKSTORE**

The Bobcat Bookstore stocks required and recommended textbooks, course materials, study aids, technical manuals and reference books to assist students in the attainment of educational goals. Also offered are general supplies, art materials, software



by special order, gifts, class rings, and sports clothing featuring the College name and logo.

When purchasing textbooks, students are encouraged to bring their registration receipts so department name, course number, instructor and section number can be referenced. Textbooks purchased at the Bookstore may be returned for refund during the first two weeks of class. To receive a full refund during the first two weeks of class:

1. Receipt required
2. No marks of any kind in new books
3. Shrink-wrapped materials must be in original shrink-wrap.

After the first two weeks, you must wait until book buy back.

The Bookstore will not provide a full refund for books purchased in a prior semester. However, textbooks in good condition and scheduled for future use may be purchased by the Bookstore at a used book buy-back rate during finals week of each semester. The Bookstore is conveniently located near the center of the campus in the Student Center. For more information call the Bobcat Bookstore at 872-2254 or 872-2248

#### **BUSINESS OFFICE** (Billing & Payment Information)

##### **Financial Aid**

The Free Application For Federal Student Aid can be completed as early as February 1<sup>st</sup> each year, once tax returns have been completed. If you complete the FAFSA on-line, your personal information will be electronically sent to the college within a few days. The FAFSA can be renewed each year on-line as well. If you log on to the college website, [www.peru.edu](http://www.peru.edu), under Prospective Students, click on the Financial Aid link, then click the 'Forms Bank' link to find all of the necessary links and application forms for the academic year. The Financial Aid office does have paper copies of all forms needed if you do not have computer access. The entire completion of your financial aid file will result in the student's financial aid awards available to view through the on-line access at <http://catsonline.peru.edu>. **Your goal should be that your financial aid file is completed and your financial aid awards are available on-line to view no later than June each year**, so that your funds are received by the college in time to meet our payment deadline. Any files completed after June may not be guaranteed of the funds to be received by the payment

deadline, and any pending financial aid does not extend your payment deadline.

### **Payment Due Date**

The payment due date for tuition, fees, room and board is always the Monday before the first week of the semester. Delinquent accounts will be assessed a 10% late payment fee. In order to extend the payment deadline, you can sign up for a payment plan. Our monthly payment plans begin in July and extends until November. For full billing and payment information, please visit the Business Office link under the [www.peru.edu](http://www.peru.edu) website. Please contact the Business Office at 872-2211, or by email at [businessoffice@oakmail.peru.edu](mailto:businessoffice@oakmail.peru.edu) if you are interested in the payment plan.

### **Important On-Line Access Information –**

<http://catsonline.peru.edu>

- Paper billing statements will only be mailed out once per semester.
- On-line credit card payment is available for VISA and MasterCard.
- Discover credit card payment is not available on-line. Please contact the Business Office directly to make any Discover credit card payments.

### **Administrative Withdrawal**

Students will be administratively withdrawn from college if:

- The student account balance is not paid in full by September 14<sup>th</sup>, or
- The student/parent is not currently paying on a payment plan, or
- The student has not completed the financial aid process in order to receive funds to cover their account balance.

### **Returned Checks**

Checks returned to PSC by your bank will result in a \$20 returned check charge.

### **Address Information**

Each student is responsible for keeping the college informed of their correct current and billing address. You may update your address information under <http://catsonline.peru.edu>.

Failure to receive a billing statement is not longer an acceptable reason to not meeting the payment deadline.

### **CAREER PLANNING AND TESTING**

Career Planning and Testing, Room 208 in the Academic Resource Center, offers students career planning assistance. Individual assistance, a resource library, computer technology and equipment, employment directories, employment search magazines, and major newspapers are available to students who are in need of assistance. The resource library contains information on graduate schools, scholarships, career choices, job openings, company/employer literature via computer programs, videos, audios, and printed materials.

This office administers and has study books for the following tests: PPST, CLEP, and MAT. The office has registration and study materials for GMAT, GRE, and LSAT.

### **CATALOG - COLLEGE**

The Peru State College Catalog is available online at [www.peru.edu](http://www.peru.edu), search on *catalog*. A CD-ROM is available through Admissions. A limited number of catalogs are available for purchase at the Bobcat Bookstore for a fee of \$7.00.

### **CHANGE OF ADDRESS OR TELEPHONE**

Students are responsible for notifying the Office of Records and Institutional Research when a change occurs in his/her local or permanent address.

### **CHILD CARE**

Peru Day Care Center, a non-profit corporation, is housed in the lower level of TJ Majors Hall. It is licensed by the State of Nebraska and the Nebraska Department of Health and Human Services. Having this service on our campus is a wonderful benefit to students, faculty, staff, and area citizens. Students from the School of Education and Graduate Studies have the opportunity to enhance their understanding of human development and early childhood education through their involvement with Peru Day Care Center.

Peru Day Care Center accepts children 6 weeks to 13 years of age. Pre-enrollment is required. Food is contracted through Peru Dining Services. Lunch is available at a cost of \$1.00.

Hourly rate -	\$2.25/hour
Daily rate -	\$18/ 8-9 hour day
Rate for 9 + hours -	\$2.25/hour

Drop-ins need to call ahead to check availability of space. The drop-in rate is \$2.50 per hour, payable at the time children are picked up.

Days and hours of operation: Monday-Friday, 7 am - 5:30 pm  
Summer hours: Monday-Friday, 7 am - 5:00 pm  
(Closed first full week of August.)

For more information, call 872-7635.

### **CLUBS AND ORGANIZATIONS**

Students may form special interest, academic, sports or social clubs. Application forms to develop recognized student organizations may be obtained from the Student Senate Office in the Student Center. Only recognized student organizations may request to utilize College facilities and/or meet on College property.

In order to form a recognized campus student organization, the following must be completed and approved:

1. The organization must develop written guidelines and a constitution.
2. The organization must have a full-time faculty or staff advisor.
3. The written constitution and the name of the faculty/staff advisor must be submitted to and approved by the Student Senate.
4. The Vice President for Academic and Student Affairs, as designated by the President, must approve the advisor and constitution.
5. In no instance shall the constitution, guidelines or actions of the organization violate the College's discrimination policy.
6. All applicable College policies, Student Code of Conduct, local, state and federal laws must be adhered to by all students and student organizations.

### **CLUBS**

The following is a list of clubs and organizations that have been active in the past and may continue to be active in the future. These groups are dedicated to the betterment of the campus and community through their efforts.

**Art Guild** is a student organization for art majors and students interested in art. Art Guild offers a forum for discussion

concerning art and is dedicated to the advancement of the Fine Arts and the artistic growth of its members.

**Campus Activities Board (CAB)** is the central agency to provide and assist with co-curricular fun, education and diverse programs for the benefit of PSC students. It develops sound student leadership through planning and executing co-curricular activities.

**Computer Club** is open to all PSC students who wish to enhance their knowledge of computers, computer applications, the Internet, and other computer-related topics. Interested members have the opportunity to gain experience by doing consulting work for business and industry.

**Council for Exceptional Children** is an international association for students. It is organized on both the state and international level. Its primary purpose is to present students with opportunities to improve educational, professional standards and increase awareness of exceptional children and youth. It is the focal point for the professional preparation of any student interested in services for exceptional children and youth.

**English Club** promotes the mastery of written expression, encourages worthwhile reading, and fosters fellowship among students specializing in English or literature.

**International Reading Association (IRA)** is a professional organization of individuals concerned with the improvement of reading.

**Multicultural Club** is open to students, faculty, staff and community. It meets to celebrate diversity, increase cultural awareness and have fun. Monthly meetings and activities are scheduled throughout the school year.

**Phi Beta Lambda (PBL)** is a state and national business fraternity. Peru State's chapter, Epsilon Tau, is open to all students interested in business.

**Peru Student Education Association (PSEA)** is for potential teachers and is affiliated with the Nebraska State Education Association and the National Education Association. Its activities are devoted to the improvement of education.

**People Respecting Individual Differences & Equality or PRIDE**

is an organization whose purpose is to provide support and unity to people of all sexual orientations. PRIDE intends to increase awareness of differing sexual orientations on the PSC campus and in the surrounding community.

**Photography Club** is open to those wanting to share their interest in photography. It is an opportunity to learn more about this lifetime skill. Beginner to advanced photographers are welcome.

**Psychology/Sociology/Criminal Justice Club (PSCJ)** is a professional student organization for all Psychology, Sociology and Criminal Justice majors. The focus is campus activities, public service and service learning activities and professional development activities in all areas of the major.

**Student Senate** of PSC consists of elected representatives from a variety of constituencies and is dedicated to focusing student interests and opinions in the operation of the college.

**RELIGIOUS ORGANIZATIONS**

**Campus Crusade for Christ** is a college campus ministry of all denominations or faith backgrounds. It provides students the opportunity to enhance their relationships with Jesus Christ and with each other.

**Fellowship of Christian Athletes (FCA)** is a national organization that is open to all athletes and anyone interested in athletics. The goal of the FCA is to present the challenge and adventure of receiving Jesus Christ and serving him in their relationships and in the fellowship of the church.

**Campus Ministries/United Ministry of Higher Education** is a multi-denominational fellowship whose purpose is to share in Christian directed social and biblical activities. The calendar is filled with activities both on and off campus where Christ's love is shared. One can mature in faith and enjoy the years of college study. Campus Ministries is sponsored by the United Ministries in Higher Education comprised of the following denominations: Disciples of Christ, United Methodist Church, Presbyterian Church and Christian Church.

## **MUSIC ORGANIZATIONS**

**College Band** Program is divided into the Concert Band, Jazz Band and Instrumental Ensemble.

**Concert Choir** is open to all students with previous choral experience. This group presents two on-campus concerts per semester and makes an annual tour of area high schools. The group performs music from diverse musical periods including some major works. With previous choral experience you can simply sign up for Music 102. You do not need to be a music major to participate in any of the choirs or to audition for vocal music scholarships.

**Madrigal Singers** is open to all students by audition in the fall. This vocal ensemble performs unaccompanied music from the 16<sup>th</sup> century and presents a fully costumed Christmas dinner in the fall. In addition the Madrigal Singers perform in other campus concerts and on the annual choir tour of area high schools.

**Misty Blues Show Choir** is open to all students by audition in the fall. Misty Blues presents popular and Broadway musical selections in a choreographed show style. Misty Blues performs at the High School Show Choir Festival, at all on-campus choir concerts and on the annual choir tour of area high schools. The group does additional concerts on and off campus.

**Student M.E.N.C.** is a chapter of the Music Educators National Conference, open to all students interested in music. The club annually sponsors instrumental and vocal clinics as well as other musical productions.

## **HONORARY SOCIETIES**

**Alpha Chi** is Peru State College's national honorary scholarship society. It recognizes academic scholarship, good reputation, and character. The society's members are selected from the top ten percent of the junior and senior classes.

