

Chapter 6

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ACCESS/EQUITY/DIVERSITY

DISABILITY SERVICES

Southeast Community College provides reasonable accommodations for students with disabilities to ensure access to educational programs and services. Students who are requesting an accommodation based on a documented disability are advised to make the request known as soon as possible to ensure timely service by contacting the Career Advising Center on the campus they wish to attend.

Any student with a documented disability should complete the Student **Request for Reasonable Accommodations form** and mail, fax, e-mail, or deliver it to the Career Advising Office. Students who are requesting an accommodation based on a documented disability are advised to make the request known as soon as possible to ensure timely service. Information regarding accommodations for students with disabilities is available from:

BEATRICE


Career Advising Center, Jackson Hall

LINCOLN

Career Advising Center, Learning Resource Center

MILFORD

Placement & Assessment Center


 SCC also has a **TDD** (Telecommunication Device for the Deaf). The phone number is **402-437-2702**. Contact the Student Services Office for more information.

PRESENCE & USE OF ANIMALS AT SCC FACILITIES AND EVENTS

Bona fide service animals may accompany students, employees, and visitors with disabilities to all SCC events, activities, and locations. Local, state, and federal laws regulate the use of service animals at SCC locations and/or events. Animals associated with a college-related program of study (e.g. livestock) or research laboratory activity (e.g. livestock, mice) are covered by these guidelines. Please contact the Dean of Student Services on your campus for the complete administrative guidelines document for clarification and/or additional information regarding the presence and use of animals at SCC locations.

EQUITY & DIVERSITY

EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY

It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access, Equity and Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or  jsoto@southeast.edu.

HARASSMENT/DISCRIMINATION PROHIBITED

Southeast Community College believes that it is the right of all students to obtain an education in a college environment free from all forms of discrimination or harassment, including sexual harassment. Any student who believes he/she has been the subject of discrimination or harassment should report the incident to a member of the College's professional staff or one of the two campus educational equity representatives:

BEATRICE

Tom Cardwell, Dean of Student Services
Jan Arnold, Instructor, Academic Education

LINCOLN

Dave Sonenberg, Dean of Student Services
Susan Kash-Brown, Social Services Coordinator

MILFORD

Robin Moore, Dean of Student Services
Marcy Hostetler, Career Advisor, Assessment
Lyle Neal, Campus Director

Southeast Community College recognizes its legal as well as moral obligation to prevent racial and/or ethnic harassment. Therefore, this policy is consistent with federal and state laws.

• FEDERAL LAWS

Pursuant to Title VII of the 1964 Civil Rights Act, SCC has a responsibility to maintain a working environment free of racial intimidation and harassment.

• NEBRASKA LAWS AND POLICIES

The declaration of the state policy and purpose in the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. 48-1101 (Reissue 1988) states, in part, the following: "It is the policy of this state to foster the employment of all employable persons in the state on the basis of merit regardless of their race, color, religion, sex, disability, or national origin, and to safeguard their right to obtain and hold employment without discrimination because of their race, color, religion, sex, disability, or national origin. Denying equal opportunity for employment because of race, color, religion, sex, disability, or national origin is contrary to the principles of freedom and is a burden on the objectives of the public policy of this state."

• SCC POLICIES - E-3F(1-3)

Southeast Community College is committed to maintaining learning and working environments that are free from all forms of illegal harassment and discrimination. Accordingly, harassment based on an individual's race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law is prohibited. The College will not tolerate harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to the College while they are on College property or at events conducted, sponsored or sanctioned by the College. Each member of the College community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

Prohibited discriminatory harassment is defined as conduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person's ability to participate in or to receive the benefits, services, or opportunities of the College, and/or has the effect of creating an intimidating, hostile, or offensive environment.

Harassment when directed at an individual because of his/her race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors

prohibited by law may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access, Equity and Diversity, SCC Area Office.

CONDUCT EXPECTATIONS

ACADEMIC INTEGRITY

As you pursue your studies at SCC, be mindful that academic honesty and integrity are fundamental expectations of those who interact with you. Information concerning academic honesty may be obtained by contacting the Dean of Student Services.

STUDENT CONDUCT

All students enrolled at SCC are expected to conduct themselves as good citizens of an educational community. Students are expected to obey the laws and regulations of the nation, state, and community, and policies of the College.

Students may be dismissed from a program of study or from the College when violations occur. Due process is intended and provided; however, immediate suspension or dismissal may be the first course of action when violations are of a serious nature.

Categories of student misconduct which are not compatible with SCC's standards:

1. Cheating and plagiarism, knowingly furnishing false information to the College, forgery, alteration or misuse of College documents or records. (See Academic Integrity)
2. Disruption or obstruction of teaching, research, administration, disciplinary procedures or other College activities or public service functions.
3. Physical, mental, or verbal abuse to others or self on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health and safety of such persons. This abuse includes all forms of harassment and discrimination.
4. Participating in or inciting a riot or an unauthorized or disorderly assembly.
5. Seizing, holding, commandeering or damaging any property or facility of the College, or threatening to do so.
6. Refusing to depart from any property or facility belonging to or being used by the College upon a reasonable request of an authorized College official.
7. Unlawful possession, use, distribution, or being under the influence of illicit drugs, alcohol or controlled substance on College owned or controlled property or at any College sponsored event.
8. Obstructing the free movement of persons or vehicles on College premises or at College activities.
9. Possession of dangerous chemicals, explosives, firearms or items used or perceived as a weapon on College owned or controlled property or at College sponsored or supervised functions without prior authorization from College officials.
10. Littering, defacing, destroying, vandalizing or damaging property owned or being used by the College.
11. Removing College property or property assigned to the College without authorization.
12. Unauthorized entry onto College property or property under the control of the College.
13. Unauthorized use of College equipment or facilities.
14. Violating campus parking and/or driving regulations.
15. Violating College policies, rules or regulations.

