

# TABLE OF CONTENTS

---

Calendar .....	2
Mission, Service Area, Role & Goals .....	3
Policy Statements / Student Right to Know .....	4
Student Code of Conduct .....	10
Applicable Scope .....	10
Title IX Coordinator .....	10
Reporting Discrimination .....	10
Jurisdiction .....	11
Mid-Plains Community College Student Code of Conduct Violations Definitions .....	17
Judicial Incident Resolution for Allegations of MPCC Student Code of Conduct Violations Other Than Harassment, Sexual Misconduct and Other Forms of Discrimination .....	22
Equity Grievance Procedure for Allegations of Harassment, Sexual Misconduct and Other Forms of Discrimination .....	22
Admissions & Registration .....	33
Refund Policies .....	35
Tuition and Fee Discounts .....	36
Academic Information .....	37
Health, Safety, and Security .....	41
Index .....	46

# CALENDAR

## 2017-2018 Calendar

### Fall 2017

August 14-18	Monday – Friday	Faculty In-Service/Prep Days
August 17	Thursday	Resident Hall Check-In
August 18	Friday	New Student Orientation
August 20	Sunday	Fall Classes Begin
September 4	Monday	Labor Day Holiday – No Classes
October 6	Friday	Enrichment Day – No classes
October 13	Friday	1st Eight-Week Classes End
October 16	Monday	2nd Eight-Week Classes Begin
November 22	Wednesday	Faculty Work Day – No Classes
November 22	Wednesday	College Closes at 3:00 p.m.
November 23-26	Thursday – Friday	Thanksgiving Holiday – No Classes
December 10-14	Monday – Thursday	Final Exam Days
December 15	Friday	Faculty Work Day
December 15	Friday	Res Halls Close for Winter Break
December 25-Jan 1	Friday - Friday	Winter Holiday Break

### Spring 2018

January 2	Tuesday	Campuses Re-Open
January 8-12	Monday – Friday	Faculty Enrichment/Prep Days
January 14	Sunday	Residence Halls Reopen
January 14	Sunday	Spring Classes Begin
March 2	Friday	1st Eight-Week Classes End
March 5	Monday	2nd Eight-Week Classes Begin
March 18-23	Monday – Friday	Spring Break
April 1	Sunday	No Sunday College
May 6-10	Monday – Thursday	Final Exam Days
May 11	Friday	Commencement

### Summer 2018

May 14	Monday	Three-Week Interim Classes Begin
May 14-16	Monday - Wednesday	Faculty Work Days
May 27-28	Sunday - Monday	Memorial Day – No Classes
June 1	Friday	Three-Week Interim Classes End

June 4	Monday	1st Four-Week Session Begins
June 4	Monday	Six-Week Session Classes Begin
June 4	Monday	Eight-Week Session Classes Begin
June 29	Friday	1st Four-Week Session Classes End
July 2	Tuesday	2nd Four-Week Session Begins
July 4	Monday	Independence Day Holiday
July 13	Friday	Six-Week Session Classes End
July 27	Friday	2nd Four-Week Session Ends
July 27	Friday	Eight-Week Session Classes End

# MISSION, SERVICE AREA, ROLE & GOALS

---

## **Mission**

Transforming lives through exceptional learning opportunities for individual student success

## **Role**

Mid-Plains Community College, a legislatively designated 18-county district in West-Central Nebraska, is a comprehensive, open access, public, two-year community college system that offers associate degrees, diplomas, and certificates. MPCC consists of three campuses, one located in McCook, Nebraska, and two located in North Platte, Nebraska. Additionally, there are campus sites in Broken Bow, Imperial, Ogallala and Valentine with satellite classrooms located throughout the Area.

## **Scope**

The College offers vocational-technical education, general academic transfer education, developmental education, continuing education, student services, public service programs, and institutional support services.

# POLICY STATEMENTS / STUDENT RIGHT TO KNOW

## Americans with Disabilities Act (ADA) Policy Statement

As part of its mission, Mid-Plains Community College seeks to ensure that no person who meets the academic and technical standards requisite for admission to, and continued enrollment at the college is denied benefits or subjected to discrimination solely by reason of his or her disability. Toward this end, and in compliance with federal laws, the college both accepts and provides reasonable accommodations for qualified students with documentation. Both MPCC and the student have responsibilities to ensure equal educational opportunities. While the college stands ready to make accommodations, it is the student's responsibility to avail him or herself of all available services.

Disabled students with special needs should contact the college campus ADA coordinator identified below. Services for students with disabilities (learning, ADD, ADHD, physical or psychological) may include special accommodations, tutoring and counseling. With the student's written permission, the counselor can also be a liaison to instructors regarding the student's special needs. Documentation of disability by a qualified professional, completed within the last three (3) years, must be on file with the college in order to initiate services. The college will make a good faith effort to provide an effective accommodation to the student with a disability; however, it need not provide the most comprehensive or expensive accommodation requested by the student. If assistance is needed, please contact:

Robin Rankin  
North Platte Community College-North Campus  
308-535-3637 or (800) 658-4308, Ext. 3637

Chris Turner  
North Platte Community College-South Campus  
308-535-3715 or (800) 658-4308, Ext. 3715

Brandon Lenhart  
McCook Community College  
308-345-8128 or (800) 658-4348, Ext. 8128

For more information visit the MPCC website at: [http://www.mpcc.edu/about-mpcc/general-information/americans-with-disabilities-act-\(ada\)-policy](http://www.mpcc.edu/about-mpcc/general-information/americans-with-disabilities-act-(ada)-policy)

## Mid-Plains Community College Notice of Privacy Policy

Protecting the privacy of your personal information is important to us at MPCC. We respect your right to privacy and recognize our obligation to keep information about you secure and confidential. We do not sell or share information about you with outside marketers.

Primary provisions of MPCC's privacy policy are described below. The Educational Records & Rights of Privacy Policy in its entirety may be found in the preceding section "Release of Information - Transcripts and Records."

1. MPCC will collect nonpublic personal information about you from the following sources:

- Information we receive from you on loan application, promissory notes, MPCC account applications, correspondence, communications and other forms
  - Information about your transactions with us or others with respect to your student loan from parties such as your lender(s) and the U.S. Department of Education and their agents
  - Information received from schools you attend or formally attended, or to which you have applied for admission, and
  - Information received from credit reporting agencies.
2. MPCC will not disclose any nonpublic personal information about you or our other current or former customers to anyone, except as permitted by law (we do share such information with our contractors and agents, and to schools, lenders and the U.S. Department of Education, as needed to administer our programs in conformance with law).
  3. MPCC does restrict access to nonpublic personal information about you to our employees, contractors, and agents who need to know the information in order to provide service to you, such as servicing and record-keeping for your account, and collecting your student loan. MPCC does maintain physical, electronic and procedural safeguards in compliance with federal regulations to safeguard your nonpublic personal information.

MPCC's Privacy Statement may be revised from time to time as necessary to reflect changes in the law or MPCC's policies. As changes are made, MPCC will notify students of the changes.

## Financial Record Privacy Policy

Our Privacy Policy conforms to the final privacy rule published by the Federal Trade Commission (FTC), as required by Section 504(a) of the Gramm-Leach-Bliley Act (the GLB Act), with respect to financial institutions and other persons under the FTC's jurisdiction. Under provisions of the GLB Act, MPCC as a provider of financial services which include student loans and collection agency services, is required to disclose to all of its customers its privacy policies and practices with respect to information sharing with both affiliates and nonaffiliated third parties. The GLB Act also limits the instances in which a financial institution may disclose nonpublic personal information about a consumer to nonaffiliated third parties.

This notice uses the term "Nonpublic personal information." This means personal information about you which identifies you, and that is not available from public sources.

## Educational Records & Rights of Privacy

Mid-Plains Community College complies with the Family Educational Rights and Privacy Act of 1974, as amended in 1976 (P.L. 93-380, Sec. 513 and P.L. 93-538, Sec. 2) in the collection, maintenance and dissemination of official student records. These records are subject to inspection and review by the student (see Family Educational Rights and Privacy Act below).

Information in a student's record will not be released without the student's permission, although "directory information" (see Directory Information below) may be released. Students will have ten days at the beginning of each semester during which they may notify the Registrar, in writing, that they wish to have their directory information withheld. Once a student notifies the Registrar that his/her directory information is to be withheld, that request will be in effect (even after the student ceases to be enrolled at MPCC) until it is reversed, in writing, by the student. Adopted 12/17/97 by the Mid-Plains Community College Board

of Governors (Policy 5141). The institutional contact for additional information is:

MPCC Area Registrar  
1205 East Third Street  
McCook, NE 69001  
(800) 658-4348, Ext. 8106

For more information visit the MPCC website at: <http://www.mpcc.edu/about-mpcc/general-information/student-right-to-know-policy>

## Directory Information

Mid-Plains Community College designates the following items as directory information as defined by the Family Educational Rights and Privacy Act. Directory information may be included in appropriate college directories and publications or otherwise disclosed by designated staff members unless a student files a written request with the office of Registration & Records during the first 10 days of a given semester.

To prevent the release of information or for questions, contact Registration and Records through one of the option listed above at [reghelp@mpcc.edu](mailto:reghelp@mpcc.edu).

Those items include the student's name, major field of study, dates of attendance, permanent phone number, local phone number, permanent address, local address, previous schools attended, nature of any degrees granted and dates conferred, student classification, photograph, height and weight of athletic team members, participation in officially recognized activities, honors and awards earned, and student e-mail addresses. These items will be used as the Area's Directory Information. Appropriate information may also be disclosed in cases of health or safety emergency.

For more information visit the MPCC website at: <http://www.mpcc.edu/about-mpcc/general-information/student-right-to-know-policy>

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. The student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record; clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Mid-Plains Community College Area to comply with the requirements of FERPA.

## Notice of Non-Discrimination Policy

MPCC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. MPCC will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristic information and testing, domestic violence victim status, Family Medical Leave or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Area Director of Human Resources  
Mid-Plains Community College-North Campus  
1101 Halligan Dr.  
North Platte, NE 69101  
308 535-3679 or toll free 800 658-4308, Ext. 3679

Inquiries involving students should be directed to

Dean of Student Life in McCook  
Mid-Plains Community College  
1205 East Third Street  
McCook, NE 69001  
308 345-8109, or toll free 800 658-4348, Ext. 8109

Area Associate Dean of Student Life in North Platte  
1101 Halligan Drive  
North Platte, NE 69101  
308 535- 3622 or toll-free 800 658-4308, Ext. 3622.

If you have a disability and require an accommodation while attending Mid-Plains Community College, please contact:

Robin Rankin

North Campus  
308 535-3637 or 800 658-4308, Ext. 3637  
rankinr@mpcc.edu

Chris Turner  
South Campus  
308 535-3715 or 800 658-4308, Ext. 3715  
turnerc@mpcc.edu

Brandon Lenhart  
McCook Community College  
308 345-8128 or 800 658-4348, Ext. 8128  
lenhartb@mpcc.edu or disabilityservices@mpcc.edu

<http://www.mpcc.edu/about-mpcc/general-information/non-discrimination-policy>  
<http://www.mpcc.edu/about-mpcc/human-resources/employment-opportunities>

## Employment Policy

Mid-Plains Community College is an equal opportunity employer and subscribes to an open admission policy. Grievance procedures are outlined in the Board of Governors' Policy Manual. It is Mid-Plains Community College policy not to discriminate on the basis of sex, disability, race, color, religion, age, marital status, national or ethnic origin, political affiliation or veteran status in its educational programs, admissions policies, employment policies, financial aid or other school administered programs. These policies are enforced by federal law under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance efforts or complaints of acts of discrimination or sexual harassment involving employees should be directed to

Human Resource Department  
Mid-Plains Community College-North Campus  
1101 Halligan Dr.  
North Platte, NE 69101  
(308) 535-3679 or toll free (800) 658-4308, Ext. 3679.

Inquiries involving students should be directed to

Area Dean of Student Life  
Mid-Plains Community College  
1205 East Third Street  
McCook, NE 69001  
(308) 345-8109, or toll free (800) 658-4348, Ext. 8109

For more information visit the MPCC website at: [http://www.mpcc.edu/about-mpcc/general-information/americans-with-disabilities-act-\(ada\)-policy](http://www.mpcc.edu/about-mpcc/general-information/americans-with-disabilities-act-(ada)-policy)

## Waiver of Liability

Mid-Plains Community College is not liable for damage, theft or loss of personal property. Students are advised to review their family insurance policy for coverage. For more information visit the MPCC website at: <http://www.mpcc.edu/parents/health-and-safety>

## Project Liability Limitations

Mid-Plains Community College accepts no responsibility for privately owned materials, components, assemblies, appliances, equipment or

vehicles accepted into the labs and shops for project work. The element of risk involved in fabrication, repair and reconditioning is even more probable in a learning situation. Before a project is considered, it must be understood that neither staff nor students are liable for damage or loss caused by fire, theft, vandalism, accident or any other cause. For more information visit the MPCC website at: <http://www.mpcc.edu/about-mpcc/board-of-governors>

## General Student Consumer Information

General student consumer information and data including

1. financial assistance information
2. refund policy schedules and related detail; and
3. other related institutional information appear on the MPCC website at: <http://www.mpcc.edu/about-mpcc/general-information-01/SRTKDocs/Student Consumer Information.pdf>

More specific information regarding financial assistance can be secured from the following individual:

MPCC Area Director of Financial Aid  
1205 East Third Street  
McCook, NE 69001  
(800) 658-4348, Ext. 8112

The following individuals or their designee will be available to disseminate information regarding financial assistance and other institutional programmatic information.

MPCC Area Director of Financial Aid  
1205 East Third Street  
McCook, NE 69001  
(800) 658-4348, Ext. 8112

MPCC Area Dean of Student Life  
1205 East Third Street  
McCook, NE 69001  
(800) 658-4348, Ext. 8109

MPCC Area Director of Institutional Research  
1101 Halligan Drive  
North Platte, NE 69101  
(800) 658-4308, Ext. 3684

MPCC Area Associate Dean of Student Life  
1101 Halligan Dr.  
North Platte, NE 69101  
(800)658-4308, Ext. 3622

## Completion / Graduation & Transfer-Out Rate for General Student Body

Graduation rate data are contained at the following web link and are also available from the MPCC Office of Research and Planning: <http://www.mpcc.edu/about-mpcc/general-information-01/SRTKDocs/Student Consumer Information.pdf>

MPCC Area Director of Institutional Research  
1101 Halligan Drive  
North Platte, NE 69101  
(800) 658-4308, Ext. 3684

## Campus Safety and Security Report

Crime statistics indicative of campus security appear at the following web link: and are made available by the Office of Research and Planning and the Office of Student Life. Contact persons include:

<http://www.mpcc.edu/about-mpcc/general-information/student-right-to-know-policy>

MPCC Area Director of Institutional Research  
1101 Halligan Drive  
North Platte, NE 69101  
(800) 658-4308, Ext. 3684

MPCC Area Dean of Student Life  
1205 East Third Street  
McCook, NE 69001  
(800) 658-4348, Ext. 8109

MPCC Area Associate Dean of Student Life  
1101 Halligan Dr.  
North Platte, NE 69101  
(800)658-4308, Ext. 3622

## Drug and Alcohol Abuse Prevention Information

Data and information pertaining to the Drug Free Schools and Campuses Act and Drug Free Workplace regulations are disseminated to MPCC students and employees (see Drug Free Schools and Campus Act below). For employees, in-service sessions are provided as required. Additional information is available from:

MPCC Area Dean of Student Life  
1205 East Third Street  
McCook, NE 69001  
(800) 658-4348, Ext. 8109

MPCC Area Associate Dean of Student Life  
1101 Halligan Dr.  
North Platte, NE 69101  
(800)658-4308, Ext. 3622

## Drug Free Schools and Campus Act

In compliance with the Department of Education's (34CFR Part 86) requirements you are hereby notified of the expected standards of conduct regarding the unlawful use of drugs or alcohol on college property or in any college sponsored activity. In addition, this document will describe legal sanctions (local, state and federal), health risks, available assistance and treatment avenues, as well as college imposed disciplinary measures.