**Alpha Mu Omega** is an honorary mathematics fraternity, which aims to develop and promote interest in the study of mathematics. Students with an average of "C" or better in required courses for a major in mathematics and/or computer science, and who have completed, or are enrolled in at least one mathematics or computer science course at the 200-level or above are eligible as members.

**Kappa Delta Pi** is a national honorary education fraternity open to sophomores who rank in the upper quarter of their class and who show evidence of a continued interest in education.

**Phi Alpha Theta** is a national honorary history fraternity open to students with more than twelve hours of history and high scholastic standing.

Information on clubs and organizations and sponsors is available in the Student Senate office, 872-2329, or contact the Student Programs Director at 872-2252.

### **CODE OF CONDUCT**

Students at the College have certain rights and responsibilities. Included in the responsibilities is an awareness of the standards of appropriate behavior. The College expects each student to exercise self-discipline, which will enhance the individual's educational experience and the total learning environment of the College.

In general, the off-campus activities of students are viewed as their personal business. However, when a student violates local, state, or federal laws and at the same time violates the Code of Conduct, either on or off-campus, the College reserves the option of initiating disciplinary action on its own. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization alleged to have violated, attempting to violate, or intentionally assisting the violation of any of the items outlined in the Student Code of Conduct. This includes an individual who is aware of a violation of the Student Code of Conduct, but fails to report it to a campus official.

The following constitute prohibited conduct:

1. Participation in a demonstration on the campus which materially and substantially disrupts or obstructs the normal operations, activities or functions of the College, including unauthorized occupation of College premises;
2. Any act of academic dishonesty (see the Academic Dishonesty section of the College catalog);
3. Providing false or misleading information for College records or student identification cards, forging signatures or otherwise altering official College documents;



4. Misuse of computers or computing resources;
5. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption of any alcoholic beverage on College property including possession of empty containers;
6. Unlawful or unauthorized possession on or off campus, distribution, delivery, dispensing, manufacture or sale of any drug; or being unlawfully under the influence of any drug on College property; includes drug paraphernalia;
7. Disorderly Behavior- Includes but is not limited to physically abusing or threatening to physically abuse any person, fighting, unreasonable noise, disturbing a lawful meeting, obstructing pedestrians or vehicle traffic, creating a hazardous or physically threatening situation.
8. Sexual assault or any other uninvited behavior of sexually explicit nature;
9. Harassing another individual either verbally or through stalking or other threatening actions (Includes race, religion, sexual orientation, gender, age and not limited to obscene language, gestures, and etc.);
10. Conduct which is unreasonably dangerous to the health or safety of other persons or oneself;
11. Theft or attempted theft of any property, including but not limited to receipt of stolen property either knowing or unknowingly;
12. Damaging or attempting to damage property of the College or of another individual;
13. Using or possessing bombs, explosives, incendiary devices, or fireworks;
14. Setting or attempting to set any fire on the campus or on the premises of any student-housing unit, except in fireplaces or other facilities designated for fires;
15. Failing to report or falsely reporting a fire or any other extremely dangerous condition when known or recognized on the campus or on the premises of any student housing unit;
16. Failure to evacuate campus facilities or willfully disregarding any emergency or fire alarm signal;
17. Possessing or selling firearms even with a concealed weapon permit, ammunition, other dangerous weapons, including knives, or dangerous chemicals on the campus or on the premises of any student housing unit; weapons used for hunting and other legitimate sport may be stored in an area designated by the College; the checking in and out of weapons from the designated storage area must be

accomplished in accordance with procedures established by the College and published in the Residence Life Handbook;

18. Obstructing or failing to comply with the directions of a law enforcement officer, emergency personnel, or College official in the performance of his or her duty on the College campus, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization;
19. Individuals or student organizations shall neither engage in nor condone any form of hazing. Hazing may include but not be limited to:
  - a) any action taken or situation intentionally created to subject another person to mental or physical discomfort, embarrassment, risk or ridicule;
  - b) verbal or physical harassment or abuse;
  - c) encouragement, facilitation or participation in public stunts, or morally degrading or humiliating behavior or games, or
  - d) the physical marking of students, e.g. branding, tattooing, or other disfigurement;

Consent of the victim of the hazing will not constitute a defense to an allegation of misconduct for hazing;

20. Committing any unlawful act of indecent exposure or public indecency;
21. Participating in any gambling activity in violation of the laws of the State of Nebraska or of the United States;
22. Unauthorized use of any College property, facilities, equipment or materials;
23. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock; includes the use of another person's key(s) without authorization of the College or a College representative;
24. Serious traffic violations on the campus, including operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving;
25. Violation of any student housing unit policy, rule or regulation where posted or outlined in the residence life handbook, or provided by notice at an official hall or floor meeting conducted by a College official;
26. Abuse of College a disciplinary proceeding, which include, but is not limited to, failure to obey a request to appear before a disciplinary officer or committee, falsification of testimony, or disruption of, or interference with the orderly conduct of any hearing;

27. Any act by a student which occurs on the campus, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization which is in violation of any ordinance of the municipality in which the College resides, shall constitute misconduct;
28. Unauthorized sales or solicitation on College property, including but not limited to door-to-door solicitation in residence halls or other campus buildings.
29. Throwing or dropping objects out of windows.

### **COMMITTEES AND BOARDS**

If you want to be involved in the campus decision-making process at the College, there are several committees and boards to serve on along with faculty, staff and administrators. Committees and boards form policies, procedures and decisions that affect the campus.

The following is a list of boards and committees that have student positions:

Faculty Senate	Multicultural
Board of Trustees	Student Judicial Board
Dining Services	Student Programs
Library	Student Senate
Parking	Teacher Education

For detailed information regarding campus committees and boards, contact the Student Senate Office at 872-2329.

### **COMPUTER LABS**

Computer labs are located in the following buildings:

<b>Building</b>	<b>Room</b>	<b>Type</b>	<b>Contact</b>
TJ Majors	202	IBM	872-2232
Jindra Fine Arts	211	Music	872-2237
Hoyt	102	IBM	872-2255
Library		IBM	872-2218
AV Larson	21	MAC	872-2255
ARC	015	IBM	872-2305

Each dorm room has internet access.

### **COOPERATIVE EDUCATION INTERNSHIP PROGRAM**

The Cooperative Education Internship Program provides students with the opportunity to explore the field of work and gain valuable experience while earning academic credit. The maximum number of internship hours allowed toward graduation is twelve. Employment occurs in positions that are relevant to the students' major or career interests. The program is available to all students including off-campus and non-traditional students. A flexible registration schedule allows students to enroll through the eighth of each semester. To help facilitate a mutually beneficial work experience for the student, faculty members and the respective Dean of the School approve each placement.

First-year students who have completed fifteen credit hours and are in good academic standing are eligible to enroll for exploratory or major-related Cooperative Education Internship experiences. Students may take internships equal to one to four hours on a credit/no-credit basis. Students who have completed 45 credit hours and are in good academic standing are eligible to enroll for major or career-related Cooperative Education Internship experiences. Students may take from one to twelve hours and will receive an academic letter grade.

All transfer students must complete fifteen hours at PSC before being eligible for a Cooperative Education Internship experience. All students must have a permission form signed by the respective Dean of the school in which their major falls before enrolling.

### **COPYING**

Coin-operated copy machines for student use are located in the Library. Copy cards are available at 5 cents per copy. For more information call 872-2218.

### **COPYRIGHT POLICY**

Peru State College recognizes the importance of protecting the rights of authors, artists, performers and others in their creative works. The College also acknowledges that existing and developing technologies may facilitate purposeful and inadvertent infringements of copyright. The law extends copyright protection to works in traditional and electronic media, regardless of whether a copyright notice is affixed. To provide guidance to faculty, staff and students, Peru State College has adopted this Policy.

It is the responsibility of each student, faculty member and staff member at Peru State College, before copying a copyrighted work, to seek and obtain the copyright owner's permission to copy the work, except in the limited circumstances that constitute "fair use" under Section 107 of the Copyright Act, as interpreted by the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" and the "Guidelines for Educational Use of Music" included in House Report No. 94-1476, the "Guidelines for Motion Picture and Television Off-Air Taping" and the "Fair Use Guidelines for Educational Multimedia." "Fair use" includes most instances in which an individual makes a single copy of a work for private study, private scholarship, or private research.

Peru State College requires each student, faculty member and staff member, to obtain documentation of publisher, or author permission to copy and distribute or sell course-related materials in all formats. **NOTE: The bookstore will not reproduce study packets for courses unless the faculty member responsible for the packet provides to the bookstore manager appropriate documentation of permission to copy the material.**

The College Library contains all needed resources to help determine whether a particular use constitutes "fair use." The Library Director will assist with requests for permission to use copyrighted works.

### **COUNSELING** (Personal)

Students sometimes feel the need to seek assistance in dealing with issues whether they are personal, vocational, educational, or social. Please call 872-2246 (Residence Life), 872-2229 (Health Center) or 872-2425 (ARC) for referral.

### **DANCE POLICY** **For Campus Organizations**

Campus organizations must reserve their preferred room with the Residence Life Office (ext. 2246) in advance.

They must notify the Security Office and Residence Life office of the date, time, place, etc. of the event.

If the dance is held in the Student Center, they must also notify Food Services so they can be sure the dining area is prepared (salt and pepper shakers off tables, etc.).

The campus organization is responsible for work orders, any decorating, meeting band or DJ, clean up, etc. Posters and publicity must include name of sponsoring group. If there are reasons why an area cannot be cleaned immediately after dance be sure campus personnel approve time when you plan to clean it so it is ready for use. For example: It might be approved to clean up after a Saturday night dance on Sunday morning at 9:00. Campus groups must pay for any cleaning charges if necessary.

The dance must be sponsored and attended by at least one campus personnel.

The campus organization is responsible for cost of repair of any damages.

Dances must adhere to all other campus policies and procedures. Campus policies and procedures can be found in the Student Handbook.

If you have any other questions, please contact the Residence Life Office.

### **DISABILITY SERVICES**

PSC students who have documented physical or learning disabilities are encouraged to advocate for themselves whenever possible. It is the responsibility of the student to self-disclose his or her disability to the ADA Compliance Office at the Academic Resource Center (ARC). The student should present proper documentation, including a diagnosis by a licensed professional and a list of suggested accommodations. ARC personnel will work with individual students, faculty members, and area professionals to identify and implement effective accommodations. The goal is to provide an equal-access learning environment for all students.

To make an appointment with the special needs professional, please call 872-2440 or visit the Academic Resource Center. All documentation will be kept confidential and used only for academic purposes.

### **DISCIPLINARY PROCEDURES**

#### **Judicial System**

The following College-wide judicial system is applicable to discipline actions against any student of the College, whether the student is full-time or part-time, undergraduate or graduate.