16. Discrimination or harassment on the basis of race, color, religion, sex, age, marital status, national origin, ancestry, veteran status or disability.
17. Disorderly conduct or lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored or College supervised functions.
18. Theft of property, money, or other items deemed College/student possessions/property.
19. Items of Public Display - SCC does not condone the public display of items (e.g., posters, t-shirt designs, paintings, etc.) which are intended and/or deemed racist, sexist, indecent, illegal, inciting, or oppressive in nature. Such materials are disruptive to the learning environment or do not promote an atmosphere of positive encouragement and mutual respect for others. Persons in violation of this expectation will be asked to remove items of this nature, and be subject to disciplinary action.
20. Testing Center Cheating
 - a. A student caught cheating in the Testing Center will have the test confiscated immediately.
 - b. The instructor will be notified as soon as possible by the Testing Center.
 - c. The instructor will address the situation as it is outlined in the course syllabus.
 - d. The student will be suspended from use of the Testing Center, for that class, until written notification is received by the Testing Center. The written notification will be from the instructor and must request reinstatement of Testing Center use for that student.
 - e. If that student is caught cheating a second time, whether or not it occurs for the same class, that student will be barred from using the Testing Center.

CELL PHONES



Cell phone use is not allowed in the classroom. Students are to shut off their cell phones prior to entering the classroom.

The use of cell phones is strictly prohibited in all locker rooms. "Locker Room" is defined to include any designated area/room/facility where students or employees can change clothes and which contains lockers or temporary storage for clothing and personal possessions. Violators will be subject to disciplinary action, and maybe reported to law enforcement officials. Suspected violators of this ban should be reported immediately to the Campus Director or Dean of Student Services. (See also "Electronic Devices" and "Telephones".)

COMPUTER USAGE



Computers are available for student use at each campus. Computers are located in the computer labs, classrooms, and Learning Resource Centers. SCC welcomes students to use the available computer facilities for completion of school-related projects. SCC provides licensed software on its computers for students' use and training.

Students are not to use software other than the software installed on the SCC machines and are not to modify the computers' directory structure in any way. Users will abide by the guidelines regarding the lawful use of computers and software. Students who do not abide by SCC computer use policy will be subject to penalties outlined in the "Computer Use Violations" section.

COPYRIGHT LAW

© The copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted materials, including publications, computer software, audio music, video, and audiovisual materials. It is the responsibility of the student when using SCC equipment such as photocopy machines and computers, to adhere to these guidelines. For more information on copyright law, visit the LRC.

HIGHER EDUCATION OPPORTUNITY ACT REPORTING REQUIREMENT

The following notice is in compliance with the recently passed H. R. 4137, the Higher Education Opportunity Act:

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. If students reproduce or offer full-length sound recordings for download without the authorization of the copyright owner, they are in violation of federal copyright law and could face civil as well as criminal penalties. The most common violations of unauthorized distribution of copyrighted material are software and sound recording piracy.

SOFTWARE PIRACY

Unauthorized duplication, distribution or use of someone else's intellectual property, including computer software, constitutes copyright infringement and is illegal and subject to both civil and criminal penalties. The ease of this illegal online behavior causes many computer users to forget the seriousness of the offense. As a result of the substantial amounts of money the software industry loses each year from software piracy, the software companies are enforcing their rights through courts and lobbying for and getting stiffer criminal penalties. It is a felony to reproduce or distribute illegal copies of copyrighted software.

SOUND RECORDING PIRACY

Another form of copyright infringement is the unauthorized duplication and distribution of sound recordings. Online piracy is increasing as many people use the Internet to illegally distribute digital audio files (e.g. MP3 format). The Recording Industry Association of America (RIAA) monitors the Internet daily and scans for sites that contain music. They have been successful in getting the sound recordings removed from those sites.

Federal copyright law grants copyright owners (typically, a record company) the exclusive rights to reproduce, adapt, distribute and, in some cases, digitally transmit their sound recordings. Therefore, the following activities, if unauthorized by copyright owners, may violate their rights under federal law:

- *Making a copy of all or a portion of a sound recording onto a computer hard drive, server or other hardware used in connection with a web site or other online forum. This includes converting a sound recording into a file format (such as a .wav or mp3 file) and saving it to a hard drive or server;*
- *Transmitting a copy or otherwise permitting users to download sound recordings from a site or other forum; and/or*
- *Digitally transmitting to users, at their request, a particular sound recording chosen by or on behalf of the recipient.*

COMPUTER USE VIOLATIONS

Suspected or alleged violation of this policy should be reported immediately.

SCC Computer Helpdesk

402-437-2447 or 1-800-642-4075 ext. 2447

 helpdesk@southeast.edu

Administrators have the authority to temporarily suspend network access to a computer that is believed to have been the source of a violation. Attempts will be made to contact users prior to the suspension of a computer's network access. An incident report will be filed and appropriate action taken. Abuse of network and computing privileges is subject to disciplinary action. The appropriate SCC authorities, beginning with the Vice President for

Technology, will handle computer use violations. Disciplinary actions as a result of violations may include the following:

- Loss of access privileges
- SCC judicial sanctions as defined within the code of student conduct
- Monetary reimbursement to the College or other appropriate sources if responsible for malicious damage to the College network of information systems
- Expulsion or suspension from SCC
- Prosecution under applicable civil or criminal laws

STUDENT HOUSING DATA NETWORK ACCEPTABLE USE POLICY

A "Residence Hall Computer Use Policy" agreement must be signed and returned to the dorm manager before Internet service is provided to the student's room. The Student Housing Data Network provides resident housing students with in-room connections to the campus data network providing Internet access. The Internet access is a privilege that can be revoked if terms of this policy are violated.

Students' use of the SCC-provided network access indicates their acceptance of this policy, as well as their responsibility to use the connection appropriately and in accordance with applicable laws and regulations. The SCC Residence Services and Information Technology Services reserves the right to modify, change and revise this document as necessary without permission or consent of the users.

NOTICE: Students cannot use their computer or the Internet for any illegal purpose.

Examples of illegal usage include but are not limited to copyright infringement, viewing, producing, peer-to-peer file sharing, downloading or uploading or distributing literature, movies, or other media that are illegal in general such as child pornography; harassing, threatening, or intimidating other individuals or groups.