1. Standards of Control: The following are deemed to be misconduct and subject to disciplinary action.
  - a. Alcohol Use
    - i The possession or consumption of alcoholic beverage on college-owned or controlled property, or at college sponsored or supervised events.
    - ii Being under the influence of alcohol on college-owned property or at college-sponsored or supervised events.
  - b. Drug Use
    - i Being under the influence of, possessing, distributing, using or selling illegal drugs or any other controlled substance

or agent having the potential of abuse, except pursuant to a physician's or dentist's prescription, or possessing paraphernalia for drug use on college-owned or controlled property or at college-sponsored events.

- ii Students are subject to all applicable legal sanctions under local, state and federal law regarding unlawful possession of illicit drugs and alcohol. These sanctions may include incarceration and or fines for those found guilty under these sanctions.
- iii The health risks of using illegal drugs and use of alcohol are difficult to predict due to the unknown chemicals involved in these substances. The health risks may be severe and lead to permanent impairment or even death. Even occasional use or experimentation can have significant negative consequences. The diminishment of intellectual ability, personality disintegration and long term genetic damage are not uncommon occurrences among drug and alcohol users.
- iv Assistance is available for students seeking help for problems associated with illegal drug and alcohol use through local community agencies, hospitals or private treatment facilities (see Yellow Pages). Or contact Lyn Battreall at [battrealll@mpcc.edu](mailto:battrealll@mpcc.edu) or 308-535-3722
- v The college will impose disciplinary sanctions on students for violating the student code of conduct regarding illegal drugs.

## Tobacco-Free Campus

Mid-Plains Community College Board of Governors passed a Tobacco-Free Campus policy which became effective January 1, 2010. To protect public health and the environment, this policy prohibits the use of all forms of tobacco on all MPCC owned or leased property, including residence halls and vehicles. We are committed to a healthy work and study environment that is supportive of employees, students, and visitors. Thank you for your compliance with the MPCC Tobacco-Free policy.

## Information and Data Related to Athletic Programs

Completion or graduation rates for MPCC student athletes are made available in this section of the catalog and are also available from the MPCC Office of Research and Planning:

Athletic revenue and expense information, participation rates, and financial support data are available from the following individuals or their designee:

MPCC Area Director of Accounting  
1101 Halligan Drive  
North Platte, NE 69101  
(800) 658-4308, Ext. 3676

MPCC Area Director of Institutional Research  
1101 Halligan Drive  
North Platte, NE 69101  
(800) 658-4308, Ext. 3684

MCC Director of Athletics  
1205 East Third Street  
McCook, NE 69001  
(800) 658-4348, Ext. 8146

NPCC Director of Athletics

601 West State Farm Road  
North Platte, NE 69101  
(800) 658-4308, Ext. 3758

## Job Placement Substantiation Information

Job placement data is disseminated by:

MPCC Area Dean of Career Services  
1101 Halligan Drive  
North Platte, NE 69101  
(800) 658-4308, Ext. 3607

## General Educational Development Testing Availability

Information regarding GED Testing is contained in the "Instructional Services" section of this current catalog. Additional information can be secured from the following individual:

MPCC Area Dean of Career Services  
1101 Halligan Drive  
North Platte, NE 69101  
(800) 658-4308, Ext. 3621

## MPCC Policy on Sexual Harassment of Students

Mid-Plains Community College believes that sexual harassment of students is a prohibited form of discrimination. Therefore, Mid-Plains Community College is committed to the belief that sexual harassment is unacceptable conduct and will not be tolerated or condoned. Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature:

1. are made, either explicitly or implicitly, a term or condition of an individual's educational status;
2. are used as a basis for educational decisions affecting such individuals; or
3. have the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational environment. The Mid-Plains Community College President or designee shall establish a procedure for the reporting and investigation of alleged acts of sexual harassment.

Any student, found to have engaged in conduct prohibited by this policy (or rules adopted by the President in furthering the goals of this policy) shall be subject to disciplinary action or dismissal. Also, anyone found in violation of this policy may be forbidden from entering Mid-Plains Community College property or conducting business with Mid-Plains Community College. Adopted: MPCC Board Policy #5371 March, 2001

For More Information <http://www.mpcc.edu/about-mpcc/general-information/student-right-to-know-policy>

## MPCC Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). These relationships may be less consensual than

perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

## Acceptable Computer and Internet Usage

Mid-Plains Community College faculty, staff and students are prohibited from using the Mid-Plains Community College (MPCC) information network to illegally download or share music, video and all other copyrighted intellectual property. Mid-Plains Community College supports the Higher Education Opportunity Act and the Digital Millennium copyright Act including efforts to eliminate the illegal distribution of copyrighted material. Under the law, the MPCC administration may be obligated to provide copyright holders with information about users of the MPCC information network who have violated the law.

Be aware that illegal forms of downloading and file-sharing as well as the unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, are violations of the law and may subject you not only to academic sanctions from the college but also criminal and civil penalties, including lawsuit against you by copyright holders.

## Distribution of Literature Policy

Student groups, staff members or organizations may not distribute written material on campus without prior approval of the Dean of Student Life. College Board policy prohibits the distribution of advertising materials unless the materials fulfill a legitimate purpose of the institution.

## Jury Duty Policy

MPCC recognizes the importance of the judicial process and the part its students play in this system. Students called for jury duty will be excused from class. Students should notify their instructors and be able to show proof of jury duty. All course work missed during this time must be made up.

## **National Guard and Reserve Policy**

MPCC recognizes the members of the various military reserve units and National Guard may receive special activation or training orders of brief or extended duration. MPCC wishes to provide assistance to those so affected. Contact the Registration or Advising Offices for specific guidelines and procedures.

# STUDENT CODE OF CONDUCT

It should be emphasized that when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations regardless of any civil proceeding or dispositions. When a student violates a college regulation, they are subject to disciplinary action by the college whether or not their conduct violates civil law. If a person's behavior simultaneously violates a college regulation and the civil laws off-campus, they may incur penalties described by civil authorities. College discipline will be initiated only in instances of student misconduct, which distinctly and adversely affects the college's pursuit of its recognized educational purposes. Disciplinary measures appropriate to the offense up to and including dismissal from the college may be imposed.

## THE NCHERM GROUP/ATIXA MODEL POLICY AND PROCEDURE

### CIVIL RIGHTS EQUITY GRIEVANCE PROCEDURE (EGP) FOR ALL FACULTY, STUDENTS AND EMPLOYEES

ATIXA Model 3: Investigation -> Hearing -> Appeal -> Coordinator-  
Implemented Resolution

THIS MODEL PROCESS CAN BE USED AT LARGE OR SMALL CAMPUSES,  
AND WITHIN PUBLIC UNIVERSITIES, PRIVATE COLLEGES, AND  
COMMUNITY COLLEGES. IT IS INTENDED TO HELP CAMPUSES TO BE  
COMPLIANT WITH TITLE IX AND ALL OTHER FORMS OF CIVIL RIGHTS  
LAWS AND RELEVANT RESOLUTION PROCESSES.

THE NCHERM GROUP, LLC/ATIXA MAKE NO COMPLIANCE ASSURANCES  
AND CANNOT BE RESPONSIBLE FOR ANY IMPLICATIONS OF THE USE  
OF THIS MODEL TO ANY PARTICULAR CAMPUS. BEFORE USING AND  
ADAPTING THIS WORK, PLEASE CONSULT WITH LICENSED LEGAL  
COUNSEL IN YOUR JURISDICTION TO ENSURE COMPLIANCE WITH ALL  
APPLICABLE LAWS AND REGULATORY REQUIREMENTS.

THIS STATEMENT MUST APPEAR IN ANY VERSION OF THIS MODEL  
USED BY A COLLEGE OR UNIVERSITY:

USE AND ADAPTATION OF THIS MODEL WITH CITATION TO THE  
NCHERM GROUP, LLC/ATIXA IS PERMITTED THROUGH A LICENSE TO  
MID-PLAINS COMMUNITY COLLEGE.

ALL OTHER RIGHTS RESERVED.

©2015. THE NCHERM GROUP, LLC/ATIXA

POLICY: Equal Opportunity, Harassment and Nondiscrimination

*As used in this document, the term "reporting party" refers to the person  
impacted by alleged discrimination. The term "responding party" refers to the  
person who has allegedly engaged in discrimination.*

## Applicable Scope

Mid-Plains Community College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the Mid-Plains Community College's Equity Grievance Procedure (EGP), as detailed below. When the responding party is a member of the Mid-Plains Community College community, the EGP is applicable regardless of the status of the reporting party who may be a member or non-member of the campus community, including students, student organizations, faculty, administrators, staff, guests, visitors, campers, etc.

## Title IX Coordinator

The Director of Human Resources serves as the Title IX Coordinator and oversees implementation of the Mid-Plains Community College's Affirmative Action and Equal Opportunity plan and the Mid-Plains Community College's policy on equal opportunity, harassment and nondiscrimination. The Title IX Coordinator heads the Title IX Team and acts with independence and authority free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator, contact the Mid-Plains Community College President, Ryan Purdy, at (308) 535-3723. To raise concerns regarding a potential conflict of interest with any other administrator involved in the EGP, please contact the Title IX Coordinator.

Inquiries about and reports regarding this policy and procedure may be made internally to:

Rebecca Wrage  
Title IX/Equity/AA Coordinator  
Office of Human Resources  
1101 Halligan Dr., North Platte 69101  
(308) 535-3679  
wrager@mpcc.edu

Andy Long  
McCook Campus Vice President / Equity Grievance Panel Co-Chair  
1205 East 3rd Street, McCook, NE 69001  
(308) 345-8119  
longa@mpcc.edu

Inquiries may be made externally to:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
Email: OCR@ed.gov  
Web: <http://www.ed.gov/ocr>

Equal Employment Opportunity Commission (EEOC)  
Contact: <http://www.eeoc.gov/contact/>  
Mid-Plains Community College is under the jurisdiction of the Kansas City Area EEOC Office.

Location:  
Gateway Tower II  
400 State Ave., Suite 905  
Kansas City, KS 66101  
Phone: 1-800-669-4000

## Reporting Discrimination

Reports of discrimination, harassment and/or retaliation may be made using any of the following options. There is no time limitation on the filing of grievance. However, if the responding party is no longer subject to the Mid-Plains Community College's jurisdiction, the ability to investigate, respond and provide remedies may be more limited:

1. Report directly to the Title IX Coordinator, Rebecca Wrage, at (308) 535-3679 or McCook Campus Vice President / Equity Grievance Panel Co-Chair, Andy Long, at (308) 345-8119;

2. Report online, using the reporting form posted at <http://www.mpcc.edu/about-mpcc/general-information/incident-report>

All reports are acted upon promptly while every effort is made by the Mid-Plains Community College to preserve the privacy of reports. Such reports may also be anonymous. Anonymous reports will be investigated to determine if remedies can be provided. Additionally, all employees of the Mid-Plains Community College are designated as mandated reporters, except for the Area Counselor, and will share a report with the Title IX Coordinator promptly. Confidentiality and mandated reporting is addressed more specifically below. Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the Mid-Plains Community College President, Ryan Purdy, at (308) 535-3723.

## Jurisdiction

This policy applies to behaviors that take place on the campus, at Mid-Plains Community College -sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial Mid-Plains Community College interest. A substantial Mid-Plains Community College interest is defined to include:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
2. Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;
3. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
4. Any situation that is detrimental to the educational interests of the Mid-Plains Community College.

[Public Universities/Colleges: Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the Mid-Plains Community College's control (e.g. not on Mid-Plains Community College networks, websites or between Mid-Plains Community College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment. Remedies for such conduct will be provided, but protected speech cannot be legally subjected to discipline.]

Off-campus discriminatory or harassing speech by employees may be regulated by the Mid-Plains Community College only when such speech is made in an employee's official or work-related capacity.]

## Mid-Plains Community College Policy on Nondiscrimination

Mid-Plains Community College adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. Mid-Plains Community College will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity

or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristic information and testing, domestic violence victim status, Family Medical Leave or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the Mid-Plains Community College policy on nondiscrimination. When brought to the attention of the Mid-Plains Community College, any such discrimination will be appropriately addressed and remedied by the Mid-Plains Community College according to the Equity Grievance Process described below. Non-members of the campus community who engage in discriminatory actions within Mid-Plains Community College programs or on Mid-Plains Community College property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with Mid-Plains Community College programs as the result of their misconduct. All vendors serving the Mid-Plains Community College through third-party contracts are subject by those contracts to the policies and procedures or their employers or to these policies and procedures, to which their employer has agreed to be bound.

## Mid-Plains Community College Policy on Accommodation of Disabilities

Mid-Plains Community College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA and ADAAA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.

The Area Director of Adult Education/ADA has been designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any allegation of noncompliance.

### Students with Disabilities

Mid-Plains Community College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the Mid-Plains Community College.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Area Director of Adult Education/ADA who coordinates services for students with disabilities. The Area Director of Adult Education/ADA reviews documentation provided by the student and, in consultation with the

student, determines which accommodations are appropriate to the student's particular needs and academic programs.

## Employees with Disabilities

Pursuant to the ADA, Mid-Plains Community College will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing to the Director of Human Resources and provide appropriate documentation. The Director of Human Resources will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

## Mid-Plains Community College Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Mid-Plains Community College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Mid-Plains Community College policy.

### Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by Mid-Plains Community College policy as well as the law. Mid-Plains Community College condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by policy or law. Mid-Plains Community College will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, Mid-Plains Community College may also impose sanctions on the harasser through application of the Equity Resolution Process. Mid-Plains Community College's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent/pervasive, and objectively offensive such that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

The Mid-Plains Community College reserves the right to address offensive conduct and/or harassment that

1. Does not rise to the level of creating a hostile environment, or
2. That is of a generic nature not on the basis of a protected status.