- I. The Judicial System shall be simple and fair:
  - A. Administration: The judicial system shall be administered by the Vice President for Academic and Student Affairs or the student judicial officer.
  - B. Notice of Regulation: The regulation applicable to the alleged violation shall have been publicly published at the time of the alleged violation.
  - C. Filing of Charge: Any faculty, staff or student may file an incident report with the Vice President for Academic and Student Affairs or the student judicial officer, that a student has violated a College regulation. An incident report must be filed in writing no later than 90 days after the occurrence of the alleged violation, with all of or one of the following College officials: Vice President for Academic and Student Affairs, Coordinator of Residence Life, Chief of Security, Residence Director, or a Resident Assistant. The Vice President for Academic and Student Affairs, the student judicial officer, Resident Director or any College official has the discretion to accept charges filed outside of this time period when he/she deems it to be in the best interest of the College community. The Vice President for Academic and Student Affairs or the student judicial officer will discuss the charge and the proceedings related to the charge with the accused student, the accuser and other persons, as he/she deems appropriate. (See Judicial Process.)
  - D. The College official who receives the charge will notify the accused student in writing of the charge(s), and the accused student's courses of action.
- II. Judicial Process
  - A. Informal Hearing: The accused will meet with the Vice President for Academic and Student Affairs, Director of Campus Housing and Security or Resident Director to discuss the violation of the Student Code of Conduct. The College official will explain to the student the following courses of action he/she may take:

Accused Student's Courses of Action:

- 1. The student can admit to the violation, in which case the hearing officer will take the appropriate course of action.
- 2. The student may plead no contest, in which case the hearing officer will proceed and rule on the violation.
- 3. The student may deny the alleged charges, which will send the case to either the Student Judicial Board or

the Administrative Hearing Panel for review and recommendation to the Vice President for Academic and Student Affairs or the Student Judicial Officer.

- B. Plea Option: Depending upon the plea option the student decides, the Vice President for Academic and Student Affairs or the Student Judicial Officer will investigate to ascertain the appropriate manner for processing the reported violation. The reported violation will be either:
1. Settled informally involving the accused. (See Informal Hearing.)
  2. Referred for administrative hearing. (See Notice of Hearing.)
  3. Referred to the Student Judicial Board. (See Notice of Hearing.)

C. Disciplinary Sanctions.

The following is a list of possible sanctions for violation of College policies. These sanctions are separate and independent of legal proceedings relating to the same violations and may occur at any level and may be independent of each other.

1. Censure: Written warning.
2. Sanctions and Community Service: At the discretion of the hearing officer, educational sanctions and community service may be assigned to help the student learn from his/her own actions, and how his/her actions affect the community he/she is a part of. Further violations of the Student Code of Conduct may result in Disciplinary Probation or Suspension.
3. Disciplinary Probation: Probationary status for a specified period of time; may include removal from College housing.
4. Suspension: Student is forbidden to attend classes and/or other College functions for a specified period of time.
5. Restitution: Reimbursement for damage to both personal and material, or misappropriation of, property will be assessed. When alcohol use is involved a fee may be assessed to cover the cost of an alcohol-education related on-line course.
6. Expulsion: The student is forbidden to attend class or be a student at the institution indefinitely.
7. Summary Suspension: Summary suspension may be issued to protect the College from clear and present danger of disruption or threat to safety of persons and/or property. A summarily suspended student is



not to occupy any portion of the campus. Summary suspension shall generally be for the purpose of investigations of the event or events in which the student or students were allegedly involved. A summary suspension will be followed by a disciplinary hearing process initiated within ten (10) calendar days of the suspension.

- D. Notice of Hearing: If the case is referred for a hearing, the Vice President for Academic and Student Affairs or the Student Judicial Officer shall provide written notices of the hearing on the alleged violation.
- E. Nature of the Proceeding: The hearing is not to be an adversarial proceeding but rather is to be an attempt to ascertain the truth. The hearing shall be informal in nature. The specific procedures and format to be followed in hearings conducted by an administrative hearing panel and the Student Judicial Board shall be determined at the discretion of the board chairperson, in consultation with the Vice President for Academic and Student Affairs or the Student Judicial Officer. College disciplinary procedures are designed to determine whether a student has violated a College regulation, not to determine guilt or liability in any criminal or civil proceeding.
- F. Appearance at the Disciplinary Hearing: The accused student shall appear at the hearing in person. The accused student may also appear with a member of the student body, faculty or staff to serve as a support person. In cases involving an identifiable accuser, the accuser may also appear at the hearing.

Failure to Appear: If an accused student fails to appear at a scheduled hearing, the board or Judicial officer may hear the case against the accused student unless the accused student's absence is excused by the hearing board chairperson or judicial officer.

In no case shall attorneys be permitted to participate in a hearing on behalf of an accuser or an accused student. A student's support person may supply information to the hearing board, may ask questions of hearing board members or witnesses, and may otherwise participate in the hearing in the same manner as the accuser or accused student he/she represents. A student's support person shall not function in an adversarial manner nor may they disrupt or attempt to control the hearing process in any way. Violation of this prohibition may result in the expulsion of the student's support person from the

hearing, at the discretion of the board chairperson or judicial officer.

- G. Burden of Proof: The accused student shall not sit in judgment on himself/herself. An accused student may be found responsible of violating a College regulation only where the evidence shows that it is more likely than not that the accused student violated the applicable College regulation.
- H. Evidence: The format for presentation of evidence shall follow the procedure established by the board chairperson or judicial officer. Formal rules of evidence shall not be used. In all cases, the board chairperson or judicial officer shall have the discretion to exclude evidence including, but not limited to, evidence regarding the accused student's character, evidence which constitutes remote hearsay or is otherwise inherently unreliable or incredible, or evidence which is deemed to be irrelevant or inflammatory. The accused student may present his/her own evidence and other witnesses and question his/her accuser and other witnesses in accordance with formats and procedures determined in the discretion of the board chairperson or judicial officer.
- I. Witnesses: An accuser and the accused student have the right to know ahead of time the names of witnesses to be called at the hearing. An accuser and the accused student shall disclose to the Vice President for Academic and Student Affairs or the Student Judicial Officer the names of all witnesses who may testify at the hearing. An accuser and the accused student shall make such disclosure in writing within the deadlines established at the discretion of the Vice President for Academic and Student Affairs or the Student Judicial Officer. Any witnesses who are not disclosed in writing within the established deadlines may not be permitted to testify at the hearing unless the board chairperson determines that such witnesses were not known to the accuser or the accused student in time to meet the established disclosure deadlines. The accuser, accused student, and all witnesses are expected to be truthful in their testimony. To provide false testimony will make students liable to disciplinary action.
- J. Impartiality: An accuser or the accused student may challenge a member of the hearing board on the basis of bias or prejudice. The Vice President for Academic and Student Affairs or the Student Judicial Officer shall

determine the validity of a challenge of a hearing board member.

- K. Notice of Decision: The accused student shall be notified in writing of the decision of the hearing board and of his/her right to appeal the decision. In cases involving allegations of sexual assault, the accuser shall also be informed of the outcome of the disciplinary proceedings.

III. Decisions may be appealed.

- A. Right to Appeal: An accused student may appeal the decision of the Student Judicial Board to the Student Appeals Board. Appeals of administrative hearing boards are made to the President of the College.
- B. Procedure for Appeal: A request for an appeal must be submitted to the Vice President for Academic and Student Affairs or the Student Judicial Officer within 72 hours after the accused student is notified of the decision of the hearing board. The Vice President for Academic and Student Affairs or the Student Judicial Officer shall gather the necessary materials and refer the case to the chair of the Student Appeals Board or the President. The written request for appeal shall state, with specificity, the reasons why the decision should not stand. The Student Appeals Board or the President has the discretion to review the actions and decision of the hearing board on any basis that they/he/she deems appropriate and render any decision on appeal that they/he/she deems appropriate. Decisions of the Student Appeals Board may be appealed to the President. All decisions of the President shall be final and binding.

When the hearing board decides to suspend or expel an accused student, the Vice President for Academic and Student Affairs has the discretion to order an accused student to leave the campus pending a decision by the Student Appeals Board or the President on the appeal.

- C. Waiver of Appeal: If an accused student chooses not to appeal or fails to file a written notice of appeal within the applicable time period, the decision of the hearing board shall be final and binding.

IV. The system shall insure confidentiality.

- A. It shall provide the freedom to treat students on counseling as well as judicial basis.

- B. All hearings before a hearing board shall be closed.
  - C. The members of hearing boards shall not discuss the hearing outside the meetings of the board except that the hearing board may discuss such matters with the Vice President for Academic and Student Affairs or the Student Judicial Officer. The Vice President for Academic and Student Affairs or Student Judicial Officer has the discretion to publish or disclose the affairs of such disciplinary proceedings and the outcome of such proceedings in a form and to the persons he/she deems appropriate. The Vice President for Academic and Student Affairs or Student Judicial Officer will review all Student Appeals Board actions and confirm or modify any sanctions.
- V. The following structure is established.
- A. Student Judicial Board: The Student Judicial Board is comprised of six student members appointed by the Student Senate President. The Chairperson of the Student Judicial Board shall be determined from among the membership of the Board.

If any member of the board who feels he/she might have a conflict of interest in a particular case, he/she should excuse himself/herself from the hearing of the case. Findings of responsibility require a majority decision of the Board members present and voting. Three Board members are required for a hearing to take place, unless agreed to by the accused. If for any reason a hearing does not take place, the hearing will be rescheduled at the convenience of the Vice President for Academic and Student Affairs or the Student Judicial Officer. A record of the proceedings will be kept.
  - B. Student Appeals Board: The Student Appeals Board consists of two students appointed by the Student Senate President, and two administrative personnel and two faculty members appointed by the President.
- VI. Disciplinary action during the summer months.
- A. Disciplinary action during the summer months prior to the formation of the Student Judicial Board for any year, or in cases involving issues of confidentiality, shall be taken under the direction of the Vice President for Academic and Student Affairs or the Student Judicial Officer who may

choose to call the Administrative Hearing Board to hear the case.

### **DISRUPTIVE STUDENT POLICY**

No person shall engage in any disorderly behavior with intent to disrupt the College's academic environment or the provision of college services. Faculty have a responsibility to maintain an effective learning situation in their classrooms and to deal promptly with any disruptions that interfere with the learning situation. The faculty are in charge of their classrooms. If they feel that a student is interfering with the right of other students to profit from attendance in that classroom or if they feel that they are being unreasonably hindered in the presentation of subject matter, the faculty have every right to eject the offending student from class and/or notify the appropriate Academic Dean of the student's behavior. Either course of action should be taken with discretion and for reasonable cause.

Prohibited behavior includes, but is not limited to, fighting, making unreasonable noise, refusing to obey a reasonable request by the faculty, using abusive or obscene language or gestures in class, harassment, or threats.