• PORNOGRAPHY:

Viewing pornography on SCC public-access computers, such as those in hallways, computer labs or the Learning Resource Center is considered sexual harassment and is prohibited for students and staff. If a class assignment requires any type of research on pornography, students must provide written authorization from the course instructor to the LRC or computer lab staff. Staff will then direct authorized students to a secured location for researching the subject. (See item # 14 below.)

• PROHIBITED INTERNET USAGE:

(Applies to all computers used by students at Southeast Community College):

1. Sharing copyrighted material such as MP3s and software is strictly prohibited.
2. Students must observe copyright laws, license restrictions and SCC policies when receiving, retransmitting or destroying software or data. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies. Copying College-owned or licensed software or data for personal or external use without prior approval.
3. Attempting to modify College-owned or licensed software or data without prior approval.
4. Using the SCC Internet connection for gambling, viewing/downloading/distributing pornography, or other illegal activities.
5. Attempting to damage or disrupting operation of computing equipment, data communications equipment or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or State of Nebraska computing resources including the Internet access system.

6. Altering or extending beyond intended use of in-room connections. No more than one device should be connected to each active network port. Network hubs are prohibited.
7. Using in-room connections to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.
8. Attempting to capture transmissions on the network not addressed to the student's location. In other words, "sniffing" – the digital equivalent of wire-tapping – is not allowed.
9. Attempting to gain access to any data, software or services, without explicit permission of the owner.
10. Concealing or misrepresenting user's or another's identity using network connections. Examples: Sending electronic mail under an assumed name. Sharing a login password with another individual is prohibited.
11. Using SCC computing resources, including in-room connections, for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.
12. The network is a shared resource. Excessively using network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes but is not limited to applications that use a large amount of bandwidth (for example, Quake, Half-life, downloading MP3s and MPEGs). Sending out mass e-mails and/or spamming also are prohibited.
13. Sending messages that are fraudulent, harassing, obscene, threatening, or other messages that violate of applicable federal, state or other law or College policy.
14. Class Assignment Exception to Computer Usage Restriction: In the rare instance that an instructor may include viewing pornography as part of a legitimate research assignment for a class, the following rules must be followed prior to using college-owned computers or college-owned Internet connections to conduct such research.
 - The instructor must provide each student with the specific assignment in writing. This document authorizes a student to access Internet sites that would otherwise be prohibited.
 - To access the restricted sites on a college-owned computer or college-owned Internet connection, the student must first clear such access with the LRC staff or the computer lab attendant in the area where the computer is located. Students must provide the LRC staff their name, SCC ID card, and term of the course.
 - The student who is expected to use a computer for these purposes must do so in a discrete location to minimize incidental viewing of restricted sites and materials by others in the immediate area.

NOTE: Failure to comply with these expectations may result in disciplinary action, which may include being suspended or expelled from the College.

LEGAL DOWNLOAD OPTIONS FOR RESIDENT HALL STUDENTS

SCC does not block legal download sites providing residence hall students the opportunity to purchase audio, video, and/or games using the SCC Housing Data Network. Examples of vendors who sell music or subscriptions to music are: iTunes, Napster, Passalong, Puretracks, f.y.e., URGE, MusicGiants, eMusic, GetMusic, PayPlay.fm, etc. It will be the student's responsibility to provide evidence of ownership and/or license for anything downloaded using the SCC Housing Data Network. SCC does use bandwidth shaping and traffic monitoring tools to deter peer-to-peer and unauthorized downloads.

ELECTRONIC DEVICES

Classroom use of cell phones and personal electronic devices (e.g., laptop computers, Palm Pilots / organizers, Game Boys / portable video games, iPods, MP3 players, etc.) that are not pre-authorized by the instructor for instructional purposes is prohibited. Violation of this policy may lead to formal disciplinary action. (See also "Cell Phones" and "Telephones.")

DEBTS

All financial obligations to the College must be paid before a student may register for any new term and before transcripts, awards and credentials may be released. Financial obligations include (but are not limited to) tuition and fees, college loans, library and parking fines. The College will charge \$30 for every insufficient funds check.

DISCRIMINATION

Students who believe they have been discriminated against should contact the College's Access/Equity/Diversity Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

DRUG, ALCOHOL AND CONTROLLED SUBSTANCE POLICY

SCC's standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol or controlled substances by students and employees on its property, or as part of any of its officially recognized activities. The laws of the State of Nebraska pertaining to the possession and use of illicit drugs, alcoholic beverages and controlled substances on public property shall be followed. It shall be a violation of the drug, alcohol and controlled substance policy for students or employees to purchase, manufacture, possess, consume or sell such items on SCC campuses, or to be under the influence of drugs, alcohol or controlled substances while on campus.

When cause exists as determined by staff, a student suspected of being under the influence of drugs, alcohol or controlled substance while on campus or at a College activity may be requested to submit to a drug/alcohol test. Arrangements for and expense of such tests will be borne by the College.

Student violations of the standards as stated in the previous paragraph may result in any one or a combination of the following disciplinary sanctions:

- Warning
- Disciplinary probation
- Suspension
- Referral to an appropriate drug/alcohol/controlled substance treatment program
- Referral to law enforcement agencies
- Any other action considered necessary by College officials

Students' rights shall be protected in accordance with due process. Students accused of violating the drug/alcohol/controlled substance policy as established shall have the right to a hearing and appeal as defined within the College grievance policies and procedures.

SMOKING AND CHEWING TOBACCO

The College subscribes to the Nebraska Clean Indoor Air Act. Smoking and chewing tobacco are not allowed in any of the SCC buildings or in any College vehicles. Smoking and non-smoking areas on the campuses conform to state law and are clearly marked.

Spitting chewing tobacco is not permitted within the College facilities.

DISCIPLINARY ACTIONS AND STUDENT GRIEVANCES

STUDENT RIGHTS & RESPONSIBILITIES

The following statements of rights and responsibilities clarify those rights which a student may expect as a student of Southeast Community College, and the obligations and responsibilities which admission to the College places upon the student.