Addressing such behaviors may not result in the imposition of discipline under Mid-Plains Community College policy, but will be addressed through respectful confrontation, remedial actions, education and/or effective conflict resolution mechanisms. For assistance with conflict

resolution techniques, employees should contact the Director of Human Resources and students should contact the Dean of Student Life.

## Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC) and the State of Nebraska regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Mid-Plains Community College has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual harassment is:

- unwelcome
- sexual, sex-based and/or gender-based,
- verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any Mid-Plains Community College program is encouraged to report it immediately to the Title IX Coordinator or a deputy. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of *quid pro quo* harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- Severe, or
- Persistent or pervasive, and
- Objectively offensive, such that it:
  - Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's/College's educational, employment, social and/or residential program.

*Quid Pro Quo* Sexual Harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request and irrespective of whether a good grade is promised or a bad grade is threatened.
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in a professor's office or on the exterior of a residence hall door.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance. A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for

explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.

- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- Male students take to calling a particular brunette student “Monica” because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, “sexual relations” and Weight Watchers.
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

### Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

### Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. While some of these acts may have parallels in criminal law, Mid-Plains Community College has defined categories of sex/gender discrimination as sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, Mid-Plains Community College considers Non-Consensual Sexual Intercourse violations to be the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, Mid-Plains Community College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other sex/gender-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the particular allegation. Acts of sexual misconduct may be committed by any person upon any other

person, regardless of the sex, sexual orientation and/or gender identity of those involved. Violations include:

### Sexual Harassment

(as defined in section b above)

### Non-Consensual Sexual Intercourse

Defined as:

- any sexual intercourse
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual intercourse includes:

- Vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

### Non-Consensual Sexual Contact

Defined as:

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes:

- Intentional contact with the breasts, groin, or genitals, mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other bodily contact in a sexual manner.

### Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
- Invasion of sexual privacy.
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- Prostitution.
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV), a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection.
- Administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent (assuming the act is not completed).

- Exposing one's genitals in non-consensual circumstances.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

### **Force and Consent**

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you." "Okay, don't hit me, I'll do what you want.").

**Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**NOTE:** Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

**Consent:** Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

In Nebraska, a minor (meaning a person under the age of 19 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 19 years old may be a crime, and a potential violation of this policy, even if the minor wanted to engage in the act.

Examples of lack of consent:

- Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being "a prude." Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a "hand job" (hand to genital contact). Amanda would never had done it but for Bill's incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn't want it, she could have left. Bill is responsible for violating the university Non-Consensual Sexual Contact policy. It is likely that campus decision-makers would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not valid when forced. Sex without consent is sexual misconduct.
- Jiang is a junior at the university. Beth is a sophomore. Jiang comes to Beth's residence hall room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation? Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, it is important to be as clear as possible as to whether or not sexual contact is desired, and to be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.
- Kevin and John are at a party. Kevin is not sure how much John has been drinking, but he is pretty sure it's a lot. After the party, he walks John to his room, and John comes on to Kevin, initiating sexual activity. Kevin asks him if he is really up to this, and John says yes. Clothes go flying, and they end up in John's bed. Suddenly, John runs for the bathroom. When he returns, his face is pale, and Kevin thinks he may have thrown up. John gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that John seems pretty groggy and passive, and he thinks John may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into John the next day, he thanks him for the wild night. John remembers nothing, and decides to make a report to the Dean. This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that John was incapable of making a rational, reasonable decision about sex. Even if John seemed to consent, Kevin was well aware that John

had consumed a large amount of alcohol, and Kevin thought John was physically ill, and that he passed out during sex. Kevin should be held accountable for taking advantage of John in his condition. This is not the level of respectful conduct the university expects.

## Other Civil Rights Offenses

In addition to the forms of sexual misconduct described above, the following behaviors are also prohibited as forms of discrimination when the act is based upon the reporting party's actual or perceived membership in a protected class.

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive, limit or deny other members of the community of educational or employment access, benefits or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
- Bullying, defined as
  - Repeated and/or severe
  - Aggressive behavior
  - Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
  - That is not speech or conduct otherwise protected by the 1st Amendment.
- Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other;
  - Examples:
    - A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
    - An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
    - A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
    - Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.
- Stalking
  - Stalking 1:
    - A course of conduct
    - Directed at a specific person
    - On the basis of actual or perceived membership in a protected class
    - That is unwelcome, AND
    - Would cause a reasonable person to feel fear
  - Stalking 2:
    - Repetitive and Menacing
    - Pursuit, following, harassing and/or interfering with the peace and/or safety of another

### Examples of Stalking

- A student repeatedly shows up at another student's on-campus residence, always notifying the front desk attendant that they are there to see the resident. Upon a call to the resident, the student informs residence hall staff that this visitor is uninvited and continuously attempts to see them, even so far as waiting for them outside of classes and showing up to their on-campus place of employment requesting that they go out on a date together (Stalking 1).
- A graduate student working as an on-campus tutor received flowers and gifts delivered to their office. After learning the gifts were from a student they recently tutored, the graduate student thanked the student and stated that it was not necessary and would appreciate if the gift deliveries stop. The student then started leaving notes of love and gratitude on the graduate assistant's car, both on-campus and at home. Asked again to stop, the student stated by email: "You can ask me to stop, but I'm not giving up. We are meant to be together, and I'll do anything necessary to make you have the feelings for me that I have for you." When the tutor did not respond, the student emailed again, "You cannot escape me. I will track you to the ends of the earth. We are meant to be together" (Stalking 2).
- Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender. Sanctions for the above-listed "Other Civil Rights Behaviors" behaviors range from reprimand through expulsion (students) or termination of employment.

## Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of Mid-Plains Community College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Mid-Plains Community College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

### Examples of Retaliation:

- Student-athlete A files an allegation against a coach for sexual harassment; the coach subsequently cuts the student-athlete's playing time in half without a legitimate justification
- A faculty member complains of gender inequity in pay within her department; the Department Chair then revokes his prior approval allowing her to attend a national conference, citing the faculty member's tendency to "ruffle feathers."
- A student from Organization A participates in a sexual misconduct hearing against the responding individual – also a member of Organization A; the student is subsequently removed as a member of Organization A because he participated in the hearing.

## Remedial Action

Upon notice of alleged discrimination, Mid-Plains Community College will implement initial remedial, responsive and/or protective actions upon notice of alleged harassment, retaliation and/or discrimination. Such actions could include but are not limited to: no contact orders, providing

counseling and/or medial services, academic support, living arrangement adjustments, transportation accommodations, visa and immigration assistance, student financial aid counseling, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.

Mid-Plains Community College will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor upon a finding that they have engaged in harassing or discriminatory behavior or retaliation.

The Mid-Plains Community College will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the Mid-Plains Community College's ability to provide the accommodations or protective measures.

Procedures for handling reported incidents are fully described below.

## Confidentiality and Reporting of Offenses Under This Policy

All Mid-Plains Community College employees (faculty, staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate university officials – thereby offering options and advice without any obligation to inform an outside agency or campus official unless a reporting party has requested information to be shared. Other resources exist for reporting parties to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the reporting options at Mid-Plains Community College:

### Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus Area Counselor
- Off-campus (non-employees):
  - Licensed professional counselors
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains

All of the above-listed individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors and/or the Employee Assistance Program are available to help free of charge and can be seen on an emergency basis during normal business hours. Mid-Plains Community College employees listed above will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient or parishioner.

### Formal Reporting Options

All Mid-Plains Community College employees have a duty to report, unless they fall under the “Confidential Reporting” section above. Reporting parties may want to consider carefully whether they share

personally identifiable details with non-confidential employees, as those details must be shared with the Title IX Coordinator. Employees must promptly share all details of the reports they receive. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made. Remedial actions may result from such disclosures without formal Mid-Plains Community College action.

If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. Note that the Mid-Plains Community College's ability to remedy and respond to a reported incident may be limited if the reporting party does not want the institution to proceed with an investigation and/or the Equity Resolution Process.

In cases indicating pattern, predation, threat, weapons and/or violence, the Mid-Plains Community College will likely be unable to honor a request for confidentiality. In cases where the reporting party requests confidentiality and the circumstances allow the Mid-Plains Community College to honor that request, the Mid-Plains Community College will offer interim supports and remedies to the reporting party and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have allegations taken seriously by Mid-Plains Community College when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including but not limited to: Office of Student Life, Area Counselor, and the Concern Investigation and Intervention Team. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy. Additionally, anonymous reports can be made by victims and/or third parties using the online reporting form posted at <http://www.mpcc.edu/about-mpcc/general-information/incident-report>. Note that these anonymous reports may prompt a need for the institution to investigate.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex/gender harassment or discrimination of which they become aware is a violation of Mid-Plains Community College policy and can be subject to disciplinary action for failure to comply.

## Federal Timely Warning Obligations

Parties reporting sexual misconduct should be aware that under the Clery Act, Mid-Plains Community College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. Mid-Plains Community College will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

## False Allegations

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith,

are a serious offense and will be subject to appropriate disciplinary action.

## Amnesty for Reporting Party and Witnesses

The Mid-Plains Community College community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to Mid-Plains Community College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to university officials, and that witnesses come forward to share what they know. To encourage reporting, Mid-Plains Community College pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

**Students:** Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The Mid-Plains Community College pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the university will provide educational options, rather than punishment, to those who offer their assistance to others in need.

**Optional: Employees:** Sometimes, employees are also hesitant report harassment or discrimination they have experienced for fear that they may get themselves in trouble. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to Mid-Plains Community College officials. The institution may, at its discretion, offer employee reporting parties amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to witnesses on a case-by-case basis.

## Parental Notification (Allegations Involving Students)

The Mid-Plains Community College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the Mid-Plains Community College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The Mid-Plains Community College also reserves the right to designate which university officials have a need to know about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act.

## Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities - have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to the Office of Student Life regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community

with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student affairs/student conduct, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

## Mid-Plains Community College Student Code of Conduct Violations Definitions

### Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by Mid-Plains Community College policy as well as the law. Mid-Plains Community College condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by policy or law. Mid-Plains Community College will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, Mid-Plains Community College may also impose sanctions on the harasser through application of the Equity Resolution Process. Mid-Plains Community College's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent/pervasive, and objectively offensive such that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

The Mid-Plains Community College reserves the right to address offensive conduct and/or harassment that

1. does not rise to the level of creating a hostile environment, or
2. that is of a generic nature not on the basis of a protected status. Addressing such behaviors may not result in the imposition of discipline under Mid-Plains Community College policy, but will be addressed through respectful confrontation, remedial actions, education and/or effective conflict resolution mechanisms

### Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC) and the State of Nebraska regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Mid-Plains Community College has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual harassment is:

- unwelcome,
- sexual, sex-based and/or gender-based,
- verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any Mid-Plains Community College program is encouraged to report it immediately to the Title IX Coordinator or a deputy. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- Severe, or
- persistent or pervasive, and
- objectively offensive, such that it:
  - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's/College's educational, employment, social and/or residential program.

*Quid Pro Quo* Sexual Harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance.

## Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. While some of these acts may have parallels in criminal law, Mid-Plains Community College has defined categories of sex/gender discrimination as sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, Mid-Plains Community College considers Non-Consensual Sexual Intercourse violations to be the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, Mid-Plains Community College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other sex/gender-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the particular allegation. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved. Violations include:

### Sexual Harassment

(as defined in section 2 above)

### Non-Consensual Sexual Intercourse

Defined as:

- any sexual intercourse
- however slight
- with any object

- by a person upon another person
- that is without consent and/or by force

Sexual intercourse includes:

- Vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

### Non-Consensual Sexual Contact

Defined as:

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes:

- Intentional contact with the breasts, groin, or genitals, mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other bodily contact in a sexual manner.

### Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
- Invasion of sexual privacy.
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- Prostitution.
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV), a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent (assuming the act is not completed).
- Exposing one's genitals in non-consensual circumstances.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

### Other Civil Rights Offenses

In addition to the forms of sexual misconduct described above, the following behaviors are also prohibited as forms of discrimination when the act is based upon the reporting party's actual or perceived membership in a protected class.

## Threatening or causing physical harm

Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

## Discrimination

Discrimination, defined as actions that deprive, limit or deny other members of the community of educational or employment access, benefits or opportunities;

## Intimidation

Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

## Hazing

Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);

## Bullying

Bullying, defined as

- Repeated and/or severe
- Aggressive behavior
- Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
- That is not speech or conduct otherwise protected by the 1st Amendment.

## Intimate Partner Violence

- Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other;

## Stalking

- Stalking 1:
  - A course of conduct
  - Directed at a specific person
  - On the basis of actual or perceived membership in a protected class
  - That is unwelcome, AND
  - Would cause a reasonable person to feel fear
- Stalking 2:
  - Repetitive and Menacing
  - Pursuit, following, harassing and/or interfering with the peace and/or safety of another

## Any Other College Rules

Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

- Sanctions for the above-listed "Other Civil Rights Behaviors" behaviors range from reprimand up through and including expulsion (students) or termination of employment.

## Intimidation

Threatening another person face-to-face or via any means of communication, including but not limited to telephone, telegraph, mail,

electronic mail (e-mail), or communication of a threat through a third person is regarded as a serious violation of state law.

## Retaliation

Any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of Mid-Plains Community College policy and will be treated as another possible instance of harassment or discrimination. Mid-Plains Community College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

## Provocation

Reckless and/or intentional conduct likely to provoke a reasonable person to commit battery is a violation of state law.

## Hazing/Initiation

Forcing or requiring another person to perform an act that creates a substantial risk of bodily injury or emotional stress, with or without the consent of that person, as a condition of association with a group or organization is considered a violation of human rights and is prohibited.

## Physical Violence

Acts of physical violence or participation in a physical encounter that a reasonable person would consider aggressive to another or self is prohibited.

## Expression of Hate

Expressions of hate are defined as gestures, words, or other actions of a physical or psychological nature against another human based on race, gender, age, sexual orientation, religious preference, or disability.

## Disorderly Conduct

Obstruction or disruption of normal College activities by any means, including physical or psychological methods, disturbing the peace, dropping or throwing objects, sports in hallways, or inappropriate behavior on College property is not permitted.

## Unreasonable Noise Level

Reasonable quiet is required in or near sleeping, study, and class areas of the campus; actions that interrupt the study, rest or activities of others are not permitted. (Quiet hours are established in each residence hall and are to be observed by all those present in the hall.)

## Guest Conduct

Members of the College community who bring guests/visitors to the campus assume responsibility for the behavior of those persons. Students hosting guests on campus who violate College policy will be held accountable for the actions of their guests. Guests who violate College policy or guidelines repeatedly or whose violations are of an extremely serious nature are subject to eviction from College property and may be barred from future visits.

## Guest Event Attendance

Guests attending College-sponsored events and activities must be accompanied by their student host. Guests 16 years or older must be prepared to provide a picture ID (i.e. driver's license) when requested.