If a student is ejected from the class, the student must meet with the appropriate Academic Dean before returning to class. When possible, such meetings will be scheduled in order to limit class sessions missed to one. The faculty member should immediately submit a written report of the incident to the Academic Dean with a copy to the student and the Vice President for Academic and Student Affairs. (If the incident involves physical violence, a report should also be made to Campus Security.) Upon receipt of the report, the Academic Dean will schedule an interview with the student to discuss the incident. Any subsequent incident report to the Vice President for Academic and Student Affairs involving the same student in any class will result in a student administrative hearing. The consequences of such action may include denying the student further access to the class or other disciplinary action, including dismissal from college. (See judicial process in the Student Handbook.)

### **E-MAIL ACCOUNTS**

Peru State College provides limited Internet and computing services to its students, faculty, and staff. To obtain an e-mail account, each person must sign a request form indicating that

he/she will abide by the Peru State College and State of Nebraska user policies, including the current policy and future changes. Proper identification is required. The request form can be obtained at new student orientation or from a staff member at the Computer Center, which is located in the Administration Building, Room 102.

This account is for academic purposes, not for extensive personal use. A user account at Peru State College is a privilege; it is not a right. Computer Services personnel will periodically monitor the system and user accounts to maintain system integrity and performance. Your account may be terminated at any time without notice for violating user policy. Information stored on Peru State College computers is the property of the Institution.

The e-mail policy can be viewed at:

<http://www.hpcnet.org/peru/help> or  
<http://www.doc.state.ne.us/policies/datausage.html>.

### **EMPLOYMENT OPPORTUNITIES**

Students seeking part-time employment (work-study) at PSC may apply at the Financial Aid office. The flexibility of the hours and specific hours vary with each position.

Federal Work-Study Program positions are open only to students who have applied for financial aid and received notice of eligibility for the Federal Work-Study Program. All matters relating to student work-study positions are handled through the Financial Aid Office in the TJ Majors Building. You may call the Financial Aid Office at 872-2228 for more information.

The food service also offers employment opportunities for students. Applications may be secured at the Food Services office in the Student Center. For other off-campus employment opportunities, check with the Human Resources office.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

Peru State College gives students access to official records directly related to them. (Exceptions are the records in the Health Center. Students may authorize other professionals to review these records for them. Parents determine whether students may see financial information about parents.)

Students may be denied access to confidential information placed in their files before January 1, 1975, unless this information becomes a basis for continued official decision-making, including future recommendations. If the information is put to such use, students have the right to inspect and review it.

A request by a student to see his/her file is to be made in the office which maintains the file and is to be honored within 45 days, usually much sooner. Students pay the normal cost for copies of any records. Parents of dependent students have the right to information about their children, such as grades, bills, and other information without having to gain students' consent as long as dependency is documented to PSC. Official transcripts of academic records are released only upon the written request of the student.

There is also opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The Vice President for Academic Affairs and Student Affairs will make arrangements for any hearing, which may become necessary.

The College may, upon written request, release non-directory personally identifiable education records without proper consent, provided that a record of releases is maintained in accordance with federal regulations. (Refer to Board Policy #3560 for complete list of the non-directory items.) When information is released from a student's file, the written consent, the reason(s) for the release, and the name of the recipient of the release must be attached to the copy of the data released, which is kept in the file. The recommendation or data released must include a statement that the information is not to be released to anyone else without the student's written consent. It may also include a statement about whether or not a waiver of confidentiality has been signed; otherwise students have the right to see such a recommendation or copy of data released.

The College may also release, upon written request, and without student consent, to the victim and/or the general public the final result of a campus disciplinary proceeding involving a violent crime or non-forcible sex offense where the accused was found to have violated College rules or policies.

Students may voluntarily waive their right to inspect and review three types of confidential recommendations: 1) application for

admission to an educational institution, 2) for employment or 3) for honors or awards. They must indicate or be notified in advance of the names of all persons making recommendations, including all those solicited by the institution or volunteering their comment. This may not be a general permanent waiver; it must be provided for at the appropriate time for each of the three types of confidential statement or recommendation.

Peru State College faculty and College officials who have a legitimate educational interest, may (in order to counsel students or apply College policies) look at a file in any office except the Health Center. Information concerning students obtained through counseling activities will not be made available to unauthorized persons without the expressed written consent of the student involved, except under legal compulsion or where the safety of others is involved or as otherwise addressed in FERPA. Almost all of these records are destroyed seven years after students have left the College, except those in the Health Center, Student Records, Credential Services and the Business Office. Many of the files in these offices include what is called public "directory information." This information can be made public without students' consent unless they specifically request in writing prior to September 15 of each year that the Office of Student Records not release any or all of this information.

- *Student's name*
- *Participation in officially recognized activities and sports*
- *Address (PSC sanctioned initiatives only)*
- *Local Telephone*
- *Weight and height of members of athletic teams*
- *PSC e-mail address*
- *Photograph*
- *Degrees, honors, and awards received*
- *Age*
- *Major field of student*
- *Dates of attendance*
- *Grade level*
- *The most recent educational agency or institution attended*

Persons wishing to file complaints regarding this policy or its implementation may do so with the U.S. Department of Education. See the Vice President for Academic and Student Affairs for further information regarding such matters.



### **FAX SERVICES**

The Bobcat Bookstore has a fax service available where students can send faxes for \$.50 per sheet. Fax transmissions may also be received for \$.50 per sheet. The Fax number is 402-872-2254.

### **FINANCIAL AID AND SCHOLARSHIPS**

Peru State College participates in the following federal and state financial aid programs:

Academic Competitiveness Grant  
Federal Pell Grant  
Federal Supplemental Education Opportunity Grant  
Federal Work Study Program  
National Science and Mathematics Access to Retain Talent (SMART) Grant  
Nebraska Scholarship Grant  
Stafford Loan Program  
Parent Loan Program

Both need and non-need based financial aid is available for undergraduate and graduate students. A variety of scholarships are also available.

Students seeking financial aid can pick up a federal aid application in the Financial Aid Office located in ADM 204. Students can also apply on-line through PSC's webpage ([www.peru.edu](http://www.peru.edu)).

All financial aid recipients must maintain satisfactory academic progress to remain eligible for financial aid. A copy of this policy is available in the Financial Aid Office and on the PSC webpage. For detailed information on financial aid, contact the Financial Aid Office at 872-2228.

### **SCHOLARSHIPS**

**Student Opportunity Scholars Program** (formerly Nonresident Scholars Program) The Student Opportunity Scholars Program is a waiver program allowing students living outside Nebraska to attend Peru State College and pay in-state tuition. Resident tuition rates are available to entering freshmen living outside Nebraska who ranked in the upper half of their high school class, or have a cumulative 3.25 GPA, or have a 22 ACT or 1030 cumulative SAT.

Transfer students are required to hold a 3.0 cumulative GPA from previous college work.

Returning students with a cumulative 3.0 GPA or higher at PSC also qualify for this program.

The scholarship is automatically renewed each semester provided the student maintains at least a 3.0 GPA. For information regarding this scholarship, contact the Admissions Office at 872-2221.

#### **Nonresident Working Full-Time in Nebraska Program**

The Nonresident Working Full-Time in Nebraska program allows employees, spouses or dependents of employees working full-time in Nebraska, who reside in states contiguous to Nebraska and file Nebraska nonresident income taxes, to qualify and to be charged in-state tuition rates.

Students requesting resident student tuition status under this policy need to complete the Nonresident Working Full Time in Nebraska Application and provide the Admissions Office with evidence of current full-time employment in the state of Nebraska and evidence of filing Nebraska income tax forms for the most recent tax year. Eligibility for the resident tuition under this program is subject to review each term and will continue only as long as the required criteria are satisfied. The last date to apply for this program is the last day to drop and add classes each semester. Students must reapply each academic year to receive this award.

#### **ADDITIONAL SCHOLARSHIPS**

Scholarship information may be obtained by contacting the Admissions Office. The following is a list of the types of scholarships available:

**Board of Trustees Scholarship:** This award is a four-year, full tuition scholarship, offered to first time freshmen. A student must be enrolled in 12 credit hours per semester. The student must complete a separate application for this scholarship and possess an ACT of 25 or higher or SAT of 1100 or higher. The student must maintain a 3.25 GPA or higher to retain the scholarship.

**Cooperating Schools Scholarship:** This scholarship is available to designated graduates of school systems that sponsor PSC student teachers. It pays 1/2 tuition for up to 128 credit hours over a four-year period. This scholarship is renewable for four years provided the student maintains at least a 2.0 cumulative GPA.

**Leadership Scholarship:** Freshmen are eligible for this scholarship provided they have taken an active role in high school activities, possess leadership qualities and would contribute to the betterment of the College by continuing their leadership at Peru State. A minimum ACT Composite Score of 16 for the Bronze, 18 for the Silver, and 22 for the Gold. (\$500-\$1000 renewable for a second year if leadership requirements are met)

**Davidson Scholarship:** This scholarship is offered in limited number to first-time, non-resident freshmen who possess a minimum ACT Composite Score of 20. (\$400, non-renewable)

**Midwest Student Exchange Program:** The Midwest Student Exchange Program enables students from Kansas, Michigan, Minnesota, Missouri and Nebraska to enroll in designated institutions at reduced tuition levels outside of their home state. The student pays (150% of resident tuition rate as opposed to 200% for a normal out-of-state rate). Apply through the Admissions Office. Iowa Resident Rate: Students from Iowa qualify for (150% for resident tuition rate as opposed to 200% for a normal out-of-state rate).

**Transfer COOP:** This waiver is available to transfer students completing a minimum of 12 hours at another institution with at least a cumulative GPA of 2.0 and a letter of nomination from a faculty or staff member at that institution. It pays 1/2 in-state, on-campus tuition, plus a \$500 housing waiver for 2 years. It is renewable if a cumulative GPA of 2.5 is maintained at PSC. Students must attend the main campus in Peru to receive this award.

30 hours of college credit and a cumulative GPA of 2.5 or better.

**Phi Theta Kappa:** This waiver is available to community college graduates who have a cumulative GPA of 3.5 and are a member of the Phi Theta Kappa Society. It pays full tuition for up to 64 credit hours and \$500 room waiver if living on campus. Students must attend the main campus in Peru to qualify.

**Athletic Scholarship:** Students who possess athletic abilities within any of PSC's nine varsity sports may be offered an Athletic Scholarship. The head coach of the student's athletic interest must be contacted to arrange appropriate try-outs and interviews. (Amounts vary, renewable based upon coach's recommendation.)

**Special Activity Tuition Waivers:** Students who possess special abilities in Art, Music or Cheerleading may be offered a scholarship based upon a review of their portfolio, performance, and/or audition. The appropriate program coordinator should be contacted. (Amounts vary, renewable based upon the program coordinator's recommendation.)

**Peru State Foundation Scholarships:** A listing of the Peru State College Foundation Scholarships may be found in the College Catalog.