- A. Submitting an Application for Admission or a course Registration Form to SCC represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules and regulations of the College. Acceptance for admission, or course registration, in turn represents the extension of a privilege to participate in educational programs and activities and to remain a student as long as the academic and behavioral standards of the College are met.
- B. Each student is guaranteed the privilege of exercising his/her rights without fear or discrimination or retaliation. Such rights include:
 1. Freedom to pursue educational goals; appropriate opportunities for learning shall be provided by the College.
 2. Due Process and fairness in the implementation of disciplinary actions.
 3. The right to free inquiry, expression and assembly provided a student's actions do not interfere with the rights of others, interfere with the teaching-learning process, disrupt the normal operation of the College, and are in accordance with College policy.
 4. Fair evaluation of student performance.
 5. Personal safety, security and the continuity of the educational process.
- C. The right to inspect and review personal educational records, challenge the contents of records, and receive copies of all or parts of their records.
- D. Due Process and fairness in filing and resolving grievances concerning alleged abridgement of rights

(Refer to section Disciplinary Process and Procedure.)

DISCIPLINARY PROCEDURES

DISCIPLINARY DEFINITIONS

Disciplinary action - Action taken by a College staff member in response to a student violation, misapplication or non-application of a College rule or policy.

Days - Shall be defined as days that the College is in session (excluding Saturdays, Sundays and holidays.)

Restitution - Required payment for damage or misappropriation of property. This obligation may be satisfied by payment of money or other appropriate services. Failure to make restitution could result in a more severe sanction.

Sanction - A detriment, penalty, loss of reward or restriction in response to a violation of a College policy as a means of enforcing the policy.

DISCIPLINARY PROCESS AND PROCEDURE

When a student is suspected of violating a rule or regulation, he/she will be made aware of these suspicions by the Dean of Student Services or designated staff member in a timely manner. The rule or regulation that may have been violated, and the evidence supporting the suspicion, should be thoroughly discussed with the student. The purpose of this discussion is to establish the seriousness of the misconduct and to determine the appropriate sanction (response).

The following sanctions are options which may be considered and imposed:

- A. Warning** - An oral or written statement to a student alleging that he/she is violating, or has violated, College rules or regulations, must "cease and desist," and may be subject to more severe disciplinary action in the future for continuing, similar, or additional violations.
A warning is not a grievable sanction.
- B. Probation** - A written reprimand and sanctions for alleged violation of specific rules or regulations. The probation notice will specify a period of time for which specific privileges may be withheld or for which the student has the opportunity to exhibit corrective behavior, make restitution, or comply with any other terms and conditions deemed by College Administration to be necessary and appropriate. Violation of any College rule or regulation during the probationary period may be cause for additional disciplinary action.

NOTE: Students who violate College policies, rules or regulations generally receive a warning or probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS DEEMED SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE AND NECESSARY.

- C. Suspension** - Exclusion from attending classes and all student activities. The student will be excluded for a definite period of time not to exceed one year. The letter of suspension will state the terms of the exclusion and the conditions for readmission to the College, including terms of any restitution and/or service to be rendered by the student. The Dean of Student Services is responsible for administering suspensions and dismissals. Students have the right to request a hearing prior to a suspension.
- D. Dismissal** - Termination of student status. Readmission to the College shall not be granted. Restitution may also be required. Students have the right to request a hearing prior to a dismissal. Only students who are considered for Disciplinary Probation, Suspension or Dismissal are entitled to a Disciplinary Hearing. The Formal Grievance Process will be followed when a student requests a hearing. The following guidelines will be adhered to:

NOTE: Students who are scheduled for a Disciplinary Hearing or Appeal involving Suspension or Dismissal from class or College activities will generally be allowed to continue attending classes, remain on campus and attend College events/activities until the Disciplinary Hearing/Appeal is completed. However, when it is determined by College Administration (e.g. Dean of Student Services, a Campus Director, or the President) that continued attendance presents reasonable concerns regarding issues of student/staff safety, health or welfare, attendance will be restricted until after the Committee or the administrator hearing an appeal has rendered a determination and issues a recommendation concerning attendance.

GENERAL INFORMATION FOR STUDENT GRIEVANCES, DISCIPLINARY HEARINGS AND APPEALS

All students have the right of Due Process and fairness in filing and resolving grievances concerning an alleged abridgement or misapplication of College policy, including, but not limited to:

- Disciplinary action
- Student scholastic progress
- Grades
- Financial aid
- Actions or activities of the College
- Americans with Disabilities Act Reasonable Accommodations

REASONABLE ACCOMMODATIONS

Students needing reasonable accommodations to access or participate in the grievance process should contact the Dean of Student Services at their campus location for additional information and assistance.

USE OF LEGAL COUNSEL

Appeal Hearings are administrative in nature and present an opportunity for both sides to present and/or clarify facts. Neither party will be allowed the presence or use of legal counsel at any stage of the Appeal Process. However, if the student is concurrently facing criminal charges generated by the same incident that resulted in the disciplinary action, the student would be allowed the right of passive assistance of counsel during the hearing and appeals procedure.

NOTE: Legal counsel may not speak on behalf of the student or in his/her stead. When the student is allowed to utilize legal counsel to provide passive assistance, the College also retains the right to have legal counsel present to provide passive assistance.

ADA/504 GRIEVANCE

These procedures shall also apply to grievances arising from objection to, or dissatisfaction with, actions taken by Southeast Community College with regards to requests for reasonable accommodation.

ADA/504 Grievance is defined as an allegation by a student that at least one of the following has occurred. The student has:

- a) experienced disparate treatment;
- b) has been discriminated against because of a disability; or
- c) there has been a failure to provide a requested accommodation.

Note: Remedies under this Grievance Procedure are corrective steps, measures to provide a reasonable accommodation or reverse the effects of any discrimination and to ensure proper ongoing treatment.

GRIEVANCES/APPEALS INVOLVING SUSPENSION OR DISMISSAL

Students who are scheduled for a Disciplinary Hearing or Appeal involving Suspension or Dismissal from class or College activities will generally be allowed to continue attending classes, remain on campus and attend College events/activities until the Disciplinary Hearing/Appeal is completed.

However, when it is determined by College Administration (e.g. Dean of Student Services, a Campus Director, or the President) that continued attendance presents reasonable concerns regarding issues of student/staff safety, health or welfare, attendance will be restricted until after the Committee or the administrator hearing an appeal has rendered a determination and issues a recommendation concerning attendance.