## Non-Compliance with College Officials

Students must comply with verbal or written instructions of College officials acting in the performance of their duties.

## Soliciting and Sales

Soliciting or selling merchandise on campus is not permitted. Violators are subject to eviction from College property and/or disciplinary action.

Students, staff, faculty, and registered campus organizations may solicit or sell merchandise for charitable causes in specific locations on campus, in campus buildings, and in residence halls. The College official responsible for the area where the solicitation will occur is the individual authorized to give permission.

The selling of homemade foods (i.e. bake sales), except under conditions established by the Nebraska Board of Health, is not permitted.

## Presence of Fire Hazards

All open flames, open flame devices, slow burning items, or items that are designed to support open flame or burning items and items that present a potential fire hazard may not be present in campus buildings. Includes, but is not limited to: Candles, incense, hot plates, Christmas trees, and coffee makers.

## Failure to Evacuate or Move to Safety

Disregard or refusal to follow emergency response procedures during fire/tornado alarms is a violation of College policy.

## Tampering with Safety Equipment

Tampering with or discharging fire and safety equipment (including smoke detectors, pull stations, or fire extinguishers) is a violation of state law and College policy.

## False Report of Bomb or Fire

Knowingly initiating or circulating a false report or warning of an impending bombing, fire alarm, activating emergency phones, or other such event, is a violation of both state law and College policy. (The blowing of security whistles on campus without just cause is classified as "a false report.")

## Fireworks

Possession and/or use of fireworks, incendiary devices, and other types of explosives are prohibited.

## Unauthorized Cooking

Cooking in students' rooms is limited. Details are outlined in the Residential Life section.

## Weapons

The possession on campus of any instrument that could be perceived as a dangerous and/or deadly weapon, including but not limited to safes, knives (over 3.5" in length) guns, bb and pellet guns, paint ball guns, bows

and arrows, martial arts weapons, etc., is not permitted. This prohibition extends to any vehicle parked on College property and to any decor items which, though intended for display only, could be considered potentially dangerous.

---

## Theft

Unauthorized taking of individual or College property is a violation of both state law and College policy.

## Property Damage

Damaging or destroying personal or College property or littering on personal or College property is a violation of College Policy.

## Removal of Window Screens

Removal of screens from any window within the residence halls or other College buildings is not permitted.

## Pets and/or Animals

In accordance with public health regulations, no pets/other animals, with the exception of fish in a 5 gallon or smaller tank, are allowed in residence halls. Fish may not be left unattended in residence halls over scheduled holidays except when permitted by the Director of Housing or his/her designees. Proper notification and approval of service animal per MPCC Policy of presence and use of animals at MPCC - Facilities and Events.

## Alcoholic Beverages

Possession, consumption, sale, or transfer of alcoholic beverages or their containers (including providing alcohol to minors) on College property or in College-owned vehicles is prohibited.

## Illegal Drugs

The use, possession, sale, or transfer of any narcotic, hallucinogen, or other drug or drug paraphernalia, except as permitted by law, is prohibited.

## Disorderly Conduct While Under the Influence

No person while under the influence of alcohol or other drugs shall engage in conduct or create a condition that represents a risk of physical harm to self or another, or results in damage to property, or is likely to be offensive or cause inconvenience, annoyance, or alarm to others.

## Tobacco on Campus

The College is a tobacco-free campus. Use of tobacco of any kind on-campus or in campus vehicles is prohibited. Tobacco as used in this policy shall mean all tobacco products, including smokeless (chewing) tobacco and electronic cigarettes.

## Honesty

Intentional falsification of information or misrepresentation of identity to College personnel is a violation of College policy.

Plagiarism is the presentation of information (written or oral) as one's own when in reality some or all of the information was derived from some other source and is a violation of College policy.

## Unauthorized Use of College Property

Unauthorized use, entry, or occupancy of any College facility, structure (including roofs, building ledges, and special facilities), equipment, or property is not permitted.

Placement of unwanted room furnishings or personal belongings in hallways or any room other than storage rooms is not permitted.

## Displays on Window, Doors, and in Rooms

While privacy of the individual's residence hall room is respected, it is recognized that the decorations and furnishings of that room should reflect positively on the policies, standards, commitments and philosophy of the College and should reflect respect for others.

Signs, containers, trademarks, and other displays on windows and doors that advertise or represent products (such as alcoholic beverages), behaviors, or philosophies not compatible with College policies or commitments are not permitted.

The possession or display in College buildings of signs or other facsimile that appear to be the property of municipalities or private business (without proof of ownership) is not permitted and will be confiscated.

## Identification Cards

Identifications cards are issued to all students who are enrolled in classes for credit. Students are expected to carry their ID cards and present them to College officials, or be able to produce them within a reasonable amount of time, whenever such a request is made.

## Room Lock-outs / Key Replacement

Residents are responsible for maintaining control of their keys. Residents are allowed one free lock out each semester. Lockouts after the first one are charged according to the following scale: First lock out – No Charge; Second lock out - \$10; Third lock out - \$25; Fourth and all further lock outs - \$40 each.

## Vehicle Regulations

All members of the Faculty, staff, and student body must register their motor vehicles and obtain and display registration decals.

Mechanical repairs to any vehicle is prohibited on campus property due to the safety hazard it causes. In the event your vehicle leaks fluid of any kind on campus property, it will be the owner's responsibility to clean up the leaked fluid. Failure to do so will result in towing at the owners expense or possible citations.

Any vehicle found on Mid-Plains Community College (MPCC) property that has not been moved for a period of three days or longer, with the exception of MPCC housing vehicles with displayed housing parking tags, will be considered abandoned and will be towed at the owner's expense.

Each vehicle registered on campus must be covered by the state-required minimum of liability insurance for the state in which the vehicle is registered.

No ATV's or golf carts are allowed on College property.

\*\*\*\*Extension cords cannot be ran from an outlet (exterior or interior) across a sidewalk or driveway to a vehicle or charging destination. This presents a hazardous obstacle to employees, students, and/or guests of

Mid-Plains Community College. If found violating this rule; sanctions will be given.\*\*\*

Moving vehicle and parking violations on campus are subject to enforcement.

## Skateboarding

Skateboarding is not allowed on any part of the College campus. In-line and quad skating is permitted providing it is done in a safe manner. No motorized transportation vehicles of any part of the college property (i.e. scooters, hoover boards, motorized carts).

## Inappropriate Use of Electronic Devices

Cellular phones, computers, cameras, and other electronic devices may not be used in a manner that causes disruption within any College-owned or College- operated facilities. Utilizing these devices for the purpose of photographing test questions or other forms of academic misconduct or illegal activity is prohibited. Taking photographs of any individual in locker rooms or lavatories is prohibited. Individuals taking photographs of others without prior consent may be subject to sanctions.

## Violation of Federal, State, and/or Local Law

Any behavior that violates Nebraska state law and/or United States federal law is also a violation of College policy. The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include, but is not limited to, pursuing disciplinary action for any violation of state or federal law – on or off campus – that affects the College's educational interests. Students may be accountable to both civil authorities and to the College for acts that constitute violations of state and/or law. Disciplinary action at the College will normally proceed during pendency of criminal proceedings.

## Unauthorized Removal of College Property

Community furnishings are for community usage. The removal of College property located in community spaces (i.e - furniture, televisions, etc.) is not permitted without written approval from the Director of Housing or his/her designee.

## Unauthorized Room Change

Residents seeking to change housing room assignments will require the written approval of the Director of Housing or his/her designee prior to changing room assignments. Unauthorized room changes are subject to judicial sanctions. Students moving from one room to another without permission of the Housing Staff will incur a \$125.00 improper room change fee.

## Inappropriate Use of Internet or E-Communications

Access to the Internet, Email, and all electronic communications provided by the College comes with the responsibility of using these service in a responsible and ethical manner. Violations of this policy include, but are not limited to: illegal downloading of copyrighted materials, or the downloading of illegal images.

## Judicial Incident Resolution for Allegations of MPCC Student Code of Conduct Violations Other Than Harassment, Sexual Misconduct and Other Forms of Discrimination

The Deans of Student Life serve as the Chief Investigators in the resolution of allegations of Mid-Plains Community College Student Code of Conduct violations other than Harassment, Sexual Misconduct, and other forms of Discrimination. The Deans of Student Life may designate other Mid-Plains Community College employees to serve as Investigators in these types of Code of Conduct violations. The Deans of Student Life oversee the implementation of MPCC's Student Code of Conduct and college policies.

The Title IX Coordinator will manage resolution of allegations of Harassment, Sexual Misconduct and other forms of Discrimination.

This policy applies to behaviors that take place on the campus, at Mid-Plains Community College -sponsored events and may also apply off-campus and to actions online when the Vice President of Student Services determines that the off-campus conduct affects a substantial Mid-Plains Community College interest. A substantial Mid-Plains Community College interest is defined to include:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
2. Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;
3. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
4. Any situation that is detrimental to the educational interests of the Mid-Plains Community College.

[Public Universities/Colleges: Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the Mid-Plains Community College's control (e.g. not on Mid-Plains Community College networks, websites or between Mid-Plains Community College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment. Remedies for such conduct will be provided, but protected speech cannot be legally subjected to discipline.

Off-campus discriminatory or harassing speech by employees may be regulated by the Mid-Plains Community College only when such speech is made in an employee's official or work-related capacity.]

## Equity Grievance Procedure for Allegations of Harassment, Sexual Misconduct and Other Forms of Discrimination

Mid-Plains Community College will act on any formal or informal allegation or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by the Title IX Coordinator or a member of the administration, faculty, or other employee.

The procedures described below apply to all allegations of harassment or discrimination on the basis of protected class involving students, staff or faculty members with the exception of at-will employees. Unionized or other categorized employees will be subject to the terms of their respective collective bargaining agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations. These procedures may also be used to address collateral misconduct occurring in conjunction with harassing or discriminatory conduct (e.g.: vandalism, physical abuse of another, etc.). All other allegations of misconduct unrelated to incidents covered by this policy will be addressed through the procedures elaborated in the respective student, faculty and staff handbooks.

### Overview

Upon notice to the Title IX Coordinator, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the Mid-Plains Community College will initiate a confidential investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determines whether the nondiscrimination policy has been violated. If so, the Mid-Plains Community College will promptly implement effective remedies designed to end the discrimination, prevent its recurrence and address its effects.

[Public Universities/Colleges: Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the Mid-Plains Community College's control (e.g. not on Mid-Plains Community College networks, websites or between Mid-Plains Community College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment. Remedies for such conduct will be provided, but protected speech cannot be legally subjected to discipline.

Off-campus discriminatory or harassing speech by employees may be regulated by the Mid-Plains Community College only when such speech is made in an employee's official or work-related capacity.]

### Equity Grievance Procedure (EGP)

Allegations under the policy on nondiscrimination are resolved using the EGP. Members of the Conduct Panel are announced in an annual distribution of this policy to campus, prospective students, their parents and prospective employees. The list of members and a description of the Conduct Panel can be found at <http://www.mpcc.edu/student-resources/student-life/student-code-of-conduct>. Members of the Conduct Panel are

trained in all aspects of the resolution process, and can serve in any of the following roles, at the direction of the Title IX Coordinator:

- To provide sensitive intake for and initial advice pertaining to allegations
- To investigate allegations
- To act as process advisors to those involved in the Equity Grievance Procedure
- To serve on hearing panels for allegations
- To serve on appeal panels for allegations

Conduct Panel members also recommend proactive policies, and serve in an educative role for the community. The President, in consultation with the Title IX Coordinator, appoints the Conduct Panel, which reports to the Title IX Coordinator. Conduct Panel members receive annual training organized by the Title IX Coordinator, including a review of Mid-Plains Community College policies and procedures as well as applicable federal and state laws and regulations so that they are able to appropriately address allegations, provide accurate information to members of the community, protect safety and promote accountability. This training will include, but is not limited to: how to appropriately remedy, investigate, render findings and determine appropriate sanctions in reference to all forms of harassment and discrimination allegations; the Mid-Plains Community College's Discrimination and Harassment Policies and Procedures (including Sexual Misconduct); confidentiality and privacy; and applicable laws, regulations and federal regulatory guidance. All Conduct panel members are required to attend this annual training to be eligible to serve.

The Conduct Panel includes:

- Co-chairs: one representative from HR and one campus Vice President
- Two Administrative Hearing Officers who are ex officio members and may serve as Chair of grievance panel hearings for grievances involving student responding parties
- Deans of Students
- At least 3 members of academic affairs administrators/division chairs
- At least 3 members of the administration
- At least 3 members of the staff
- The Assistant Director of Human Resources
- At least two representatives from Athletics

Conduct Panel members are usually appointed to three-year terms. Appointments to the Conduct Panel should be made with attention to representation of groups protected by the harassment and non-discrimination policy. Individuals who are interested in serving on the Conduct Panel are encouraged to contact the Title IX Coordinator. No member of the Panel may be a practicing attorney.

## Reporting Misconduct

Any member of the community, guest or visitor who believes that the policy on Equal Opportunity, Harassment and Nondiscrimination has been violated should contact the Title IX Coordinator.

It is also possible for employees to notify a supervisor, or for students to notify an administrative advisor or faculty member. Any member of the community, including visitors, may contact Campus Police/ Public Safety to make a report. These individuals will in turn notify the Title IX Coordinator. The Mid-Plains Community College website also

includes a reporting form at <http://www.mpcc.edu/about-mpcc/general-information/incident-report> which may serve to initiate the EGP process.

All employees receiving reports of a potential violation of Mid-Plains Community College policy are expected to promptly contact the Title IX Coordinator, within 24 hours of becoming aware of a report or incident.

All initial contacts will be treated with privacy: specific information on any allegations received by any party will be reported to the Title IX Coordinator, but, subject to the Mid-Plains Community College's obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation. In all cases, Mid-Plains Community College will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process.

## Preliminary Inquiry

Following receipt of notice or a report of misconduct, the Title IX Coordinator engages in a preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. The preliminary inquiry is typically 1-3 days in duration. This inquiry may also serve to help the Title IX Coordinator to determine if the allegations evidence violence, threat, pattern, predation and/or weapon, in the event that the reporting party has asked for no action to be taken. In any case where violence, threat, pattern, predation, and/or weapon is not evidenced, the Title IX Coordinator may respect a reporting party's request for no action, and will investigate only so far as necessary to determine appropriate remedies. As necessary, the Mid-Plains Community College reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party.

In cases where the reporting party wishes to proceed or the Mid-Plains Community College determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX Coordinator will direct a formal investigation to commence and the allegation will be resolved through one of three processes discussed briefly here and in greater detail below:

Conflict Resolution – typically used for less serious offenses and only when both parties agree to conflict resolution

Informal Resolution – a resolution without a hearing panel, or

Formal Resolution – a resolution of contested allegations with a hearing panel.