### **VETERAN'S BENEFITS**

Peru State is an approved institution under the provisions of Chapter 36, Title 38 of the U.S. Code where any eligible veteran or dependent may receive VA benefits while attending college. Please call the Student Records Office at 872-2226 for more information regarding veteran's benefits.

## **FOOD SERVICE**

### **PERU DINING SERVICES INFORMATION**

(Board Plan Service)

<b>Meal</b>	<b>Time</b>	<b>Day</b>	<b>Location</b>
Breakfast	07:30 am-09:30 am	Monday-Friday	Dining Hall
Continental Breakfast	09:30 am-10:30 am	Monday-Friday	Bob Inn
Lunch	10:30 am-01:00 pm	Monday-Thursday	Dining Hall
Lunch	11:00 am-01:00 pm	Friday	Dining Hall
Lunch	11:30 am-02:00 pm	Monday-Thursday	Bob Inn
Dinner	05:00 am-07:00 pm	Monday-Thursday	Dining Hall
Dinner	05:00 am-06:00 pm	Friday-Sunday	Dining Hall
Brunch	11:30 am-01:00 pm	Saturday-Sunday	Dining Hall
Snacks	09:00 pm-11:00 pm	Sunday-Wednesday	Bob Inn

### **Transferability**

Meal plan participants are allowed to transfer meal value to the Bob Inn during open hours.

### **Using Your Meal Card**

As part of our Campus Dining Services Program, your student identification card is equipped with a magnetic strip that offers you access to our services. Your student identification/meal card gains you meal service into the dining hall or transferability in the Bob Inn.

### **Bonus Money**

Bonus money can be added to your ID card account or purchased by non-meal plan participants (commuter, faculty, staff) at the following discounted rates.

\$110.00 for \$100.00 (10% added)

\$172.50 for \$150.00 (15% added)

\$240.00 for \$200.00 (20% added)

Bonus Money can be used to purchase meals and snacks for family, friends or to supplement your meal plan so you don't have to always carry cash. The balance carries over from year to year while you are a student or employee, but is not reimbursable or transferable.

### **Lost Meal Card Information**

In case of a lost meal card, you should report your missing card as soon as possible to the Dining Service Office at 872-2256. If you do not find your card, you will need to obtain a new card from the Security office. There is a \$3 charge for card replacement.

### **Seconds Policy**

Our seconds policy allows you to have additional servings of many of your favorite menu selections in the cafeteria. Simply return to the serving line and ask for more! Please take what you want, but eat what you take.

### **Dining With A Guest**

Do you have friends or family members visiting? They are welcome to enjoy meals with you in the Dining Hall. Use your bonus dollars to treat a guest to their meal! Guest meals are as follows (tax is included):

		Children 12 & Under
Breakfast	\$4.50	\$3.00
Lunch	\$5.50	\$3.00
Dinner	\$5.50	\$3.00
Specials and Steak Dinners	\$6.00	\$4.00
Sunday Brunch	\$7.95	\$4.95

### **Special Meal Requirements**

If you need a sick tray, have a special dietary requirement or need a Grab-n-Go meal, contact either your hall director or your resident assistant and they will work with you to accommodate your situation.

### **Policies and Procedures**

So that you are sure to get the most from our services, we request that you adhere to the following procedures:

1. Please bus your own tables when finished eating.
2. Please do not remove any Dining Hall food, dishes, trays or utensils from the dining area.
3. Meal Cards/Plans are non-transferable. Meals or food items cannot be shared with or given to anyone not using his/her own meal plan.
4. Do not lend your card to anyone or borrow from someone else. Violations of this policy will be turned over to the Coordinator of Residence Life and/or Campus Security for disciplinary action.

### **Catering Services**

In addition to providing a diverse student-dining program, Creative Dining Services also manages an impressive catering service. From the simple to the elaborate, a full range of catering services is available to students, faculty, staff, campus organizations and the public. For more information contact Dining Services.

### **Employment Opportunities**

If you would like to earn extra income while on campus, a job with Peru Dining Services may be just what you are looking for. Flexible hours, competitive wages and the benefits of working on campus are just a few of the perks. Request an application in the Dining Services Office. Work Study positions may be available.

### **Frequently Asked Questions**

*Q. Where is the Dining Services Office?*

A. The Peru Dining Service Office is located next to the servery in the Student Center.

*Q. How many times may I use my meal plan each day?*

A. You may use your meal plan one time per meal period, which includes transferability until you are out of meals for the week. If you put bonus money on your card, you may use it as often as you like.

*Q. Is my Student Identification/M meal Card required to eat on the meal plan?*

A. Yes. Customers will not be allowed to use their meal plan or transferability without their personally assigned cards.

**Important Phone Numbers**

Creative Dining Services Office 872-2256 or 872-2315  
Office of Residence Life 872-2246  
Conferences & Scheduling 872-2246

**HEALTH SERVICES****Student Health Center**

The College maintains its Health Center in A.D. Majors Hall. Students may visit the nurse and/or certified medical assistant at the Health Center during regularly scheduled office hours, or make an appointment to see a doctor on Tuesdays or Thursdays. The Auburn Family Health Center provides medical care to students, faculty and members of the local community two afternoons per week. Some non-prescription drugs, first aid, and primary care are administered at the Health Center. The College's responsibility for medical expenses is limited to these services.

Call Care is a service provided to residents of Southeast Nebraska. It is a toll-free number to call and you are allowed to speak to a registered nurse with any questions you might have. Call 1-866-242-2824 for 24-hour a day assistance.

It is recommended that students have health insurance. The College does not insure students for health care. The College works with a private vendor to offer optional student health insurance. This optional policy is to provide basic health insurance at an economical rate. Please see the brochures available in the Health Center and the insurance section of this handbook. Students who wish to participate in intercollegiate athletics must be enrolled in a health insurance plan. The College provides secondary insurance (excess) accident coverage for intercollegiate athletics. Students who wish to participate in intercollegiate athletics must be certified each season as physically fit by a physician before beginning their sport.

**Public Health Services**

The College provides space at the Health Center for two medical clinics for the benefit of the community and the College.

**Family Planning Clinic** provides pap smears, testing for sexually transmitted infections, pregnancy, and counseling on family planning. This clinic is held monthly.

**Well Child Clinic.** The Nemaha County Health Department holds a clinic several times each month, which is available to

any child regardless of residence or income. Physicals and immunizations are given for a minimal charge for patients under 22 years of age.

Please contact the Health Center for services and hours at 872-2229.

### **IDENTIFICATION CARDS**

Any student taking at least one on-campus class must have a student ID card. The ID card is a lifetime card. You will receive a validation sticker from the Business Office each semester that you are enrolled.

New students will receive a card during orientation. If you do not receive your card at that time, proceed to the Security Office located in the Campus Services Building to get your picture taken for your ID card.

A student needing a replacement card should go to the Business Office to pay for his/her replacement card (\$3 fee). The Business office staff will direct you to the Security Office to get your picture taken.

A student should carry his/her ID card at all times and be prepared to surrender the ID card to College staff for identification purposes upon request. Cards are not transferable.

Besides purposes of official identification, your ID card allows you to vote in student elections and check out materials at the library. If you have a meal plan, you will present your card at the cafeteria for each meal. It can also be used to receive free or reduced admission to home athletic events, theatre events, concerts, dances and movies. For more information contact the Security Office at 872-2411.

### **INSURANCE**

Students are encouraged to have health insurance. The College works with private vendors to offer optional student health insurance. This private plan provides extensive benefits at a reasonable cost. For an additional premium, dependents and/or major medical expenses may be covered. For more information on the policy and claim forms, contact the Health Center at 872-2229 or the Student Life Office at 872-2246.



### **INTERCOLLEGIATE ATHLETICS**

Nicknamed the Bobcats, PSC's athletic teams compete as members of the National Association of Intercollegiate Athletics (NAIA) and follow the rules of that association. Peru State's football team is a member of the Central States Football League. The men's volleyball team is a member of the Mid-American Men's Volleyball Intercollegiate Conferences. The other athletic teams belong to the Midlands Collegiate Athletic Conference.

The intercollegiate athletics program at PSC includes the following sports:

<b><u>SPORT</u></b>	<b><u>COACH</u></b>	<b><u>PHONE</u></b>
Baseball	Jason Cronin	872-2443
Basketball-Men's	Dave Walker	872-2344
Basketball-Women's	Kevin Dobbs	872-2217
Football	Terry Clark	872-2216
Softball	Mark Mathews	872-2204
M/W Volleyball	Alexis Turnbull	872-2297
Cross Country- Women's	Johann Murray	872-2272
Women's Golf	Kevin Dobbs	872-2217
Athletic Director	Dick Speas	872-2393
Athletic Trainer	Brent Melvin	872-2390
Sports Information	Dave Walker	872-2441
Cheerleading	Glenda Halley	872-2315
Athletic Office	Angela Allgood	872-2350

Game schedules are available at the Athletic office, on the PSC homepage and in the Student Center. PSC students who have paid the Student Event Fee each semester are eligible for free admission to all home games.

### **INTERNATIONAL STUDENT ADVISING**

International Students are admitted through the Admissions office. The International Student Advisor is located in ADM 212 at 872-2221. The International Student Advisor assists students in adjusting to life in the United States and with other problems or special needs of International Students.

### **INTERNET HOME PAGE**

Peru State College has developed a very informational homepage on the Internet. You can access the homepage at <http://www.peru.edu/>

### **INTRAMURAL RECREATION PROGRAM**

The Intramural program allows participants to join teams or compete individually in meets, leagues and tournaments according to specific schedules. This competition involves prearranged facilities, equipment, supervision, officials and usually recognition through awards and publicity.

For more information call the Intramural office at 872-2439 or the Athletic office at 872-2350, or check the PSC Homepage and search on *Intramurals*.

### **LIBRARY**

The Library provides information services to the College community and Nebraska residents. The Library houses books, journals and magazines, curriculum materials, video and audiotapes, CDs, DVDs, and newspapers. Many books and most journal and newspaper items in the collection are available in electronic format only. The Library also offers several subject matter databases in all relevant disciplines that can often be accessed from off-campus. All necessary equipment is readily available for your use. There are also special collections relevant to the study of southeast Nebraska. Contact the Library at 402-872-2218 or at [library@oakmail.peru.edu](mailto:library@oakmail.peru.edu). Our catalog is at <http://library.nscs.edu>.

#### **Library Hours\***

Sunday	4:00 p.m. - 11:00 p.m.
Monday-Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.

\*Some exceptions in hours around holidays, breaks, and football games. Please check the Library website for the schedule on the PSC Homepage.

### **LITTER POLICY**

Any person found guilty of dumping, throwing, dropping, depositing, discarding or otherwise disposing of litter, all forms of trash including candy wrappers and cigarette butts, upon the campus of Peru State College shall be subject to a \$30.00 fine if they refuse to pick up such trash when given a verbal warning. The same individuals are also subject to applicable state fines for the violation.