GRIEVANCE/DISCIPLINE/ APPEALS PROCEDURES FOR STUDENTS

The purpose of a Student Grievance procedure is to secure, at the lowest level possible, equitable and timely solutions to problems that may arise. Grievances may be addressed through an informal or formal procedure.

A GRIEVANCE MAY BE "WITHDRAWN" BY THE STUDENT AT ANY TIME DURING THE GRIEVANCE PROCESS.

Grievance Definitions

Grievance: A grievance is defined to mean an allegation by a student that there has been a violation, misapplication or non-application of College rule or policy.

Grievant: A student who files a grievance. Disciplinary action: Action taken by a College staff member in response to a student violation, misapplication, or non-application of a College rule or policy.

Days: Shall be defined as days that the College is in session (excluding Saturdays, Sundays and holidays.)

Board of Governors: Refers to the Board of Governors of Southeast Community College.

INFORMAL GRIEVANCE PROCESS

An attempt should be made by both parties to resolve the grievance in a timely fashion and at the lowest possible level of involvement.

- a. The grievance must be raised by the student within five (5) days from the date the grievant could have reasonably gained knowledge of the alleged misapplication or non-application of College rules or policies, but in no event, more than twenty (20) days from the occurrence giving rise to the grievance.
- b. The student must communicate with the involved participants, including, but not limited to, instructor, the program chair, the division dean, and the involved support staff as a first attempt to resolve the grievance informally.

NOTE: Students are encouraged to seek resolution of the grievance through the informal process. If the grievance is not resolved at this level, the Formal Grievance Procedure may be initiated.

FORMAL GRIEVANCE PROCEDURE

The Formal Grievance Procedure is available to all currently enrolled students of the College in an attempt to provide equitable solutions to concerns and problems that may arise. The Formal Grievance must be raised within five (5) days from the date the Informal Grievance Process is concluded.

STEP 1.

If the Informal Grievance Process has not resulted in a satisfactory/acceptable resolution, a Formal Grievance Form may be completed and submitted to the campus Dean of Student Services.

*Step 1.1 - To initiate a Formal Grievance, a **Formal Grievance Form** must be completed and submitted to the campus Dean of Student Services. Formal Grievance Forms and a related checklist are available from the campus Dean of Student Services Office.*

*Step 1.2 - The campus Dean of Student Services will, within five (5) days, or on a date mutually agreed upon by the Dean and grievant, **call together the Grievance/Disciplinary Hearing Committee**. The campus Dean of Student Services or the dean's designee will serve as Chairperson of the Grievance/Disciplinary Hearing Committee. The Dean of Student Services may not serve as the Chairperson at the Grievance Hearing for any disciplinary action he/she administered, or for discipline administered by anyone the Dean of Students supervises.*

Grievance/Disciplinary Hearing Committee

The campus Dean of Student Services shall be responsible for appointing a minimum of five (5) members to the Student Grievance/Disciplinary Hearing Committee each term.

A Grievance/Disciplinary Hearing Committee may include, but is not limited to:

- The Campus Dean of Student Services (ex officio)
- Program chair
- Instructional staff
- Student Senate representative
- Support staff
- Administrative staff
- Other individuals deemed appropriate and/or necessary as determined by the Dean of Student Services

A quorum consists of five (5) committee members. If a quorum is not established, the hearing must be rescheduled. Grievance and Disciplinary Hearings are administrative in nature and afford all participants a fair opportunity to present and clarify the facts of the situation.

STEP 2.

Within five (5) days of the date the complaint is received by the campus Dean of Student Services, the Grievance/Disciplinary Hearing **Committee shall meet** to gather, review and clarify information from all relevant parties, and to **prepare a written response** to the grievant.

The following guidelines will serve as a basis for Committee Meetings and Hearings:

GRIEVANCE HEARING GUIDELINES

1. The student is permitted to appear in person to review the complaint. Such a request must be indicated on the Formal Grievance Form.
2. The employee(s) against whom the student has filed a grievance will be invited by the Committee Chairperson to present and clarify facts and information relating to the student-filed grievance.
3. Committee members, the student and other participants will receive copies of the formal grievance when deemed appropriate by the Dean or Committee Chairperson.
4. The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.
5. Hearings are not open to the public or to College staff not invited by the Committee Chairperson to participate.
6. Participants will be excused after their statements are given and questioning has ended.
7. The Committee Chairperson may make any reasonable procedural rulings deemed necessary to expedite the hearing, to limit the amount or nature of information presented by participants, and to safeguard the confidentiality of statements given at the hearing. Specific procedures will be explained by the Committee Chairperson prior to the beginning of the meeting or hearing.
(Note: The Committee Chairperson may exclude from the meeting or hearing any persons who fail to comply with the procedures or rulings of the Committee Chairperson.)
8. The student may have witnesses and an advisor of his/her choice, who have specific personal knowledge of the situation being grieved, to be selected from faculty, staff or student body of the College. (See "Use of Legal Counsel" for exception to these guidelines.) In no instance will another person be permitted to speak independently for the student or in his/her stead.

9. Students are responsible for notification of their selected advisors and/or witnesses. Prior to the hearing, the student must inform the Committee Chairperson whether the selected advisor(s) and/or witness(es) will attend the hearing.
10. If the student fails to appear at a scheduled hearing, and has not requested that the hearing be rescheduled and provided a reasonable basis for doing so, the committee may, at its discretion, proceed on the basis of available information.
11. An audio recording will be made of the information presented, and a copy of the recording will be made available to the student grievant if requested.
12. After hearing the information provided by the student and other participants concerning the grievance, committee members will discuss the grievance in closed session.
13. A separate audio recording will be made of the Committee discussion after the student grievant and the other participants have been excused. (This separate audio recording will be filed under confidential cover with the appropriate SCC employee(s) if the student grievant requests an Appeal Hearing following the steps outlined in the Grievance Appeal Process.)
14. The Committee shall review and consider the information presented and consult with appropriate College staff as necessary and appropriate. After review and consideration, the committee may decide to:
 - a.) uphold the action taken; or
 - b.) grant the remedy requested by the grievant; or
 - c.) select an alternative resolution.
15. A decision requires a simple majority vote of the committee members present. However, a minimum of five (5) committee members must be present and available to conduct a vote.
16. Within five (5) days (excluding Saturdays, Sundays and holidays) that the College is in session, from the date that the hearing was conducted, a written response shall be prepared by the Committee Chairperson and sent to the student grievant. The response will be delivered to the student via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.
The response shall include:
 - a. the committee's determination
 - b. a reference to the current College Catalog/Handbook for the next step in the Grievance Appeal Process
 - c. the name, address and contact information for the next step in the appeal process.
17. Copies of the decision/response to the student shall be sent under confidential cover to those against whom the grievance was filed, the Vice President for Student Services, Grievance Committee Members, Campus Director, and College Vice President that the domain of the grievance pertained to (Instruction, Technology, Student Services)
18. If the student grievant requests an Appeal Hearing following the steps outlined in the appeal process, the Grievance/Disciplinary Hearing Committee Chairperson shall forward all grievance materials, information and audio recordings to the next SCC employee(s) identified in the appeal process.
19. If the student grievant does not appeal, all grievance-related documents and recordings shall be retained and filed in the Dean of Student Services' Office.