The process followed considers the preference of the parties, but is ultimately determined at the discretion of the Title IX Coordinator. Conflict Resolution may only occur if selected by all parties. The parties can elect for Informal Resolution, but Informal Resolution may also apply if the responding party accepts responsibility for all alleged violations of policy. If either party or both parties select Formal Resolution, or the Title IX Coordinator determines that Formal Resolution is appropriate, the allegation will be addressed using the Formal Resolution option.

If conflict resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation, unless a pattern of misconduct is suspected or there is an actual or perceived threat of further harm to the community or any of its members.

Once a formal investigation is commenced, the Title IX Coordinator will provide written notification of the investigation to the responding party

and the reporting party at an appropriate time during the investigation. The Mid-Plains Community College aims to complete all investigations within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties as appropriate.

If, during the preliminary inquiry or at any point during the formal investigation, the Title IX Coordinator determines that there is no reasonable cause to believe that policy has been violated, the process will end unless the reporting party requests that the Title IX Coordinator makes an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Title IX Coordinator.

## Interim Remedies/Actions

The Title IX Coordinator may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations.

These remedies may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Altering the housing situation of an the responding party (resident student or resident employee (or the reporting party, if desired))
- Altering work arrangements for employees
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

The Mid-Plains Community College may interim suspend a student, employee or organization pending the completion of EGP investigation and procedures, particularly when in the judgment of the Title IX Coordinator the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the option to meet with the Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to Mid-Plains Community College housing and/or the Mid-Plains Community College campus/facilities/ events. As determined by the Title IX Coordinator, this restriction can include classes and/or all other Mid-Plains Community College activities or privileges for which the student might otherwise be eligible. At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

The institution will maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the institution's ability to provide the interim actions or protective measures.

## Investigation

Once the decision is made to commence a formal investigation, the Title IX Coordinator appoints Conduct Panel members to conduct the investigation (typically using a team of two EGP investigators), usually within two (2) days of determining that an investigation should proceed. Investigations are completed expeditiously, normally within ten (10) days, though some investigations take weeks or even months, depending on the nature, extent and complexity of the allegations, availability of witnesses, police involvement, etc.

The Mid-Plains Community College may undertake a short delay its investigation (several days to weeks, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The Mid-Plains Community College will promptly resume its investigation and resolution processes once notified by law enforcement that the initial evidence collection process is complete. Mid-Plains Community College action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

All investigations will be thorough, reliable, impartial, prompt and fair. Investigations entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, as necessary.

The investigators will typically take the following steps, if not already completed (not necessarily in order):

- In coordination with campus partners (e.g.: the Title IX Coordinator), initiate or assist with any necessary remedial actions;
- Determine the identity and contact information of the reporting party;
- Identify all policies allegedly violated;
- Assist the Title IX Coordinator with an immediate preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy.
  - If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action;
- Meet with the reporting party to finalize their statement;
- Prepare the notice of allegations on the basis of the preliminary inquiry;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- Prepare the notice of allegation on the basis of the preliminary inquiry;
- Meet with the reporting party to finalize their statement, if necessary;
- If possible, provide written notification to the parties prior to their interviews that they may have the assistance of a Conduct Panel member or other advisor of their choosing present for all meetings attended by the advisee;
- Provide reporting party and responding party with a written description of the alleged violation(s), a list of all policies allegedly

violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;

- Prior to the conclusion of the investigation, provide the reporting party and the responding party with a list of witnesses whose information will be used to render a finding;
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses.
- Provide parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Provide regular updates to the reporting party throughout the investigation, and to the responding party, as appropriate;
- Recommend to the Title IX Coordinator a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- Investigators and/or the Title IX Coordinator finalize and present the findings to the responding party, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings;
- Share the findings and update the reporting party on the status of the investigation and responding party's decision on the finding, without undue delay.

At any point during the investigation, if it is determined there is no reasonable cause to believe that Mid-Plains Community College policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the Mid-Plains Community College's investigation and the Equity Grievance Procedure. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later in a hearing (if a hearing is held). Failure of a witness to cooperate with and/or participate in the investigation or Equity Grievance Procedure constitutes a violation of policy and may be subject to discipline. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation or to withhold information from the investigation do not will not have the opportunity to offer evidence during the hearing and/or appeal stages of the process if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or other Equity Grievance Procedure proceedings.

## Advisors

Each party is allowed to have an advisor of their choice present with them for all EGP meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and usually not otherwise involved in the resolution process, such as serving as a witness. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is available and eligible. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community. The Title

IX Coordinator will also offer to assign a trained Conduct Panel member to work as an advisor for any party. The parties may choose their advisor from the Conduct Panel, choose a non-trained advisor from outside the Conduct Panel, if preferred, or proceed without an advisor.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The Mid-Plains Community College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the Mid-Plains Community College is not obligated to provide one.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting or interview unless invited to. The advisor may not make a presentation or represent the reporting party or the responding party during any meeting or proceeding and may not speak on behalf of the advisee to the investigators or hearing panelists. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or meeting with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the Mid-Plains Community College an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of their role will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The Mid-Plains Community College expects that the parties will wish to share documentation related to the allegations with their advisors. The Mid-Plains Community College provides a consent form that authorizes such sharing. The parties must complete this form before the Mid-Plains Community College is able to share records with an advisor, though parties may share the information directly with their advisor if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the Mid-Plains Community College. The Mid-Plains Community College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the Mid-Plains Community College's privacy expectations.

The Mid-Plains Community College expects an advisor to adjust their schedule to allow them to attend Mid-Plains Community College meetings when scheduled. The Mid-Plains Community College does not typically change scheduled meetings to accommodate an advisor's inability to attend. The Mid-Plains Community College will, however, make reasonable provisions to allow an advisor who cannot attend in

person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not locked into using the same advisor throughout. Where an employee is a member of a union and entitled to a union representative in the process, that employee may be accompanied by the union representative as their advisor or may choose an advisor in addition to their union representative. In such cases, the other party may have two advisors as well.

The parties must advise the investigators of the identity of their advisor at least one (1) day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties must provide timely notice to investigators if they change advisors at any time.

## Conflict Resolution and Informal Resolution

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings in accord with Mid-Plains Community College policy. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

### Conflict Resolution

Conflict Resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Title IX Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, a trained administrator will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict Resolution will not be the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Title IX Coordinator believe that it could be beneficial. Mediation will not be used in cases of sexual violence. It is not necessary to pursue conflict resolution first in order to pursue Informal or Formal Resolution, and either party participating in Conflict Resolution can stop that process at any time and request a shift to either Informal or Formal Resolution.

### Informal Resolution: Resolution Without a Hearing Panel

Informal Resolution or Resolution Without a Hearing Panel can be pursued for any behavior that falls within the policy on Equal Opportunity, Harassment and Nondiscrimination, at any time during the process. This option may be used when:

- A responding party admits responsibility for all or part of the alleged policy violations at any point in the process;
- When the investigation reaches a finding that the parties accept;

- When both parties elect to resolve the allegation using the Informal Resolution process and the Title IX Coordinator assents;
- When the Title IX Coordinator implements the results of an investigation for an at-will employee.

In Informal Resolution, the investigator has the authority to address all collateral misconduct, meaning that they hear all allegations of discrimination, harassment and retaliation, but also may address any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment and Nondiscrimination. Accordingly, investigations should be conducted with as wide a scope as necessary.

Any evidence that the investigator believes is relevant and credible may be considered, including history and pattern evidence. The investigator may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility or that is improperly prejudicial.

Unless the investigator determines it is appropriate, the investigation and the finding will not consider:

1. incidents not directly related to the possible violation, unless they show a pattern
2. the sexual history of the reporting party (though there may be a limited exception made in regards to the sexual history between the parties)
3. or the character of the reporting party

While previous conduct violations by the responding party are not generally admissible as information about the present allegation, the investigators may consider information about previous good faith allegations and/or findings to consider as evidence of pattern and/or predatory conduct.

The investigator(s) will not meet with character witnesses, but investigators will accept up to two (2) letters supporting the character of each of the parties.

The investigator(s) will base the determination(s) on the preponderance of the evidence, whether it is more likely than not that the responding party violated policy as alleged.

Typically, within ten (10) days of the close of an investigation which determines that a responding party is in violation of policy, the Title IX Coordinator or the investigator(s) or both will meet with the responding party to explain the finding(s) of the investigation. Once informed, the responding party may choose to admit responsibility for all or part of the alleged policy violations. If the responding party admits responsibility, in whole or in part, the Title IX Coordinator will render a determination that the individual is in violation of Mid-Plains Community College policy for the admitted conduct, and will normally proceed to convene a formal hearing on any remaining disputed violations.

If the responding party admits to the violation(s), the Title IX Coordinator, in consultation as appropriate, will determine an appropriate sanction or responsive action. If the sanction/responsive action is accepted by both the reporting party and responding party, the Title IX Coordinator will implement the finding and sanction, and act promptly and effectively to stop the harassment or discrimination, prevent its recurrence and remedy the effects of the discriminatory conduct. No appeal is permitted.

If either party rejects the sanction/responsive action, a formal hearing will be held on the sanction/responsive action only, according to the Formal Resolution procedures below.

If alleged misconduct is resolved at this stage, the Title IX Coordinator will inform the parties of the final determination within three (3) days of the resolution, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official Mid-Plains Community College records; or emailed to the parties' Mid-Plains Community College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the Mid-Plains Community College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the Mid-Plains Community College is permitted to share under state or federal law. The notice will also include information on when the results are considered by the Mid-Plains Community College to be final, any changes that occur prior to finalization, and any appeals options that are available.

At any point during the Informal Resolution process, including at its conclusion, either party may request that the matter be referred to the Formal Resolution Process for presentation before a hearing panel, except in cases where the responding party is an at-will employee.

In cases involving at-will employees, all findings and responsive actions will be determined by the Title IX Coordinator, based on the results of the investigation.

## Formal Resolution: Resolution with a Hearing Panel

For all contested allegations that are not resolved through either Conflict Resolution or Informal Resolution, the Title IX Coordinator will initiate a formal hearing panel within ten (10) days of the conclusion of the investigation, barring unusual circumstances.

## Formal Hearing Panel Procedures

### Hearing Panels

The Title IX Coordinator will refer the investigation findings to one of the non-voting panel Chairs depending on whether the responding party is an employee or a student. The Chair will empanel three members from the available Conduct Panel to the hearing panel, none of whom have been previously involved with the allegation. An alternate will sit in throughout the process if needed or at the discretion of the Chair. Those who served as investigators will be witnesses in the hearing of the allegation and therefore may not serve as hearing panel members. Those who are serving the parties as advisors, if any, are not eligible to serve as panelists. The panel will meet at a time determined by the Chair.

### Notice of Hearing

At least five (5) days prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the Chair will send a letter to the parties with the following information. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The letter will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result.
- The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If

any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Co-chair may reschedule the hearing.

- Notification that the parties may have the assistance of a panel member or other advisor of their choosing at the hearing (See Section 6: "Advisors" above).

Hearings for possible violations that occur near or after the end of an academic term and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the Mid-Plains Community College and remain within the sixty (60) day goal for resolution.

## Hearing Procedures

Hearing panels will usually be convened within ten (10) days of the completion of the investigation, and will be conducted in private. The panel has the authority to hear all collateral misconduct, meaning that it hears all allegations of discrimination, harassment and retaliation, but also may hear any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within the panel's jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary.

Participants will include the non-voting Chair, the three (3) members of the panel, the investigator(s) who conducted the investigation, the reporting party, responding party (or three (3) organizational representatives where an organization is charged), advisors to the parties and any called witnesses.

### Pre-Hearing

The Chair will exchange the names of witnesses who will be participating in the hearing, all pertinent documentary evidence and the investigation report between the parties at least two (2) days prior to the hearing. Any witness scheduled to participate in the hearing must have been interviewed first by investigators (or have proffered a written statement), unless all parties consent to the participation of that witness in the hearing. In addition, the parties will be given a list of the names of each of the hearing panel members at least two (2) days in advance of the hearing. All objections to any panelist must be raised in writing to the Chair as soon as possible. Hearing panel members will only be unseated if the Chair concludes that their bias precludes an impartial hearing of the allegation. The panelists will be given a list of the names of each parties and witnesses at least two (2) days in advance of the hearing. Any panelist or Chair who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The Chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) in the investigation report or during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative attendance or questioning mechanisms are desired, such as the reporting party not wanting to be in the same room as the responding party for the hearing (screens, Skype, questions directed through the Chair, etc.), the parties should request them from the Chair at least two (2) days prior to the hearing. In the case of documented disabilities for which accommodations in the process are necessary, Mid-Plains Community

College will make reasonable accommodations for the parties when requested in advance.

### **Investigator Presents the Report**

Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first, and be subject to questioning by the parties and the panel. The investigator(s) will be present during the entire hearing process, but will only be present during deliberations at the request of the Chair. The findings of the investigation are not binding on the panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/responsive actions. Once the investigator(s) present their report and are questioned, the panel will permit the parties to provide relevant information in turn and permit questioning of and by the parties. The panel will then permit all present witnesses to provide relevant information and the panel and the parties will each be allowed to ask questions of the witnesses. Questions are usually directed to the parties and witnesses through the panel at the discretion of the Chair.

### **Evidence Presented at the Hearing**

Formal rules of evidence do not apply. Any evidence that the panel believes is relevant and credible may be considered, including history and pattern evidence. The Chair will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence and may ask the panel to disregard evidence lacking in credibility or that is improperly prejudicial. The Chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on his/her own behalf.

Unless the Chair determines it is appropriate, no one will present information or raise questions concerning:

1. incidents not directly related to the possible violation, unless they show a pattern
2. the sexual history of the reporting party (though there may be a limited exception made in regards to the sexual history between the parties)
3. or the character of the reporting party

While previous conduct violations by the responding party are not generally admissible as information about the present allegation, the investigators will supply the panel with information about previous good faith allegations and/or findings to consider as evidence of pattern and/or predatory conduct.

There will be no observers in the hearing. The Chair may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the panel or the parties involved, and then be excused. The panel does not hear from character witnesses, but will accept up to two (2) letters supporting the character of each of the parties.

In hearings involving more than one responding party or in which two (2) or more reporting parties have accused the same individual of substantially similar conduct, the standard procedure will be to hear the allegations jointly; however, the Title IX Coordinator may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party.

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings in accord with Mid-Plains Community College policy. While the contents

of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

Hearings (except for deliberations) are recorded for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted. Panel members, the parties, and appropriate administrative officers of the Mid-Plains Community College will be allowed to listen to the recording in a location determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

### **Alternative Testimony Options**

For sexual misconduct reports, and other reports of a sensitive nature, the reporting party will be offered alternative testimony options, such as placing a privacy screen in the hearing room, or testifying outside the physical presence of the responding party, such as by Skype or phone. While these options are intended to help make the reporting party more comfortable, they are not intended to work to the disadvantage of the responding party.