## NEBRASKA RESIDENCY

Out-of-state students interested in Nebraska residency status for tuition purposes must first meet minimum requirements as established by the state of Nebraska. Residency applications filed after the end of week one of classes will not be approved until the beginning of the following semester. For additional information regarding residency classification, contact the Office of the Director of Records and Institutional Research at 872-2226.

## NEWSPAPER

The *Times* is a student newspaper published with the assistance of the School of Arts and Sciences. The *Times* is published five (5) times per semester. Please contact Patrick Fortney, 402-872-2418 if you're interested in becoming involved with the College newspaper.

## OFFICE TELEPHONE NUMBERS

(All phone numbers are 402 area code unless otherwise noted)

Academic Research/Records .....	872-2226
Academic Resource Center .....	872-2425
Academic Advising.....	872-2436
Admissions.....	872-2221
Athletics/Al Wheeler Activity Center .....	872-2350
Auditorium.....	872-3835
Bookstore.....	872-2254
Business Office .....	872-2211
Campus Activities Board.....	872-2252
Campus Services.....	872-2257
Career Exploration & Planning .....	872-2436
College Assessment .....	872-2380
Day Care Center .....	872-7635
Dining Services .....	872-2256
Director of Media and Public Affairs .....	872-2479
Financial Aid .....	872-2228
Fire (City) .....	9-911
Foundation .....	872-2304
Health Center.....	872-2229
International Student Advising .....	872-2221
Intramurals .....	872-2439
Library .....	872-2218
Peru State College.....	872-3815
Peru Rescue Unit .....	9-911
Police (Sheriff) .....	274-3139

or Emergency.....	9-911
President.....	872-2239
Records & Institutional Research .....	872-2226
Residence Life .....	872-2246
Schools:	
Arts and Sciences .....	872-2237
Education and Graduate Studies .....	872-2244
Professional Studies.....	872-2232
Security.....	872-2411
Student Center.....	872-2252
Student Programs .....	872-2252
Student Senate .....	872-2329
Student Support Services .....	872-2305
<i>Times</i> Newspaper .....	872-2260
VP for Academic and Student Affairs .....	872-2222
VP for Administration and Finance .....	872-2224

## **OPEN FLAME POLICY**

**Open Flames, Candles, Halogen Lamps:** The definition of an open flame for this category shall constitute any lighting or heat-generating device, which produces a flame that is not protected. Some examples are wax or gel candles, tiki lamps, oil lamps, torches, etc. (This also includes halogen lamps.) Open flame devices are strictly prohibited within PSC facilities. Authorization shall be requested of the Security Office for candle use in theatrical events and food service areas.

## **PARKING**

Every motorized vehicle on campus must be registered and display a current parking permit on the vehicle's rear view mirror. There are designated parking lots for commuting students, resident students, staff and visitors.

### **Parking Permits**

Permits may be purchased for one school year at a cost of \$20.00. They are obtained from the Security Department located in the Campus Services building.

### **Campus Parking**

A number of visitor-designated and restricted parking areas exist on campus. Motorists attempting to find convenient parking during class times may have to park adjacent to campus and walk the additional distance. Every vehicle must display a parking permit or

be subject to ticketing and impounding. Visitors to the campus must obtain visitors' passes at the Security Office.

### **Parking for Disabled**

Spaces are designated in each lot on campus with distinctive blue and white signs and are reserved for the exclusive use of students with physical impairments displaying the appropriate HCP permit/license issued by the State of Nebraska Division of Motor Vehicles.

Vehicles parked in non-designated areas of the permit holder or restricted areas will be ticketed and may be impounded at a cost to the owner. College parking tickets can be paid by mail or in person at the Security Office. Tickets must be paid within 14 days of the date issued to avoid being charged penalties. Copies of the Peru State College Motor Vehicle Regulations are available at the Security Office. For more information call 872-2357 or 872-2411.

### **POSTING POLICY**

Groups or individuals from the Peru State College community who find the posting of signs, bills, or posters a good and necessary way of publicizing events, activities, requests, etc., are asked to comply with the following guidelines.

- Be conscientious when hanging signs by using the available bulletin boards. Do not post on painted areas or on windows or doors. Signs posted in violation of the guidelines will be removed with no notice.
- Each person or group hanging signs is responsible for removing the same after they are no longer applicable (e.g., after an event has occurred, the sign should be removed). If you see any outdated signs, please remove them just as you would wish that someone seeing your old sign would remove it.
- Each building may have its own sign regulations beyond these general guidelines. If you have questions about an individual building policy, please contact the representative listed below.
- Signs may be posted as early as two weeks prior to an event's occurrence.
- A contact name, which can be a group or an individual, and a campus phone extension number or local telephone number must appear on every sign. If proper information is not displayed, the sign may be removed.

**Building Representatives**

A.D. Majors/AWAC – Angela Allgood  
A.V. Larsen – Angela Balquier  
Academic Resource Center - Bea Patterson  
Campus Services Bldg. - Janet Hawley  
Residence Halls - Jennifer Brettman  
Hoyt Science – Dean's Office  
Jindra Fine Arts – Dean's Office (Hoyt Science Building)  
Library - Carolyn Allgood  
Student Center – Sara LaBrie  
T.J. Majors - Lisa Parriott and/or Linda Staples

**PSYCHOLOGICAL ISSUES**

Students experiencing psychological problems whose behavior is determined by College officials to prevent them from participating at a minimal level in academic pursuits or is disruptive to campus life may be involuntarily withdrawn from the College or from college housing.

Prior to an involuntary administrative withdrawal being considered, the Vice President for Academic and Student Affairs will review the student's record and behavior. If such a student is in counseling with an agency outside the College at the time of the disruptive behavior, appropriate releases of information as requested by the College will be required. Should such a student not be in counseling with any counselor, the student will be required to submit to a psychological evaluation and agree to provide the College with a release of information regarding this evaluation. Prior to final action being taken by the Vice President for Academic and Student Affairs with respect to an involuntary administrative withdrawal, the student being considered for such action will be afforded the opportunity, if they so desire, of a hearing before the administrative official who will be making a final decision in the case.

Application for readmission to the College after withdrawal for behavioral factors relating to a psychological condition requires evaluation by a certified counselor and final approval by the Vice President for Academic and Student Affairs.

**RELEASE OF INFORMATION**

When a student signs a Release of Information form authorizing Peru State College (and its representatives) to release information concerning enrollment (attendance, grades, financial aid, etc.) to an agency (i.e., Voc Rehab) or an individual (i.e., parent), the

office receiving the form should make a notation in SIS on the hold screen (\*48) as a general comment. The specifics of the release should be entered in the comment section of the screen. The receiving office should keep the original form in their records.

When a student wishes to rescind the permission to release information, he/she should return to original office where the release form was signed. The word "Cancelled" should be written on the form by the student along with a signature and date.

<b>PERMISSION TO RELEASE INFORMATION</b> <b>Peru State College</b>		
I, _____ give Peru State College permission to release information regarding my enrollment/financial aid at this institution to: _____		
Relationship: _____		
Any restrictions?    Yes    No    If yes, please comment _____		
_____		
_____ Student Signature	_____ Student SSN	_____ Date
_____ Peru State College Witness	_____ Date	

## RESIDENCE LIFE

### **Residence Halls** (See also: The Residence Life Handbook)

Living in a residence hall exposes students to a living-learning environment that strives to assist students with their academic and personal development.

Residence hall living affords students considerable freedom. Paraprofessional staff members (RAs) supervise and assist students with educational and social programs, augmenting the academic program. These programs provide assistance that may be needed to adjust to college life.

Peru State offers a variety of living accommodations from which students may choose. Students are responsible for supplying their own linen and bedding, including pillows and mattress pads. The lower level of each hall is equipped with washers and dryers, and recreational equipment such as pool tables and ping-pong tables. There are microwaves in every hall.

The terms of the housing contract are binding for one academic school year. Failure to maintain the contract is considered a willful violation of the contract and obligates the student for the housing fees for the remainder of the contract period. The contract can only be canceled without financial obligation for the following reasons: medical, marriage, withdrawal from College, student teaching, graduation, or unforeseen financial hardship. Verification must be supplied. Requests must be submitted to the Coordinator of Residence Life at least one month in advance.

All unmarried first and second year students must live in College residence halls while enrolled for classes at Peru State College; however, this requirement shall not apply to those undergraduates who:

1. Have reached junior status (60 or more credits) prior to registering for fall semester; or have lived on campus for two years; or
2. Are 21 years of age or older on or before the last official day to register for the fall semester; or
3. Are residing at home with their parent(s) or legal guardian(s), within a 50-mile radius of Peru; or
4. Are veterans who qualify for veteran's benefits by virtue of active service in the armed forces; or
5. Are enrolled with eight credit hours or less per semester.

### **Conduct**

Anyone living in College housing, or visiting it, student or non-student, is expected to abide by all College regulations and those established for that particular hall. In addition to the College Code of Conduct, regulations are designed to enhance the two basic principles of residence hall living: 1) consideration for others and 2) respect for property. See the Residence Life Handbook for full information on the following rules and regulations pertaining to the Residence Halls.

### **Visitation Regulations**

The visitation regulations apply to all opposite-gendered individuals who do not live in the hall in which they wish to visit. Visitors of the opposite gender may visit the halls from 9 a.m. - midnight Monday - Thursdays and 9 a.m. Friday - midnight Sunday. The College does not condone cohabitation.



### **Overnight Guests**

All overnight guests must be registered and approved by the Hall Director. Overnight guests are permitted for a limit of three nights per month. Residents must also gain permission of others living in the room or apartment in advance. Guest parking permits are available from the Security Office and must be displayed on guests' vehicles. Guests must park in designated areas. Guests who disrupt the normal operation of the residence halls will not be tolerated and will be required to leave the residence halls. Peru State residents are responsible for the conduct of their guests and should be certain that their guests understand and observe residence hall and campus regulations. Residents are financially responsible for any damage to or loss of College property as a result of a guest's action.

### **Quiet Hours**

Quiet hours will be observed in residence halls from 10 p.m. to 10 a.m. daily. It is each student's shared responsibility to help maintain a quiet environment by exercising consideration of others' rights for study and sleep, as well as confronting others when needed.

### **False Reporting**

Reporting a false fire alarm by pulling an alarm box or through a telephone call, or tampering with alarm equipment, in addition to being a state and local law violation, is interpreted as a disregard for the safety and rights of others. Violations of this nature will result in disciplinary action, possibly suspension from Peru State College, and civil action.

### **Fire Extinguishers**

There are fire extinguishers located on every floor of each residence hall on campus. Extinguishers are to be used only in case of a fire emergency. A staff member should be notified if it has been necessary to use an extinguisher, regardless of the cause. Unnecessary use or misuse of a fire extinguisher will result in disciplinary action.