PROCESS TO APPEAL

A. Appeal to the Vice President/Campus Director

If the student is not satisfied with the decision of the Grievance/Disciplinary Hearing Committee, the student may file, with the Vice President/Campus Director, a written request for a Grievance Appeal Hearing with the College Vice President that the domain of the grievance pertained to (Instruction, Technology, Student Services), as identified by the committee. The request must be filed within five (5) days of receiving the Grievance/Disciplinary Hearing Committee's decision.

The Grievance/Disciplinary Hearing Committee Chairperson shall forward all grievance materials, information and audio recordings to the appropriate College Vice President if the student grievant requests an Appeal Hearing following the steps outlined in the appeal process.

The appropriate College Vice President will hold the Appeal Hearing requested within twenty (20) days of the date the request was received.

The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

B. Appeal to the College President

If the decision of the appropriate Vice President/Campus Director is not satisfactory to the grievant, the grievant may request in writing within five (5) days an Appeal Hearing with the College President. The College President will hold the Appeal Hearing request within twenty (20) days of the date the request was received.

The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

C. Appeal to the Board of Governors

Only matters involving a student's Suspension or Dismissal from the College may be appealed to the Board of Governors. If the decision of the College President is not satisfactory to the grievant, the grievant may request in writing within five (5) days an Appeal Hearing with the Board of Governors.

The hearing before the Board of Governors will be held as scheduled by the Board Chair. The Board will conduct the Appeal Hearing within twenty (20) days of the date the request was received.

The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

D. External Avenues for Redress

In the event the grievant filing an appeal is not satisfied with the decision of the College, the grievant may wish to explore avenues of redress external to the College.

HEALTH, SAFETY AND SECURITY

LAW ENFORCEMENT CONTACTS

In situations deemed to be non-emergency or not requiring special considerations (e.g., safety and security), the following procedures will be followed for routine law enforcement contacts at any SCC facility:

Initial Point of Contact - The initial point of contact for all law enforcement representatives will be the Campus Director (or designee) in the Campus Office. The Campus Director (or designee) will assume responsibility for assessing the law enforcement request, determining appropriate next steps, and documenting relevant details of the law enforcement contact.

Student Contact Request - If a duly authorized law enforcement representative on official business requests interaction with a SCC student, the Campus Director (or designee) will contact and involve the Dean of Student Services, who will coordinate and assist to effectuate the law enforcement contact with the student at a place, time, and in a manner that is deemed to be prudent and appropriate.

Privacy/Confidentiality - Law enforcement contacts of the nature described above do not obviate the College's responsibility to safeguard information and files that students or employees reasonably expect to be private/confidential (e.g., student records protected under FERPA, or employee personnel files).


APPEARANCE

Reasonable cleanliness and appearance in dress are expected of all students. When and where safety factors are involved, each program should continue to establish those regulations considered in the best interest of the students. Program safety regulations are posted.

CAMPUS SECURITY

SCC is committed to ensuring the safety and security of students, employees, and visitors on its campuses, in College facilities and at College-sponsored activities and events. The College provides a variety of services and programs designed to promote and support safety and security.

SCC students, visitors and employees should report any suspected criminal activity or other emergencies at any SCC location to local law enforcement. Any student who is involved in an incident concerning safety and security should immediately report the incident to the campus Dean of Student Services.

The College monitors potential safety and security risks continuously, and maintains and reports crime information as required by the Crime and Campus Security Act of 1990. Anyone interested in accessing crime log information should contact the campus Dean of Student Services. The Office of Post-Secondary Education (U.S. Department of Education, Washington D.C.) Campus Crime and Security data for the SCC area is available at  <http://ope.ed.gov/security>.

EMERGENCY PROCEDURES

Students should be aware of the emergency exits and procedures posted throughout the buildings.

EYEWEAR

In compliance with Nebraska statute 85-901, students at SCC are required to obtain and wear appropriate industrial quality eye protective devices while participating in or observing the following courses of instruction in designated areas of campus facilities:

- (a) Vocational, technical, industrial arts, chemical, chemical-physical, involving exposure to:
 - (i) Hot molten metals or other molten materials;
 - (ii) Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - (iii) Heat treatment, tempering or kiln firing of any metal or other materials;
 - (iv) Gas or electric arc welding or other forms of welding processes;
 - (v) Repair or servicing of any vehicle; or
 - (vi) Caustic or explosive materials;
- (b) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

Unless otherwise required, industrial-quality eye protective devices means devices which meet the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1(1979) as approved by the American National Standards Institute, Inc.

Students are required to use safety eye protection that is marked with ANSI Z87.1 or Z87.2 standards, must have side shield protection at all times when there is a hazard potential from flying objects, molten metal, liquid chemicals, acids, or caustic liquids, chemical gasses or vapors, or potentially injurious light radiation. Non Side Shield eyewear is not acceptable.

Eyewear is available through the campus bookstores.

SAFETY PROCEDURES AND PRACTICES

Good safety procedures and practices are an important part of a student's education and future employment. Each division at SCC maintains certain safety standards and expects students to understand and practice those standards.