### **Deliberation and Decisions**

The three (3) members of the hearing panel and the non-voting Chair will deliberate in closed session to determine whether the responding party is responsible or not responsible for the policy violation(s) in question. The panel will base its determination(s) on a preponderance of the evidence (i.e., whether it is more likely than not that the responding party committed each alleged violation). If a responding party or organization is found responsible by a majority of the panel, the panel will recommend appropriate sanctions.

The Chair will prepare a written deliberation report and deliver it to the Title IX Coordinator, detailing the recommended finding, the information cited by the panel in support of its recommendation and any information the hearing panel excluded from its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed two (2) pages in length and must be submitted to the Title IX Coordinator within two (2) days of the end of deliberations, unless the Title IX Coordinator grants an extension.

The Title IX Coordinator will finalize the recommendations and will inform the parties of the final determination – both the finding(s) and applicable sanction(s) within three (3) days of the hearing, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official Mid-Plains Community College records; or emailed to the parties' Mid-Plains Community College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the Mid-Plains Community College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the Mid-Plains Community College is permitted to share under state or federal law. The notice will also include information on when the results are considered by the Mid-Plains Community College to be final, any changes that occur prior to finalization and any appeals options that are available.

## Sanctions

The hearing panel assigned to the resolution will recommend sanctions or responsive actions to the Title IX Coordinator. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the hearing panel
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community

## Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any Mid-Plains Community College policy, procedure or directive will result in more severe sanctions/responsive actions.
- **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any Mid-Plains Community College policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at Mid-Plains Community College. This sanction may be noted as a Conduct Suspension on the student's official transcript, at the discretion of the Title IX Coordinator.
- **Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend Mid-Plains Community College-sponsored events. This sanction will be noted as a Conduct Expulsion on the student's official transcript.
- **Withholding Diploma:** The Mid-Plains Community College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending, or as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree:** The Mid-Plains Community College reserves the right to revoke a degree awarded from the Mid-Plains Community College for fraud, misrepresentation or other violation of Mid-Plains Community College policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.

- **Other Actions:** In addition to or in place of the above sanctions, the Mid-Plains Community College may assign any other sanctions as deemed appropriate.

## Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination and/or retaliation include

- Warning – Verbal or Written
- Performance Improvement/Management Process
- Required Counseling
- Required Training or Education
- Probation
- Loss of Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- **Other Actions:** In addition to or in place of the above sanctions, the Mid-Plains Community College may assign any other sanctions as deemed appropriate.

## Withdrawal or Resignation While Charges Pending

**Students:** The Mid-Plains Community College does not permit a student to withdraw if that student has an allegation pending for violation of the policy on Equal Opportunity, Harassment and Nondiscrimination. Should a student decide to leave and/or not participate in the EGP, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Mid-Plains Community College unless all sanctions have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.

**Employees:** Should an employee resign with unresolved allegations pending, the records of the Title IX Coordinator will reflect that status, and any Mid-Plains Community College responses to future inquiries regarding employment references for that individual will indicate the former employee is ineligible for rehire.

## Appeals

All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within three (3) days of the delivery of the written finding of the hearing panel. Any party may appeal the findings and/or sanctions only under the grounds described, below

A three-member appeals panel chosen from the Conduct Panel will be designated by the Title IX Coordinator from those who have not been involved in the process previously. Any party may appeal, but appeals are limited to the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

- The sanctions imposed fall outside the range of sanctions the Mid-Plains Community College has designated for this offense and the cumulative record of the responding party.

The appeals panel will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately. When any party requests an appeal, the Title IX Coordinator will share the appeal request with the other party(ies), who may file a response within three (3) days and/or bring their own appeal on separate grounds within the original timeframe. If new grounds are raised, the original appealing party will be permitted to submit a written response to these new grounds within three (3) days. This response or appeal requests will be shared with the each party.

Where the appeals panel finds that at least one of the grounds is met by at least one party, additional principles governing the hearing of appeals will include the following:

- Decisions by the appeals panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
  - Appeals are not intended to be full re-hearings (de novo) of the allegation. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for appeals panelists to substitute their judgment for that of the original hearing panel merely because they disagree with its finding and/or sanctions.
  - Appeals granted based on new evidence should normally be remanded to the original hearing panel or investigators for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, heard by the three-member appeals panel.
  - Sanctions imposed as the result of the Formal or Informal Resolution processes are implemented immediately unless the Title IX Coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
    - For students: Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal.
  - The Title IX Coordinator will confer with the appeals panel, incorporate the results of any remanded grounds, and render a written decision on the appeal to all parties within three (3) days from hearing of the appeal or remand.
  - All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision or remand.
  - Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing). [Option: Where appeals result in no change to the finding or sanction, that decision is final. Where an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above, and in accordance with these procedures.
- All parties will be informed in writing within three (3) days of the outcome of the Appeals Panel, without significant time delay between notifications, and in accordance with the standards for notice of outcome as defined above.
  - In rare cases where a procedural [or substantive] error cannot be cured by the original hearing panel (as in cases of bias), the appeals panel may recommend a new hearing with a new hearing panel. The results of a remand to a hearing panel cannot be appealed. The results of a new hearing can be appealed, once, on any of the three applicable grounds for appeals.
  - In cases where the appeal results in reinstatement to the Mid-Plains Community College or resumption of privileges, all reasonable attempts will be made to restore the responding party to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

## Long-Term Remedies/Actions

Following the conclusion of the Equity Resolution Process and in addition to any sanctions implemented, the Title IX Coordinator may utilize long-term remedies or actions stop the harassment or discrimination, remedy its effects and prevent their reoccurrence. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Permanently altering the housing situation of an the responding party (resident student or resident employee (or the reporting party, if desired))
- Permanently altering work arrangements for employees
- Providing campus escorts
- Climate surveys
- Policy modification
- Providing transportation accommodations
- Implementing long-term contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, long-term remedies may also be provided even when the responding party is found not responsible.

The institution will maintain as confidential any long-term remedies/ actions or protective measures, provided confidentiality does not impair the institution's ability to provide the actions or protective measures.

## Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions

All responding parties are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified by the Title IX Coordinator. Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the Mid-Plains Community College and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

## Records

In implementing this policy, records of all allegations, investigations, resolutions, and hearings will be kept by the Title IX Coordinator indefinitely in the Title IX database.

## Statement of the Rights of the Parties

### Statement of the Reporting Party's Rights

- The right to investigation and appropriate resolution of all credible allegations of sexual misconduct or discrimination made in good faith to Mid-Plains Community College officials;
- The right to be informed in advance of any public release of information regarding the incident;
- The right not to have any personally identifiable information released to the public, without their consent;
- The right to be treated with respect by Mid-Plains Community College officials.
- The right to have Mid-Plains Community College policies and procedures followed without material deviation;
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence;
- The right not to be discouraged by Mid-Plains Community College officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities;
- The right to be informed by Mid-Plains Community College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the reporting party so chooses. This also includes the right not to be pressured to report, as well;
- The right to have reports of sexual misconduct responded to promptly and with sensitivity by campus law enforcement and other campus officials;
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services, both on campus and in the community;
- The right to a campus no contact order (or a trespass order against a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the reporting party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - Change of an on-campus student's housing to a different on-campus location;
  - Assistance from Mid-Plains Community College support staff in completing the relocation;
  - Transportation accommodations;
  - Arranging to dissolve a housing contract and pro-rating a refund;
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
- Temporary withdrawal;
- Alternative course completion options.
- The right to have the Mid-Plains Community College maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures;
- The right to be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, at least two (2) days prior to the hearing, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence;
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports heard by hearing and appeals officers who have received [at least eight hours of] annual sexual misconduct training;
- The right to a panel that is not single-sex in its composition, if a panel is used;
- The right to preservation of privacy, to the extent possible and permitted by law;
- The right to meetings, interviews and/or hearings that are closed to the public;
- The right to petition that any Mid-Plains Community College representative in the process be recused on the basis of demonstrated bias and/or conflict of interest;
- The right to bring a victim advocate or advisor of the reporting party's choosing to all phases of the investigation and resolution proceeding;
- The right to provide evidence by means other than being in the same room with the responding party;
- The right to have the university compel the participation of student, faculty and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly, of all present witnesses including the responding party, and the right to challenge documentary evidence;
- The right to be present for all testimony given and evidence presented during any resolution-related hearing;
- The right to submit an impact statement in person or in writing to the hearing officers following determination of responsibility, but prior to sanctioning;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- The right to be informed in writing of when a decision by the Mid-Plains Community College is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process,

and the procedures for doing so in accordance with the standards for appeal established by the Mid-Plains Community College;

### **Statement of the Responding Party's Rights**

The rights of the responding party should also be prominently indicated. These should include, among others particular to your Mid-Plains Community College:

- The right to investigation and appropriate resolution of all credible reports of sexual misconduct and/or discrimination made in good faith to Mid-Plains Community College administrators;
- The right to be informed in advance, when possible, of any public release of information regarding the report;
- The right to be treated with respect by Mid-Plains Community College officials;
- The right to have Mid-Plains Community College policies and procedures followed without material deviation;
- The right to be informed of and have access to campus resources for medical, health, counseling, and advisory services;
- The right to timely written notice of all alleged violations, including the nature of the violation(s), the applicable policies and procedures and possible sanctions;
- The right to a hearing on the report, including timely notice of the hearing date, and adequate time for preparation; (does not apply to at-will employees)
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, at least two (2) days prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, at least two (2) days prior to the hearing, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process;
- The right to have reports heard by hearing and appeals officers who have received at least 8 hours of annual training;
- The right to petition that any Mid-Plains Community College representative be recused from the resolution process on the basis of demonstrated bias and/or conflict of interest;
- The right to a panel that is not single-sex in its composition, if a panel is used;
- The right to meetings, interviews and hearings that are closed to the public;
- The right to have the Mid-Plains Community College compel the participation of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of all present witnesses, and the right to challenge documentary evidence;
- The right to have an advisor of their choice to accompany and assist in the campus resolution process;
- The right to a fundamentally fair resolution, as defined in these procedures;
- The right to submit an impact statement in person or in writing to the hearing officers board following any determination of responsibility, but prior to sanctioning;
- The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;

- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- The right to be informed in writing of when a decision of the Mid-Plains Community College is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the [finding and] sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the Mid-Plains Community College.

## **Disabilities Accommodation in the Equity Resolution Process**

Mid-Plains Community College is committed to providing qualified students, employees or others with disabilities with reasonable accommodations and support needed to ensure equal access to the Equity Resolution Process at the Mid-Plains Community College. Anyone needing such accommodations or support should contact the Area Director of Adult Education/ADA, who will review the request and, in consultation with the person requesting the accommodation, and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation.

## **Revision**

These policies and procedures will be reviewed and updated annually by the Title IX Coordinator. The Mid-Plains Community College reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. The Title IX Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc. The Title IX Coordinator may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally.

This policy and procedure was implemented in [May, 2016].

# ADMISSIONS & REGISTRATION

## How to Register

Make certain the admissions procedures are completed and you have been admitted to the college. New students planning to attend classes in North Platte or at any of the Outreach Campus Locations should call 800-658-4308, Ext. 3774 or 308-535-3774. New students planning to attend classes in McCook should call 800-658-4348, Ext. 8102 or 308-345-8102. Returning students may register online (<http://campus.mpcc.edu>). All certificate, diploma, or degree seeking students should work closely with an advisor when planning each term's registration. For more information, refer to the college website (<http://www.mpcc.edu>) or email [reghelp@mpcc.edu](mailto:reghelp@mpcc.edu).

For more information regarding Non-Credit classes: At North Platte call 308-535-3714 or 800-658-4308, Ext. 3714. At McCook call 308-345-8122, or 800-658-4348, Ext. 8122.

## Change of Registration Drop/Add Classes

Students may drop or add classes online (via CampusWeb) until 7:00 a.m. on the date a semester/term begins. Once the term begins, all adds and drops must be authorized by faculty via signature on a registration/registration change form. Courses dropped during the add/drop period do not appear on academic transcripts. Refer to "Important Course Deadline Information" published within CampusWeb's home page for each course section's add/drop deadline.

## Withdrawing From Classes

A class dropped after the add/drop deadline, is called a "withdrawal." A grade of "W" will appear on the transcript. Students must formally withdraw from any course they do not intend to complete via a registration/registration change form that includes instructor and advisor approval. An "F" (failing) grade may be awarded when students stop attending without formally withdrawing. Refer to "Important Course Deadline Information" published within CampusWeb's home page for each course section's withdrawal deadline.

Exceptions to deadlines for withdrawing from courses occur only through approved appeal. E-mail [appeal@mpcc.edu](mailto:appeal@mpcc.edu) if further information is needed.

## Late Registration

Exceptions to deadlines for adding courses occur only through approved appeal. E-mail [appeal@mpcc.edu](mailto:appeal@mpcc.edu) if further information is needed.

## Leave of Absence

Students who find it necessary to be away from college during the progress of any semester should apply to the Area Dean of Student Life for leave of absence. A leave accounts for absences from class, but it does not relieve the student from completing all course work. Approval of application for leave will depend in large part upon the student's academic record.

## Tuition and Fees

The tuition, fees, and charges in this section are for the 2017-2018 academic year. The tuition and fee rates are set by the MPCC Board of

Governors. The MPCC Board of Governors reserves the right to change tuition, fees, and refunds. Tuition and fees are expected to be paid prior to the beginning of class. MPCC accepts most major credit cards and also offers its students an interest-free automatic payment plan. No person may enroll in classes, attend classes, take examinations or enroll for the succeeding semester until all tuition, fees or other financial obligations to the college have been paid. Contact the Business Office for further details at (308) 535-3674.