### **Personal Property**

The College does not assume responsibility for lost, stolen, or damaged articles. Students are urged to mark all personal items with permanent identification, to avoid leaving valuables and large sums of money in unlocked rooms, and to lock rooms during any

absence. All losses should be reported immediately to the appropriate Resident Director or the Office of Residence Life.

### **SAFETY and SECURITY**

In the college setting, as in society at large, the safety and security of persons and property are everyone's responsibility. At Peru State College security services are provided through the College's security personnel. Although security services are a key element regarding campus safety, all faculty, staff members and students need to lend their help and assistance if we are to deal effectively with safety and security at Peru State College.

It is unlikely that you will be a victim of crime while at Peru State College, but it is not guaranteed that you will not be. The College has implemented many programs and services to assist in making the campus as safe as possible. Members of the campus community can further reduce risk by considering at all times their own personal safety and taking the necessary precautions.

'An ounce of prevention is worth a pound of cure' pervades the sentiment of this section. Because Peru State College is concerned for the safety of people in the campus community, the following safety tips have been developed:

1. Keep your room and valuables locked securely.
2. Lock your vehicle.
3. Always have your keys in your hand ready to unlock the car door.
4. Never get into your vehicle without first determining that no one is hiding in it.
5. If you feel concerned about your safety when walking to your car or from a building, you may call Security or the County Sheriff.
6. Stay in the company of others; don't isolate yourself.

Contact Security at 872-2411, a Resident Assistant or dial the Sheriff's Office at 9-911.

### **Concealed Weapons**

Concealed weapons (even with a Concealed Weapons Permit) are not allowed anywhere on the Peru State College campus, including parking areas, buildings, athletic fields, or in vehicles.

### **Crime Prevention Programs**

Peru State College has its own Security personnel. The campus Security Office provides security services for the safety and protection of faculty, staff and students and the buildings and property of Peru State College.

Security patrols of campus buildings and grounds are carried out on a regular schedule. During evening hours campus Security Officers are in radio contact with residence hall staff members should there be any security needs in the residence halls. Anyone having a security question or wishing to report a security concern should contact the campus Security Office at 872-2411.

### **Reporting of Crimes**

Crimes and potential criminal actions and other emergencies on campus should be reported immediately to the Campus Security staff (872-2411) by any student, faculty, or staff member. As necessary, investigations are carried out in conjunction with other law enforcement.

### **911 Emergency Services**

The Peru State College campus has 911 emergency services available. By dialing 9-911 from any campus telephone (with the exception of pay phones), the caller is connected with the Nemaha County Sheriff's Office.

### **Campus Crime Statistics**

<b>Year</b>	<b><u>2004</u></b>	<b><u>2003</u></b>	<b><u>2002</u></b>
Murder	0	0	0
Sex Offenses			
Forcible	0	0	0
Nonforcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	2	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Violations	44	45	39
Drug Law Violations	4	3	4
Weapons Possessions	0	5	2
Hate Crimes	0	0	0

The statistics represent ***alleged*** criminal offenses ***reported*** to campus security authorities or local police agencies. ***Therefore, the data collected do not necessarily reflect prosecutions or convictions for crime.***

Peru State College's crime stats are reported to the United States Department of Education, Office of Postsecondary Education and can be viewed on their website at <http://www.ope.gov/security>

### **SEXUAL ASSAULT**

It is a violation of Peru State College policies to sexually assault another person. Sexual assault is defined as sexual contact with another person without the consent of that person.

Discipline in sexual assault cases includes the possibility of disciplinary suspension or permanent expulsion from the College.

#### **Campus Disciplinary Procedures Including the Rights of the Accuser and the Accused**

Peru State College has established the following policies regarding campus discipline and the rights of the accuser and the accused in sexual assault cases.

The right of the accuser and the accused to an explanation of the options available to them are as follows:

1. A campus disciplinary hearing.
2. The right to notify proper law enforcement authorities, including Campus Security and local police. The option to be assisted by campus officials in notifying such authorities, if the individual so chooses.
3. The right of the accuser to be notified of existing counseling and/or services available to the victims of sexual assault, both on the campus and in the community.
4. The right of the accuser and the accused to be informed of the outcome of any campus disciplinary procedure.
5. The right of the accuser to be notified of the availability of changed academic and living situations after an alleged sexual assault incident.

#### **How to Report an Assault**

An individual wishing to report a sexual assault has the following options:

1. He/she may contact the Resident Assistant, Senior Resident Assistant, or Coordinator of Residence Life. The Resident Assistant/Coordinator will assist her/him by putting her/him in contact with a representative from Project Response (domestic abuse/sexual assault crisis response service).
2. He/she may call 911, (if from on-campus, 9-911) which will put him/her in contact with the Nemaha County Sheriff's Department.
3. He/she may go directly to the emergency room at Nemaha County Hospital in Auburn or any other hospital emergency room.

#### **Off-Campus Services Available**

Project Response Sexual Assault Crisis Line - 1-800-456-5764  
Nemaha County Sheriff's Department - 9-911 or 274-3139

#### **Campus Educational Programs**

Educational programs and services dealing with sexual assault are provided at Peru State College through the Residence Halls and the Student Health Center.

Procedures outlined here apply to assistance available for both male and female sexual assault victims.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as unsolicited nonreciprocal behavior by an employee or student who is in a position to control another's status and who uses the power or authority of the position to cause the employee or student to submit to sexual activity, or to fear that he or she would be punished for the refusal to submit. Sexual harassment also includes any employee or student conduct of a sexual nature unreasonably interfering with a student's educational performance or status by creating an intimidating, hostile, or offensive educational environment. Sexual harassment may consist of a variety of behaviors by an employee or student including, but not limited to, subtle pressures for sexual activity, inappropriate touching, inappropriate private language, demand for sexual favors, and physical assault.

### **SOLICITATION, CANVASSING AND SELLING ON CAMPUS**

No solicitation or canvassing of any kind, including door-to-door solicitation or canvassing in residence halls, may be conducted on campus, nor may articles, goods or services be offered for sale on

the campus by anyone without prior permission from the Vice President for Academic and Student Affairs.

## **STUDENT CENTER**

### **Game Room**

For your enjoyment, the Student Center provides a fun-filled game room. It is furnished with cable tv, pool tables, ping-pong tables, pinball machines and video games available for student use. Check at the Information Desk for board games and pool balls and cues. A current student ID card is required for admittance to the game room.

### **Conference Rooms**

The Student Center has several conference rooms: the Bur Oak, Laurel Oak, Live Oak and Emory Oak. Recognized student clubs have priority use of these rooms. To schedule these rooms call 872-2246.

The Student Center is also the home for Student Programs and Student Senate as well as the Food Service, Intramurals and the Bookstore. For more information on any of these organizations or services call 872-2252. In addition, the Residence Life staff provides many social and educational programs throughout the year.

### **Weight Room**

The Student Center has a weight room for student use that is located in the lower level of the Student Center.

## **STUDENT FREEDOMS, RIGHTS AND RESPONSIBILITIES**

The role of Peru State College is to encourage people of all ages to develop their skills and talents according to individual abilities and interests, so that collectively they contribute to the continuum of democracy. College policies, procedures, and regulations are formulated to guarantee each student's freedom to learn and to protect the constitutional rights of others.

The concept of rights and freedoms, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students as well as other members of the College community enjoy the same constitutional and civil rights guaranteed all citizens. At the same time they are subject to the laws of the nation, the State of Nebraska, the local community and College policy. All members of the College community have a strong responsibility to protect

and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students and employees as members of the College community.

Violations of student conduct regulations will be handled through the office of the Vice President for Academic and Student Affairs. Violations of federal, state, and/or local laws make a student subject to civil and/or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing and complying with PSC policies, procedures and deadlines. Policies and regulations may be found in the College Catalog, the Student Handbook, and in the Vice President for Academic and Student Affairs office.

### **Academic Rights of Students**

The College has the responsibility to provide a program of quality education in keeping with its financial resources. Students have protection through campus-designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the College Catalog, and for maintaining an acceptable grade point average for degree requirements. Students have the right to be informed at the beginning of each term of the nature of the course, course expectations, evaluation standards, and the grading system.

### **Freedom from Unreasonable Search/Seizure**

Students shall be free from unreasonable search and/or seizure regarding their person and their personal property. The College does reserve the right to search College property to protect personal safety in compliance with College policies.

### **Freedom of Access**

Within the limits of its resources, Peru State College shall be open to all applicants who are qualified according to current admission requirements. Peru State College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, sex, or sexual orientation in any of its policies, practices, or procedures. This includes, but is not limited to,

admissions, employment, financial aid, and educational services, programs, and activities.

### **Freedom of Association**

Students are free to associate and promote their common interests. They have the right to seek, through official procedures, the establishment of organizations as long as they are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the membership requirements of those organizations.

### **Freedom of Expression**

The rights of free speech and peaceful assembly are fundamental to the democratic process. The College supports the rights of students of the College community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the College community are expected to conduct themselves responsibly according to law and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational processes and functions of the College, violation of law, and fighting words would constitute a violation of the Student Code of Conduct, for example.

***The College reserves the right to determine or regulate time, place and manner of expression, demonstrations, or meetings.***

### **Student Participation in Institutional Government**

Students shall be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student services.

## **STUDENT GOVERNMENT**

### **Student Senate**

The Student Senate focuses on the interests and opinions of the students in regard to the operation of the College. The Senate



consists of a 24-member panel (listed below), elected by the student body, to serve along with a Board of Trustee Representative (appointed by the Nebraska Governor) and the Student Body President. The Senate has voting members on the Library Committee, Scholarship Committee and Teacher Education Committee.

The Student Senate positions include: president, vice president, ten senators-at-large, two commuter representatives, two nontraditional representatives, two representatives from the freshman class, and one representative from each occupied residence hall. These include Morgan, Delzell, Clayburn/Mathews, Nicholas/Pate, Davidson/Palmer and Oak Hill.

Information on the committees within the Senate is available from the Student Programs office at 872-2252 or the Senate/CAB office at 872-2329.

#### **Residence Hall Governments**

These representative councils are selected by members of the residence halls to govern and handle programs and plan social activities.

### **STUDENT GRADE APPEAL**

**Policy:** Students who disagree with the assignment of a final grade by an instructor may file an appeal under these procedures.

**Grade Decision Reviewed:** This process is available only to review allegedly unfair final course grade decisions, not mere differences of opinion regarding the professional judgment of the instructor who made the grade decision, or to dispute grades on assignments, tests, or other work within a course. A grade decision may be considered unfair if the decision:

1. Was based on factors other than performance in the course and/or compliance with course assignments and requirements;
2. Involved more exacting or demanding standards than were applied to other students in the same course section.
3. Constitutes a substantial departure from the instructor's standards as articulated in the course syllabus, catalog descriptions and/or other written materials.