TORNADOES, SEVERE STORMS OR OTHER EMERGENCIES

In case of a severe weather or threat of a tornado, students will be notified by an alarm signal. Students are to follow the instructor's directions and move in an orderly fashion to a shelter area. When an "all clear" has been sounded, students will be notified and given further instructions.

It is the responsibility of the division deans, program chairs and instructors of SCC to properly inform the students of the designated shelter areas. They are:

BEATRICE

- **Adams Hall** - Interior walls, restroom
- **Ag Center** - Interior walls
- **Hoover Hall** - Interior walls, restroom

- **Jackson Hall** - Interior walls, restroom
- **Kennedy Center** - Basement, stairs located at the north end
- **Roosevelt Hall** - Interior walls
- **Washington Hall** - Interior walls

LINCOLN

Proceed to any **interior room** away from windows. Remain as close to a wall and as low to the ground as possible.

MILFORD

Cornhusker Hall

- Under lower stairwells and lower floor area

Dunlap Center

- Restrooms, hallway

Eicher Technical Center

- **Boiler Room** – under lower stairs leading to boiler room: two wire cage storerooms, north part of boiler room proper.
- **Related Welding Lab** – under shipping and receiving: Related Welding lab, Welding restroom and hallway leading into the Nondestructive Testing lab.
- **Auto Collision Repair Basement** – lower hallway into Auto Collision Repair basement: Restroom, classroom, two storerooms and basic Auto Collision Repair lab area.
- **Learning Resource Center** - Basement

Nebraska Hall

- Lower Level

Pioneers Complex

- Lower Level

Welsh Center

- Dressing room/weight room

PARKING AND DRIVING

Parking is available to students on each campus. Some parking spaces are reserved and designated for persons with disabilities. Parking in these designated areas requires a special permit.

Driving or parking is not permitted on grassy surfaces or other non-established driving or parking areas except as expressly permitted by posted signs.

Contact the Student Services Office for information on Restricted Parking Spaces, Administrative Guidelines, and procedures.

Milford and Beatrice campuses require a parking permit sticker for the campus parking lots. Contact your campus' Student Services Office for more information. Each campus encourages owners to lock their cars.

The College is not responsible for damages to a car while parked on college property. Students are responsible for having insurance coverage on their vehicles.

Campus speed limits and all state and local traffic regulations must be observed. Driving against the normal flow of traffic is not allowed.

BEATRICE

DRIVING

1. The speed limit on the Beatrice Campus is 20 miles per hour.
2. All federal, state and local traffic regulations are in effect on campus. Driving against the normal flow of traffic is not allowed.

PARKING/PERMITS

1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit. Permits are issued to students at registration.
2. Student parking is located in the lots south of the residence halls, west of Hoover, and the areas in the lot east of Kennedy Center not designated "handicapped" and "visitor."
3. Residential student parking is designated in the lot west of Hoover Hall.
4. No vehicle is permitted to occupy more than one stall. Please park between the lines. Improper parking will result in a citation and fine.
5. Students using parking lots with angled parking stalls are not permitted to move ahead into a stall that faces against the flow of traffic. Students parking against the flow of traffic will be ticketed.
6. General student parking is not allowed in the following designated areas and will result in a citation and fine:
 - visitor parking
 - handicapped parking (without visible permit)
 - designated NO PARKING or restricted zones
 - service entrances
 - Family Resource Center lot west of Adams Hall

FINES

1. Parking fines may be paid at the Business Office located in the Kennedy Center. Hours are 8 a.m. - 5 p.m., Monday through Friday.
2. Failure to pay fines will result in the following:
 - Fine will increase as noted on the citation.
 - Student may not register for next term.
 - Transcripts will not be issued.
3. Students who have repeated parking violations and unpaid fines will be subject to having their vehicle towed at their expense plus the expense of the violation.

OTHER REGULATIONS

1. Major repair of vehicles on campus is discouraged. Inoperable vehicles will be towed at owner's expense if allowed to remain on campus property an unreasonable length of time.
2. For your safety, keep your car doors locked and do not leave valuables in your car.

SNOW REMOVAL PARKING REGULATIONS

1. Hoover/Jackson parking lot: The snow will first be removed from the west end of the Hoover parking lot. The day after it snows, all Hoover and Jackson residents will be required to move their vehicles to the west end of the lot by 10:30 a.m., after the snow has been removed.
2. Roosevelt/Kennedy/Washington parking lot: The day after it snows, all Roosevelt residents will be required to move their vehicles to the Truman Center parking lot by 10:30 a.m., after the snow has been removed.

Vehicles not moved will be ticketed and, if necessary, towed at the owner's expense.

LINCOLN

DRIVING

1. While driving on campus, each student is expected to follow all state, local and College driving regulations.
2. Campus speed limits for all motorized vehicles are 20 mph unless otherwise posted.

PARKING

1. Students may park in any parking lot unless otherwise posted.
2. A parking area for motorcycles is designated in both the south and north parking lots.
3. Bike racks are available on the north, south, and east sides of the campus building.
4. General student parking is not allowed in the following designated areas:
 - a) Reserved for SCC Board of Governors meetings
 - b) Handicapped Parking (without visible special permit)
 - c) On campus streets, drives or service drives.
5. Vehicles left overnight without prior approval are subject to being towed. To obtain approval call the physical plant, 402-437-2570.

VIOLATION FEES

Illegally parked vehicles will be ticketed and violators will be required to pay parking fines according to the fine schedule. Repeat offenders' vehicles may be towed away at the owner's expense. Parking ticket fines must be paid prior to the deadline stated on the ticket and are payable at the Cashier's Office in Student Services, room E-1. Failure to pay fines according to campus rules and regulations will result in disciplinary action.

HANDICAPPED PARKING PERMITS

Handicapped parking permits are available at the city clerk's office located in the City/County Building, 550 So. 10 St. For either a permanent or temporary permit a doctor's statement stating need will be required. The fee for either permit is \$5.

SCC TEMPORARY PERMIT

A temporary handicap permit valid only on the SCC-Lincoln campus may be obtained at the Physical Plant Office. A doctor's statement stating need is required. No fee required. Call 437-2570.