1. Tuition (Per Semester)
  - a. Residents of Nebraska
    - i Each semester hour \$89
    - ii Auditt \$89
  - b. Residents of Kansas, Colorado, South Dakota, and Wyoming \$89
  - c. Residents of other states
    - i Each semester hour \$116
    - ii Audit \$116
  - d. Senior Citizens (age 62 or older at time of registration)
    - i 35% of above posted rates per semester hour
      1. \$31.15 or \$40.60 per semester hour, based on residency
    - ii Audit. 35% of above posted rates per semester hour
      1. \$31.15 or \$40.60 per semester hour, based on residency
2. Fees
 

A \$15 fee is assessed on each hour of credit courses.
3. Courses Fees
 

Course fees are listed in the specific course description and are not refundable unless otherwise noted.
4. Testing Fees & Charges
 

Contact the Career Services Center for a current listing of testing fees and charges.
5. Award Fees
  - a. Hard-copy certificate or diploma without cover \$ 5
  - b. Hard-copy certificate or diploma with cover \$10
  - c. Replacement certificate or diploma \$ 5
6. Housing Charges
  - a. McCook Community College Residence Halls Charges:
    - i Room reservation fee/damage deposit fee \$200  
(Submitted with contract, refundable according to the housing contract provisions)
    - ii McCook Room and Board (per semester)
 

Room with 14 meals \$2,900  
Room with 19 meals \$3,100
    - iii Room Summer Session \$875 full session  
\*Accommodations less than full summer session contact Office of Student Life at 308-345-8109 for current rates and charges.  
Single Room Rate, when approved by Housing Staff, an additional \$4 per day to the double occupancy rate.  
Triple Room Rate, when approved by Housing Staff, a reduction of \$4 per day to the double occupancy rate.
  - b. North Platte Community College North Campus Duplex Charges:
    - i Room reservation fee/damage deposit fee \$200  
(Submitted with contract, refundable according to the housing contract provisions)
    - ii North Platte North Campus Room and Board (per semester)
 

Room with 10 meals \$2,750  
Room with 14 meal plan \$2,875  
Room with 19 meal plan \$3,075

- iii Room in Four-plex Summer Session \$875 full session  
\*Accommodations less than full summer session contact Office of Student Life at 308-345-8109 for current rates and charges.  
Single Room Rate, when approved by Housing Staff, an additional \$4 per day to the double occupancy rate.  
Triple Room Rate, when approved by Housing Staff, a reduction of \$4 per day to the double occupancy rate.

c. North Platte Community College South Campus Residence Hall Charges:

- i Room reservation fee/damage deposit fee \$200  
(Submitted with contract, refundable according to the housing contract provisions)
- ii North Platte South Campus Room and Board (per semester)  
Room with 10 meals \$2,875  
Room with 14 meal plan \$3,000  
Room with 19 meal plan \$3,200
- iii Room in Four-plex Summer Session \$875 full session  
\*Accommodations less than full summer session contact Office of Student Life at 308-345-8109 for current rates and charges.  
Single Room Rate, when approved by Housing Staff, an additional \$4 per day to the double occupancy rate.  
Triple Room Rate, when approved by Housing Staff, a reduction of \$4 per day to the double occupancy rate.

# REFUND POLICIES

## Housing Refund Policy - Students Withdrawing from School

A portion of housing rent may be refunded to any student who withdraws officially from Mid-Plains Community College within the time specified below: (first class date to date of official withdrawal). Students who prematurely discontinue their housing contract but remain enrolled in the college shall be responsible for the remaining term(s) outlined in the contract.

To receive a full refund of housing deposit and charges, students shall notify the Director of Housing in writing of their intent not to honor their housing contract. To be eligible for such full refund, the student shall provide such written notification at least thirty (30) calendar days prior to the start of the housing contract.

If they have been placed on a wait list, students who terminate their pending housing contract shall not be assessed any housing or board charges.

## Housing and Board Refund Schedule Fall and Spring Semesters

Prior to First Day of Class - 100% Refund

First day of class until 5pm of the Fourth Friday of Semester – Partial Refund

After Fourth Friday of Semester – 0% Refund

### Summer Semester

Prior to First Day of Class (May 16) - 100% Refund

First day of class until 5pm of the Third Friday of Summer (June 3) – Partial Refund

After Second Friday of Semester – 0% Refund

Housing deposit/damage fee may be refunded in part, in total, or additional charges assessed as determined by the Area Dean of Student Life at the time the student terminates his/her residence. This refund is not based on the number of weeks the student was a resident. For More Information... <http://www.mpcc.edu/financial-services/housing>

## Tuition Refund Policy

Any student dropping a class before the class starts will receive 100% refund of tuition and fees. After a class begins, students who discontinue their studies may receive a full or prorated refund of tuition and fees.

The method of computation will be the amount of time the student attends as a percentage of the total course length. The drop/ withdrawal date will be the date the student provides the College Registration and Records Office with an official written request. The failure of the student to attend a class does not dismiss a student's responsibility to pay an unpaid balance owed to the college on courses not officially dropped. Official Registration/Registration Change forms are available at campus Welcome Centers or within the college website at <http://www.mpcc.edu>. All days are included in the computation including Saturdays, Sundays and holidays.

A student is entitled to a refund computed on the following formula and tables:

$$\frac{(\text{Drop/Withdraw Date}) - (\text{Course Start Date})}{(\text{Course End Date}) - (\text{Course Start Date})} = \text{Elapsed Time}$$

## Percent of Days Elapsed Refund

	Days Elapsed	Refund
Drops:	12.5% (census date)	100% (tuition/fees)
Withdrawals:	25%	60% (tuition only)
Over	25%	No Refund

One and two day classes are excluded from refunds after the beginning session. In order to receive a refund, a student must contact their advisor to complete the drop/ withdraw process. Students who have credit balances will receive a refund within 60 days.

## Delinquent Accounts

A student whose account is delinquent may be subject to the following:

1. Final grade reports will be withheld.
2. Registration for a succeeding semester will not be allowed.
3. A transcript will not be issued.
4. The student will not be permitted to graduate.

## Returned (Insufficient) Checks

Insufficient fund checks returned to the college will be processed through CHECKMATE and an additional \$33 processing fee will be assessed to the original amount.

# TUITION AND FEE DISCOUNTS

## Senior Citizen Tuition Discount

Mid-Plains Community College grants reduced rate tuition to persons 62 years of age or older. The current rate is 35% of the regular tuition rate. General purpose fees, lab fees and charges for class materials will be charged at the full rate. This policy will not apply to non-credit courses and when credit class enrollment is limited, regular full-paying tuition students shall have priority for enrollment.

## 18 County Discount

18 County Discount: 18-County Waiver is a Waiver program developed to provide a room Waiver to new and returning, fulltime students that live in our 18-County service area. This will allow students an incentive to live on campus while attending North Platte Community College. For More Information: contact NPCC Director of Housing: 308-535-3635.

## Spring Beginnings Discount

Spring Beginnings Discount: This Waiver program targets students new to MPCC in the Spring Semester seeking to live on campus. Accepted students will be offered a housing discount. For More Information in North Platte, contact NPCC Director of Housing: 308-535-3635. For More Information in McCook, contact MCC Director of Housing: 308-345-8177.

## Academic Advising

Careful planning is essential when taking courses to complete a program, to earn a two-year degree, or to transfer to a four year college. Professional advisors and faculty advisors are available throughout the year to help students with educational planning. Students are assigned an advisor in their area of interest during the admissions process. Advisors can be changed at any time. MPCC requires an advisor's signature before registering for classes the first time. Advisor signatures may continue to be needed for certain programs and/or classes. Students may also talk confidentially with an advisor about academic difficulties.

## Guide Sheets

Information on MPCC diplomas and degrees are available on each campus as well as on CampusWeb. In addition, transfer guide sheets are available listing MPCC courses appropriate for specific majors at many other colleges and universities.

## Preparing For Transfer

It is important for students to know whether the courses they are registering for meet the degree requirements of the institution to which they intend to transfer. Transfer planning starts with initial registration at MPCC and continues until the student's graduation. Professional advisors and faculty advisors assist students in planning the appropriate classes for registration.

*Transfer Reminders: Many colleges will accept only classes with a grade of "C" or better. Most colleges will not transfer in more than 66 credits from a 2-year college. Courses with a prefix of less than 1000 are considered to be developmental and do not transfer.*

## Student Records

The MPCC Registrar is custodian of student records. Inquiries pertaining to student's records may be made in person at any MPCC Welcome Center, by emailing reghelp@mpcc.edu or by calling 308-535-3774.

## Requesting Transcripts

Go to **Parchment**, MPCC's secure official transcript provider, to request official transcripts.

The **first time** you request transcripts online, you will need to create an identity using the "**CREATE ACCOUNT**" link you will see when you select the Parchment link above.

**If you have already created a Parchment identity** (while attending high school in Nebraska or during a previous visit to the Parchment site), simply enter your Parchment username and password within the **Returning Users - Sign In** portion of the page, then select the SIGN IN button. If you do not remember your Parchment password, use the Forgot Your Password link to retrieve it.

Cost of official transcripts depends upon mode of delivery (electronic, paper, or expedited paper). Payment is made with debit or credit or credit card as part of the transcript request process.

If you experience any difficulty submitting your online transcript request, contact Registration & Records through one of the following modes:

1. e-mail [reghelp@mpcc.edu](mailto:reghelp@mpcc.edu),
2. call 308-535-3774, or
3. visit a campus Welcome Center.

## Transfer Credit Evaluation

Students who have attended college elsewhere should have their transcripts forwarded to Registration and Records at 1205 E. Third St., McCook, NE 69001, before starting school to have previous coursework evaluated.

# ACADEMIC INFORMATION

## Introduction

In looking through this section, students will discover many ways in which the MPCC campuses can assist them in preparing for a specific occupation along with developing appreciation for a liberal education. The educational possibilities are many and varied. Students may want to develop a plan of study that allows sampling from several technical and academic areas before making a career choice. One of the benefits of attending a community college is the opportunity to explore a range of possibilities.

The following services, together with personal guidance from college faculty and advising staff, are offered to provide students with information for making decisions.

## Attendance Policy

Students are expected to attend classes regularly, arrive punctually and complete all assigned work for each class. Attendance is a privilege and a responsibility represented not only by the student's investment but also by a significant investment by taxpayers.

## Official Grades

The instructor, at the conclusion of each term, assigns official course grades. Students go to CampusWeb (<http://campus.mpcc.edu>) to view their final grades. Access to grades and transcripts may be withheld if students have not met financial obligations to the college.

## Grading System

Coursework attempted at Mid-Plains Community College is evaluated according to the following letter grading system:

A+	4.0
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0
P	Passing
NP	Not Passing
IP	In Progress
I	Incomplete
W	Withdraw
AU	Audit
CE	Credit by Exam

The purpose of the In Progress (IP) grade is for classes that are not completed before the end of the term in which the class began. (For example, a class starts in August and ends during the spring semester.) Instructors give all the students enrolled in the class a grade of IP at the end of the beginning term. When the class ends, instructors provide appropriate letter grades to replace the IP grade. IP classes must be completed no later than one year following the original end date. Any exceptions must be approved by the Division Chair, appropriate campus

Vice President, and the Vice President of Educational Services and Student Development.

"P" (Passing), "NP" (Not Passing), "I" (Incomplete), "IP" (In Progress), "AU" (Audit), "W" (Withdrawal), CE (Credit by Exam) grades are not included in the GPA (Grade Point Average). GPA is calculated by multiplying the semester hours of credit for each course by the grade point value to determine quality points, then dividing the sum of the quality points by the total number of GPA credits. Classes numbered below 1000 are not included in the GPA.

## Incomplete Grade

The temporary grade of "I" is a faculty prerogative and may be issued when a student has completed a majority of the course requirements, but is unable to complete the remainder due to circumstances clearly beyond his/her control (i.e., serious illness or an emergency). An incomplete grade request (available from Registration and Records) must state the requirements to remove the "I" and a date by which the remaining requirements must be completed. If approved, an "I" must be completed by the date specified on the Incomplete Form, but never more than one term after the course has concluded (i.e., fall/spring, spring/fall, summer/fall). If course work is not completed during this time, the "I" will be changed to an "F" on the student's permanent transcript.

## Academic Honors

Students taking 12 or more credit hours that calculate into a GPA and achieving a 3.5-3.89 GPA in a semester will be listed on the Dean's Honor Roll; those achieving at least a 3.9 GPA will be listed on the President's Honor Roll.

## Academic Probation and Suspension

A student will be placed on academic probation whenever the student's academic performance falls below MPCC's established minimum requirements. The minimum requirements currently are as follows: a 1.5 cumulative GPA through the first 15 GPA hours, a 1.75 for 16-30 GPA hours and 2.0 for 31 GPA hours or more. Any student placed on academic probation who fails to meet the academic standards stated above by the end of that probationary semester will be suspended. After a student has received academic suspension, the student may not re-enroll for a period of one academic year, except with written permission given by the Area Vice President for Educational Services and Student Development.

## Options for Students on Academic Suspension

A student will be placed on academic probation whenever the student's academic performance falls below MPCC's established minimum requirements. The minimum requirements currently are as follows: a 1.5 cumulative GPA through the first 15 GPA hours, a 1.75 for 16-30 GPA hours and 2.0 for 31 or more GPA hours. Any student placed on academic probation who fails to meet the academic standards stated above by the end of the probationary semester will be placed on suspension. After a student has received academic suspension, the student may not re-enroll for a period of one academic year. Students how have extenuating circumstances may appeal suspensions by notifying the Area Vice President for Student Affairs in writing within five days after receipt of the suspension letter.

## Academic Amnesty

A Mid-Plains Community College (MPCC) student may petition the Area Vice-President for Academic Affairs to have a maximum of two semesters of courses removed from the calculation of grade point average and degree credit provided the following conditions apply:

- A student may receive academic amnesty only once and it is irrevocable.
- At least three years have elapsed since the time of the semester(s) being petitioned during which time the student may or may not elect to take classes.
- A student may choose only courses with a grade of D+ or lower to be “renewed (based on the MPCC Catalog).
- The time frame allowed for amnesty will be a maximum of two consecutive semesters.
  - Fall, Spring, or Summer. (Summer sessions are composed of Summer I and Summer II.) Two summer sessions are equivalent to one regular semester. Thus, for instance, a student could include both summer sessions and a subsequent fall semester to fulfill this requirement.
- The student must first complete 12 credit hours at MPCC, or any other regionally accredited institution of higher education with no grade below a C.
- The academic amnesty must be requested prior to completion of MPCC diploma or degree requirements

If approved, the courses and grades of the semester(s) affected will appear on the transcript with the notation that academic amnesty was granted. Since academic amnesty may affect financial aid awards, a student receiving financial aid should contact the Office of Financial Aid prior to applying for amnesty.

## Academic Honesty

Mid-Plains Community College is committed to academic integrity and honesty. Plagiarism, cheating, fabrication, obtaining unauthorized materials from the internet, allowing others to write or compose your work; or using the work of other students, not citing the original sources, facilitating misconduct, and assisting others in actions that are related to these issues of academic dishonesty. Penalties could include:

- May result in a lower or failing grade or score on the assignment or examination (instructor level).
- Additional work to provide evidence of the student’s academic performance and/or evidence that the student knows and understands the course material (instructor level).
- A lower or failing grade in the course (instructor level).
- Suspension or expulsion from the college (institutional level).

## Further Definitions for Students

Plagiarism (presenting someone else’s work as your own) is unacceptable. Here are some definitions that will help you as a student understand what violates Academic Honesty.

- Cheating means getting unauthorized help on an assignment, quiz or examination; obtaining exam questions illegally before an exam, or tampering with an exam after it has been corrected (Davis, 1993).
- Plagiarism means submitting work as your own that is someone else’s; copying materials from a book or other source without

acknowledging that the words or ideas are not your own (Davis, 1993).

- Fabrication: intentional or unauthorized falsification or invention of any information or citation in an academic exercise (Pavela, 1978).
- Facilitating: intentionally or knowingly helping or attempting to help another to cheat (Pavela, 1978).
- Misrepresentation: providing false information to an instructor concerning an academic exercise (Keith-Spiegel, 2002).
- Failure to contribute to a collaborative project: involves not doing one’s fair share (Keith-Spiegel, 2002).
- Sabotage: consists of actions that prevent others from completing their work (Keith-Spiegel, 2002).