**Student Grade Appeal Procedures:** A student who wishes to appeal a grade decision must proceed as follows:

1. Informal meeting: The student must attempt to resolve the matter directly with the instructor through a personal conference as soon as possible after the grade decision is known, but no later than the end of the first full week of the following regular academic term. If the student is unable to arrange a conference or is not satisfied with the instructor's explanation of the grade, the student may request in writing that the Dean of the school which offered the course convene a conference with the student and instructor. If the instructor is unavailable or unwilling to confer with the student, the student may request a formal review by the appropriate dean. (See section 2c below)
2. Dean Review: If the student and the instructor cannot reach a mutually satisfactory resolution to the problem, the student may file a formal appeal. The appeal must be presented in writing, together with relevant documents, to the appropriate dean no later than the 20th day of college instruction in the following academic term. The student must describe the appeal, identify which of the three reasons the appeal is based on (Section II above), detail the reasons the student believes the decision unfair, and document the student's attempts to resolve the appeal informally. For purposes of this section, fall semester and spring semester shall each constitute an academic term. The student shall send a copy of the appeal to the instructor. The instructor shall have ten (10) working days to respond after receipt of the appeal. If the instructor does not respond within that time frame, the dean will consider the appeal and documents formally submitted by the student.
  - a. The dean shall review the appeal and all of the submitted documentation, interview persons relevant to the appeal when necessary, and render a written decision within ten (10) working days of receipt of the instructor's response. A copy of the dean's decision will be given to the instructor and the student.
  - b. If the dean is also the instructor whose grade is the subject of the appeal, the Vice President for Academic and Student Affairs shall select another dean to conduct the appeal process.
3. Senate Review. The student or the instructor may appeal the dean's decision. Such appeal must be filed in writing and submitted to the Vice President for Academic and Student

Affairs within five (5) working days of receipt of the dean's decision, with copies to the instructor, the student and the dean. The written appeal shall deal only with the part or parts of the dean's decision that the appellant disputes. New evidence, information or supporting documents cannot be included as part of the appeal except when, by clear and convincing evidence, it is established that such information was not available at the time of the original appeal. The Vice President for Academic and Student Affairs will submit the appeal to the Faculty Senate for review. The Faculty Senate may interview the student, the instructor, the dean and other appropriate persons, but only to discuss the issues in dispute in the appeal. The Faculty Senate will submit a written decision to the student, the instructor and the dean within ten (10) working days of receipt of the appeal. The decision of the Faculty Senate is the final decision of the College.

### **STUDENT GRIEVANCE PROCEDURES**

The purpose of the student grievance procedure is to assist students who have a complaint arising from conditions, practices, working relationships, decisions, Title IX complaints, Civil Rights claims, actions or inactions of Peru State College and employees. The procedure is designed to guide students in filing complaints. Students are encouraged to resolve complaints informally with the employee directly involved and use the grievance procedures as a last resort.

**Nebraska State Colleges Board Policy 3210:** (Board of Trustees Policy Manual)

- Section 1. The grievance procedure set forth herein is designed to provide a method to resolve differences. Time lines should be adhered to unless modifications are agreed to by the parties to the grievance.
- Section 2. A grievance is defined to be a claim (request or complaint) by a student or person not covered under faculty or staff grievance procedures regarding academic or nonacademic matters.
- Section 3. In reducing a grievance to writing, it should include the exact nature of the grievance, the act(s) of commission or omission, the date(s) of the act(s), the identity of the grievant, the identity of the party(ies) alleged to have caused the grievance, provisions of any agreement, bylaws, rules, policies or practices

that are alleged to have been violated, and the remedy that is sought.

Section 4. For grievances regarding academic matters, the academic chain of command below the President of the College is the appropriate Vice President, Dean, Director or Assistant Director. Final authority regarding academic matters rests with the campus President and no appeal shall be allowed to the Board.

Section 5. Any party shall, at his/her expense, have the right to assistance by a person of his/her own choosing from the college community, or to legal counsel in any step of the grievance procedure.

#### **Procedure**

Step 1. The aggrieved person shall discuss the grievance with the faculty or professional staff member or with the person at the first level in the chain of command within ten (10) working days of the occurrence giving rise to the grievance in an attempt to settle the grievance. The administration shall then have ten (10) working days in which to respond and give a written answer to the grievant.

Step 2. A grievance not settled in Step 1 may be filed in writing with the appropriate person in the next level higher in the chain of command in accordance with Section 3 above to discuss and attempt to settle the grievance. If the grievance is with the division or school dean or head, the student shall discuss the matter with the Vice President for Academic and Student Affairs. The student's advisor or another faculty or staff member may assist the student in this process.

Step 3. A grievance which has not been settled in Steps 1 and 2 and which the grievant wishes to pursue shall be appealed to the Vice President for Academic and Student Affairs or Dean of Students, as appropriate, within ten (10) working days of the receipt of the response given in Step 2. The appeal shall include the written grievance and all responses given in the first two steps.

The Vice President for Academic and Student Affairs, may conduct a conference with the aggrieved party.

If the grievance is not resolved, the Vice President for Academic and Student Affairs, shall refer the student to an appropriate committee within ten (10) working days to hear the grievance, and to submit its findings and recommendations to the Vice President for Academic and Student Affairs, and the grievant within fifteen (15) working days after receipt of the grievance. If such findings are not submitted within that time, the grievant may proceed to Step 5.

- Step 4. Within ten (10) calendar days of receipt of the grievance along with all applicable responses, including those from the grievance committee, or within ten (10) working days of receipt of the recommendation from the student hearing committee, if the student hearing committee is utilized, the chief student affairs officer shall render his/her written decision. If such findings and recommendations are not submitted within that time or if the grievance is not satisfied, the grievant may proceed to the next step within ten (10) working days.
- Step 5. Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the college President, within ten (10) working days of the receipt of the response in Step 4, by filing the grievance and all prior responses with the college President.
- Step 6. Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the Board, within thirty (30) working days of the receipt of the response in Step 5, by filing the grievance and all prior responses with the Executive Director of the Board. In filing the grievance with the Board, the board will only consider whether basic procedural fairness, as outlined Board Policy 3200, was offered. In so doing, the Board shall, within its normal order of business, decide whether or not to hear the grievance and notify the grievant of its decision. If the Board's decision is to hear the grievance, the notification should include a statement with respect to whether the Board wishes further information from the grievant or whether it will grant a personal hearing before the Board, or designated officer, and the time, place and nature of any such hearing.

- Step 7. If the grievant is not satisfied with the decision by the Board, the grievant may seek relief under applicable State and Federal laws.

### **STUDENT PROGRAMS**

Student Programs provides coordination and leadership opportunities for campus events including major entertainment, educational presentations, recreation and creative fun, off-campus events (movies, bowling, etc.), travel events and many others.

Student sponsored programs and activities are an integral part of the total range of educational experiences offered by PSC. Students are encouraged to become involved since these activities will enhance their educational and social experiences. For more information call 872-2252.

### **STUDENT SUPPORT SERVICES**

The Peru State College Student Support Services Program is a combination of academic and personal support services that enhances student learning, on-going retention at the College, and graduation success for qualified students. Qualifications include status as a US Citizen or ability to meet federal financial aid requirements, exhibit a need for academic assistance, and the student is either:

- a. first generation (neither parent has a college degree)
- b. low-income background, and/or
- c. a person with a diagnosed disability

Students must apply to and be accepted into the Student Support Services Program to receive services.

Student Support Services participants may receive one-on-one tutoring for specific classes and academic monitoring to assist with classroom success. Each participant has been assigned an "upper-class" peer mentor who provides support and friendship throughout a student's educational experiences at PSC. The student is also assigned a professional mentor, a full-time staff member who meets with the participant at least twice a year to insure academic progress and social adjustment.

Participants are invited to attend study groups, study skills assistance programs, and cultural enrichment activities. The Student Support Services Program provides the camaraderie felt by being a part of a great group of students and caring professionals.

For more information, call 872-2305 to speak with a professional staff member of the Student Support Services Program located in the Academic Resource Center.

### **TELEPHONES**

Public pay phones are located in the Student Center, Jindra Fine Arts building, each residence hall, and the commuter parking lot.

Smoking, second-hand smoke and the use of tobacco products have been found to pose definite health hazards. To provide a safe and healthy environment for working and learning, smoking and use of tobacco products are not permitted in College buildings. Campus buildings are posted with NO SMOKING signs notifying all visitors of the smoke-free environment. Fines are imposed for improper disposal of tobacco products. Residence hall rooms with air filtration systems are excluded.

### **TRANSCRIPTS**

Transcripts will not be issued to students who have financial obligations to the College or holds on their academic records. Transcript requests are made in writing to the Director of Records and Institutional Research temporarily located in TJ Majors, Room 301. There is no charge for your academic transcript.

### **TUTORING**

PSC students are eligible to receive free peer tutoring. Students who do not qualify to be participants in the Student Support Services Program will be given academic assistance through the Academic Resource Center. Workshops address study skills, stress-reduction, test strategies, and time management. ARC personnel hire, train, and supervise peer tutors. ARC professionals also provide academic advising to students who have not chosen a major and to students who are on academic probation. Students who have special needs due to documented physical or learning disabilities are encouraged to work with an ARC professional so that appropriate accommodations can be arranged. PSC students who want to request a tutor, apply for employment as a tutor, or discuss special needs should go to the ARC Room 102 for application forms. To make an appointment or get further information, please call 872-2440. Academic Advising is located in the ARC Room 204, and can be reached by calling 872-2436.

## WHERE DO I FIND . . . .

\*Map found on website [www.peru.edu](http://www.peru.edu)

SERVICE	LOCATION	PHONE
Advising	Academic Resource Center	872-2436
Bookstore	Student Center	872-2254
Career Counseling	Academic Resource Center	872-2436
Child Care	TJ Majors Bldg 1 <sup>st</sup> floor	872-7635
Choir	Fine Arts - Rm 113	872-2253
Commuter Parking		
Computers	See page 19	
Copying	Library	872-2218
Credentials	Academic Resource Center	872-2280
Disability Services	Student Services	872-2440
	ADM 203	
Doctor	AD Majors - 2 <sup>nd</sup> floor	872-2229
E-Mail	Campus Services	872-2270
Fax Services	Bookstore-Student Center	872-2254
Financial Aid	ADM 204	872-2228
Housing	Student Center	872-2246
International Student		
Advising	ADM 213	872-2250
Internships	Contact Appropriate School	
Intramurals	Student Center	872-2439
Newspaper	AV Larson - Rm. 29	872-2260
Nurse	AD Majors - 2 <sup>nd</sup> floor	872-2229
Organizations	Student Programs – Student Center	872-2252
Parking Permits	Security Office	872-2411
Security	Campus Services Bldg	872-2411
Sports - Athletic Office	AD Majors -1 <sup>st</sup> floor	872-2350
Telephones (Public)	Student Center	
	Fine Arts	
Transcripts	ADM 108	872-2226
Tutors	Academic Resource Center	872-2440
Withdrawing	ADM 108	872-2425