DOWNTOWN ENERGY SQUARE ESQ PARKING

Students attending classes at the Energy Square location in Lincoln may purchase magnetic strips for reduced parking rates. Contact the ESQ Academic Education Office at 402-323-3441 for more information.

MILFORD

PARKING PERMITS

1. All students are required to register the vehicles they will be driving on campus. All vehicles parked on campus must have a valid permanent or temporary parking permit.
2. Permits are available on the day of class registration or from the parking office in the Physical Plant Building
Hours: 7:30 a.m.–Noon and 1–4:15 p.m.
3. Parking permits are valid for the student's enrollment period.
4. One vehicle permit and one motorcycle permit are allowed to each student at no cost. A \$6 fee is charged for additional permits.
5. Temporary permits are available and valid for ten school days. They must be visible before parking on campus.

DRIVING

1. While driving on campus, each student is expected to follow the regulations and traffic policies established by the College, and all state and local traffic regulations.
2. The speed limit on campus is 15 mph.

PARKING

1. Student parking lots are located west of the residence halls. This is the only area for student parking.
2. Motorcycle parking, staff parking, production parking, visitor parking, cafeteria staff parking and handicap parking areas are designated by signs. Student parking is not allowed in designated areas without a visual permit.

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3. Faculty overflow parking is in the student lot only. Vehicles will be ticketed in all other areas.
4. Visitor overflow parking is in the student lot.
5. Staff loading and unloading materials must have permission from the Physical Plant Office and must park in designated area immediately after loading or unloading.

VISITOR PARKING

Visitor parking is reserved parking for visitors: prospective students, class speakers, companies and business interviewing, seminar and workshop participants, and training center participants. Staff and students are not allowed to park in the visitors' lot. All training center and seminar or workshop participants must display a visitors "Guest Permit" or be ticketed.

VIOLATION FEES

1. Improper parking in student parking - \$5 fine; Winter parking violations - \$15.
2. All other parking violations - \$15 fine.
3. Students who have repeated violations will be subject to towing or booting of their vehicle at their expense plus the expense of the parking violation. Towing charges will be paid by the violator to the tow service. Booting charges of \$20 will be paid to the Parking Office.
4. Persons receiving parking tickets who have not paid their fines within five school days will be sent a letter from the Campus Parking Office, stating that the fine will be doubled.
5. Fines are paid to the Parking Office located in the Physical Plant Building.
6. Persons who have acquired a parking permit may receive a replacement permit if identifiable remnants of the original permit are presented to the Campus Parking Office. Persons unable to comply with this requirement must submit an acceptable statement that the original permit has been destroyed and is not available. All violations incurred on the old permit will be charged to the original permit holder.

APPEALS

1. Violations may be appealed to the Parking Violations Appeals Team which meets the first and third Friday of each month at 9:45 a.m. in the Physical Plant Conference Room.
2. The Parking Violation Appeals team may uphold or dismiss the violation. Any violation fee paid prior to adjudication by the team will be refunded through normal College processes should the violation be reduced or dismissed.

PARKING VIOLATIONS APPEALS TEAM

1. The Parking Violations Appeals Team will consist of the following: two students and one staff representative .
2. The Parking Violations Appeals Team will meet the first and third Friday of each month at 9:45 a.m. in the Physical Plant Conference Room.
3. A Parking Appeals Form must be completed and turned in to the Parking Office prior to 4 p.m. of the fifth class day (first day begins the date the violation was received.) A copy of the violation must accompany this form for the appeal to be accepted.
4. Upon returning this properly completed form with violation notice attached, the appeal will be forwarded to the Parking Violations Appeals Team.
5. The student or staff filing the appeal must attend a hearing before the Parking Violations Appeals Team within 15 class days from the date of the violation or be assessed the fine.

OTHER REGULATIONS

1. Outdoor repair of automobiles on or off the student parking lot is discouraged.
2. Inoperable vehicles will be towed at owner's expense if on campus property an unreasonable length of time.
3. Major mechanical work is not allowed on campus or in parking areas.
4. For your safety, we suggest you keep your car doors locked. Do not leave valuables in your car. Purchase and installation of smooth "Theft Proof" lock knobs are advised.
5. Responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not an acceptable excuse for violation of parking regulations.
6. Operation of snowmobiles on all College property is prohibited.
7. All vehicles must be removed from campus over the winter and summer breaks.

WINTER PARKING (NOV. 1 - MARCH 31)

1. All student vehicles parked overnight (10 p.m. to 7 a.m.) are to be parked in the designated Winter Parking Area - sections B, C, and D in student parking, or the crushed rock area.
2. No vehicles are to remain in the faculty/staff parking lot overnight. Faculty and staff who are off-campus overnight with a College vehicle are to park their personal vehicles in the parking area to the east of the Physical Plant Building.
3. Production vehicles, where the work is completed and being held for payment and pickup, are to be parked in the enclosed production storage area or if space is not available, parked west of the Physical Plant Building. Other production vehicles parked along the Welsh Street are to be parked to the east end of the street.
4. Vehicles left overnight in undesignated student parking areas and faculty/staff parking lots will be ticketed and subject to being towed at the owner's expense.

QUALITY ASSURANCE

ASSESSMENT OF STUDENT LEARNING AND PROGRAM REVIEW

Student assessment is a major focus in higher education. The programs at SCC conduct an ongoing assessment of student learning with an annual report completed each fall. This process is managed by the faculty within each program who assess the instruction, the quality of the program and the student learning that is taking place. Students are assessed as they enter the college/programs, during their studies and as they complete their program of study. Continual modifications are made to enhance the programs for more student learning opportunities.

Program Review is a formal review process completed for the Nebraska Postsecondary Coordinating Commission on a seven-year rotation. The programs utilize advisory committees on an annual basis. These committees consist of employers that are business and industry professionals. The annual review and formal program review provide SCC with assistance in making decisions regarding program content and program changes.

STUDENT EVALUATION OF FACULTY

Students are provided an opportunity to evaluate instructors. The purpose of the instructor evaluations is to help instructors improve instructional methods. Student feedback helps reaffirm good instructional performance. For information regarding student evaluations of faculty contact the appropriate division dean.