## Grade Appeal Procedure

Each student has the right to appeal the final grade in a course in accordance with the procedure outlined below. A grade appeal must be initiated by the student before the end of the following semester (excluding summer) after the assignment of the grade in question.

A student who questions a final course grade must adhere to the following procedure in the order presented:

**First level:** Discuss the matter with his/her instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then go to the second level.

**Second level:** Visit with the appropriate division chair to discuss the issue. If the concern still remains unresolved, the student may continue to the third level.

**Third level:** Elect to file a written Grade Appeal. Appeal forms are available from the Area Vice President for Academic Affairs. The decision of the Grade Appeal Committee is final.

A Grade Appeal may not be filed until the first and second levels have been completed.

Once a Grade Appeal is filed with the Area Vice President for Academic Affairs the following procedure takes effect:

1. The Grade Appeal Committee consisting of a Division Chair (outside of the division in which the course grade is in question), the Area Vice President for Academic Affairs or Area Vice President for Student Affairs, two faculty members from within the division, one from another division, and the Area Dean of Student Life (or representative) will meet to consider the appeal.
2. At the meeting of the Grade Appeal Committee:
  - a. The instructor shall be given the opportunity to personally explain the evaluation of the student’s performance and its relation to the final grade.
  - b. The student shall be given the opportunity to personally present the evaluation of his or her performance and its relation to the final grade, and any other extenuating circumstances.
  - c. The chair of the division in which the grade appeal is occurring may also be present to provide any relevant information.
  - d. The committee shall thereafter confer privately to reach a decision which shall be either to uphold the original course grade, to assign a new course grade, or to allow the student to withdraw

from the course in question, if the committee feels that the student lacked information upon which to base a withdraw earlier, or if the committee feels there are other appropriate reasons for the withdraw.

3. The decision of the Grade Appeal Committee is final.

## Course Information

### Auditing Courses

Students who wish to attend a course without taking examinations or receiving credit for a course may request to audit from an instructor during the first week of class only. Students who audit a course pay the regular tuition rate and fees. Audited courses do not count toward graduation requirements nor do they satisfy prerequisite requirements for other courses. An audit student may not change from audit to credit status once the course has started. Audited courses are not considered when establishing the full-time or part-time status of a student receiving financial aid or veteran's benefits.

### Change of Grade

Final grades are unalterable except when explanation is made in writing by the faculty member involved that shows that a grade was reported incorrectly as the result of an error in recording or in computing. Changes must be recorded before the next semester ends.

### Transfer of Credit

Courses from accredited institutions in which grades of "A", "B", or "C" (or their equivalent) have been earned will be considered for transfer credit to Mid-Plains Community College. College courses in which grades of "D" or "F" (or their equivalent) have been earned will not be considered for transfer credit. Additional information about MPCC transfer credit may be found within the "Admissions and Registration" section of this catalog. *Note: Grades and courses taken at other institutions will not replace grades in equivalent courses taken at MPCC.*

### Repeating Classes

Students may repeat courses. Only the credit hours and the highest grade earned in any course are used in the computation of the cumulative GPA, except when a grade of "W" has been assigned. Grades in courses taken at other institutions will not replace grades in equivalent courses taken at MPCC. Students must repeat the same course. Classes re-taken by a student in which a grade of A, B or C was previously earned will not count towards eligibility for federal financial aid funding or current full-time enrollment for MPCC Scholarships.

### Withdrawing From Classes

Students should meet with their advisor when they feel unable to satisfactorily complete a course. An "F" (failing) grade may be awarded when students stop attending without formally withdrawing. The last day to withdraw is posted in each Class Schedule. Registration change forms are available from any Registration and Records Office location.

### Withdrawing From College

A student desiring to withdraw from college must contact his/her advisor. Financial obligation to the college must be paid before the formal withdrawal procedure can be completed. Upon withdrawal the student forfeits all privileges as a student of the college. If a student fails to formally withdraw from all courses, he/she may receive an "F" for each class.

## Specially Arranged Courses (SAC) (Independent Study)

Specially arranged courses are intended to give the student the same experiences and knowledge that would be received in the normal classroom setting.

### Limitations & Conditions

1. Students may not enroll in more than two SACs per semester.
2. Students will pay regular tuition and fees.
3. Students must submit a written request demonstrating the need for the SAC to the instructor and attach it to the request form.
4. Instructors have the right to refuse to offer a SAC.
5. Students must obtain approval by the instructor and the Vice President for Educational Services and Student Development before registering for a SAC.
6. Students may not receive credit for more than four SACs.

## Visiting Classes

A student may have the privilege of visiting one or two sessions of any class with the approval of the student's advisor and the instructor.

## Program Violations Statement for Applied Technology

Students enrolled in Applied Technology programs should conduct themselves in an appropriate manner while in classrooms, labs, and off-site college sponsored activities. Conduct violations outlined below could result in an Applied Technology student being dismissed from the program they are enrolled in. Conduct violations include:

- Being under the influence of alcohol or drugs
- Fighting
- Repeated disruptive behavior that effects the learning environment
- Classroom safety issues

Faculty members are responsible for reporting such violations to the division chair and Vice President for Academic Affairs.

## Reporting Process/Resolution

Once a report is made to the division chair and VP for Academic Affairs, they will begin to investigate the incident in question (typically within two days). If the incident does not pertain to any of the violations listed above, there will be no further investigation.

If the incident does violate one of the items listed above, a formal investigation will occur followed by a meeting with the Conduct Violations Committee. This could include interviews with other students, faculty members, and staff.

Once a violation has been confirmed by the division chair and VP for Academic Affairs, the following procedure takes effect:

1. The Conduct Violations Committee consisting of a Division Chair (outside of the division in which the conduct violation is in question), the Area Vice President for Academic Affairs or Campus Vice President, two faculty members from within the division, one from another division, and the Area Dean of Student Life (or representative) will meet to consider the violation.
2. At the meeting of the Conduct Violation Committee:

- a. The instructor shall be given the opportunity to personally explain the violation of the student and its sanction in relation to the program.
  - b. The student shall be given the opportunity to personally present his or her behavior and its relation to the Conduct Violation statement and its sanction in relation to the program.
  - c. The chair of the division in which the conduct violation is occurring may also be present to provide any relevant information.
  - d. The committee shall thereafter confer privately to reach a decision which shall be either to uphold the original sanction by the faculty member, or to allow the student a different sanction as determined by the committee.
3. The decision of the Conduct Violation Committee is final.

# HEALTH, SAFETY, AND SECURITY

## Accidents and Injuries

Every effort is made to prevent accidents. MPCC assumes no liability, expressed or implied, for the result of sickness or accidents involving personal injury to any student, whether in connection with college properties or elsewhere. Students attending MPCC are not covered by Worker's Compensation.

## Drug Abuse Prevention

The colleges of Mid-Plains Community College are declared drug free in accordance with the Drug Free Schools and Campuses Act. Assistance is available through the Advising Offices located at MCC or the McDonald-Belton Campus of NPCC for students seeking help for problems associated with illegal drug and alcohol use. Professional advisors will assist with referrals to local community agencies, hospitals or private treatment facilities. A full copy of Mid-Plains Community College Alcohol and Drug policy may be in the Student Right to Know section of this catalog.

## Emergency Situations

If there are doubts about the seriousness of an accident or illness, an emergency team will be called. The rescue team can make the medical determination once they arrive. Don't hesitate to use any campus phone and dial 911. Identify yourself and give specific information and directions so a rescue team can respond. After you have made the initial call, please inform proper campus officials and call the switchboard operator and inform him/her of the emergency.

## Health Services

The institution does not provide on-campus medical services other than emergency first aid. However, medical services are readily available at local clinics and the area hospital. MPCC reserves the right to call for medical services in case of accident or illness to a student on campus. The expenses for medical services shall be the responsibility of the student.

## Infectious Diseases

The college recognizes that a student with an infectious disease may wish to continue to engage in as many normal pursuits as the condition allows, including education experiences. The college recognizes that a student in this situation should be allowed to continue his or her education in the least restrictive environment as long as the condition is not a threat to the student, other students, employees, and persons coming in contact with the infected person.

## Safety and Illness

The institution provides an education environment as free as possible from recognized hazards. Students and employees are expected to comply with all safety and health requirements whether established by the college or by federal, state or local law.

## Safety Requirements

MPCC follows standard OSHA guidelines. Students not in compliance with these guidelines will not be allowed in classes requiring the use of

power equipment. Examples of power equipment include power sanders, power saws, electric drills, welders, lathes, etc.

## Student Insurance

The college does not provide insurance for students. Students are personally responsible for their health and accident insurance coverage. Student insurance plans are available through several insurance carriers and the college suggests that the student carry some form of health and accident insurance on themselves.

## Student Life On-campus

Many student activities are offered at Mid-Plains Community College both in McCook and North Platte. Student clubs, intramurals, dances; intercollegiate athletics, Student Senate, and student organizations are open to all MPCC students.

## Bookstores

Follett Bookstores operate facilities at McCook Community College and North Platte Community College. They carry a complete stock of textbooks, school supplies and other college related merchandise. Because the Follett Bookstores are independently owned, checks for purchases made there must be made payable to "Follett Bookstore."

## Career Services Center

Choosing a career is one of the most important decisions you will ever make. The Career Services Center is a place for students, potential students, and the general public to go for assistance in selecting a rewarding career specialty. The Career Services staff will work with you using a variety of screening assessments to help you discover your own unique strengths, interests, values and aptitudes. The results of the assessments will be interpreted by trained career guidance staff who will also help to answer any questions that you have. You can then focus on learning more about specific careers that fit your individual style. You will be introduced to a variety of resources to help you learn how fast a particular career field is growing, what the average salary is, where those jobs may be located, and what training is required in that career field. Thus, the Career Services Center offers a number of varied resources to help you find a career specialty that fits you.

Career Services Centers are located in North Platte at the North Campus and in McCook at von Riesen Library. Access to a variety of education and career-related services is available including:

- ACCUPLACER - A Product of College Board
- GED Testing
- Adult Basic Education/ESL Services
- ADA Accommodations
- Transition Services- a program of special interest to single parents, displaced homemakers, and non-traditional career students
- Work Keys testing and Job Profiling
- Test proctoring
- Job application, résumé, cover letter, and interview assistance

Students may access CLEP testing which, in some circumstances, will help you obtain college credits without taking the class.

The Career Services Center is the place to go for specialized licensure and certification testing. The Center in North Platte is an official ACT Center providing specialized testing for professional certifications such as ASE (Automotive Service Excellence). The Career Services Center

is an approved test site for: MOS certification, PPST, ParaPro, Praxis School Leadership Series, and WorkKeys Proficiency Certification for Teacher Assistants. Testing is also offered through Pearson VUE for certification in various aspects of Information Technology, as well as other professional licensure and certification exams.

Contact the staff at the Career Services Centers to find out which particular services are available at each Center. Call North Platte at 800-658-4308, Ext. 3618; or McCook at 800-658-4348, Ext. 8128.

## Child Development Center

The Child Development Center, located at MCC, is open to children ages 6 weeks to 12 years for MPCC students, faculty, staff, and the community. Licensed through the state of Nebraska, the Center has daily preschool and afternoon activities designed to encourage each child's overall growth. The Center serves as a training site for students studying Early Childhood Education. Students participate in all aspects of the program to develop their skills for observing and interacting with young children while under the supervision of experienced teachers.

## Clubs and Organizations

### Associated General Contractors (AGC) Student Chapter - NPCC

NPCC: 308-535-3762

The Associated General Contractors of America/North Platte Homebuilders Student Chapter is open to students who have an interest in construction. Members of the student chapter are eligible for state and local scholarships. The chapter also provides an excellent opportunity for future employment and an awareness of the overall construction industry.

### Campus Café Webzine – MCC

MCC:

Campus Café is an online news and art source created by students. Content included upcoming events, news stories, entertainment reviews, videos, and photos. All students are invited to submit content to the webzine in the form of editorials, short stories, poems, review, and photos, videos, art and sports scores. Webzine meets for one hour a week, time and day determined by semester. Students may also work on the webzine for 1 hour of college credit per semester.

### Campus Crusade for Christ - MCC

MCC: Lynn Salyer at 308-345-8157

Campus Crusade for Christ (CCC) is a non-denominational organization that provides an opportunity for development of friendships and personal character in the context of Christian values. Activities offered to students include: weekly meetings for fellowship and Bible studies, small group Bible studies and regular special events. Students also attend a three day fall retreat with students from other Nebraska campuses, a week-long "Christmas Conference" in Denver with 2000 college students from six Midwest states, training opportunities over spring break and opportunities for service and leadership training throughout the world during the summers.

### Court Jesters - NPCC

NPCC: Ritch Galvan at 308-535-3767

This organization is intended for any student who is interested in live theater or films. Theater offerings range from musicals and serious drama to experimental theater.

### Gay Straight Alliance - MPCC

NPCC: Sky Seery at 308-535-3727

MCC: Michael Jonckheere at 308-345-8154 or 8127

The Gay Straight Alliance (GSA) of Mid-Plains Community College (MPCC), a student-led organization, are committed to the following: creating a socially accepting atmosphere of support for those who are lesbian, gay, bisexual, transgender, questioning their sexuality (LGBTQ), or are heterosexual allies of such students. We are working towards creating a gathering place that is open and free of judgment for members to unite.

### Intercollegiate Athletics - MPCC

NPCC: Kevin O'Connor (AD) at 308-535-3758

MCC: Jon Olsen (AD) at 308-345-8144

The colleges are members of the National Junior College Athletic Association and the Nebraska Technical Community College Athletic Conference. Any full-time student is welcome and encouraged to compete for a position on any athletic team. Most teams offer open tryout periods for those interested in competing at the college level. The institution competes in men's basketball, women's volleyball, women's softball, men's baseball, golf, and women's basketball.

### International Student Organization - MPCC

MCC: Shannon Vrbas at 308-345-8142

NPCC: Heather Pucket at 308-535-3710

The International Student Organization encourages students to become involved in college and community multicultural life while assisting new students coming from diverse backgrounds with adjustment to college life at MPCC. The organization promotes the sharing of global perspectives, backgrounds, and life styles while encouraging exploring local and U.S. Customs and culture via meetings, group events, tours, and social activities.

### Intramural Activities - MPCC

NPCC: Chase Grabua at 308-535-3729

MCC: Student Life at 308-345-8108

The colleges offer a wide variety of intramural activities for both men and women. Interested students are encouraged to participate. Programs include coed volleyball, softball, men's and women's basketball.

### Mid-Plains Community College Licensed Practical Nurses Association of Nebraska - NPCC

NPCC: Lana Albrecht-Watson at 308-535-3670

MPCC LPNAN is part of the Licensed Practical Nurses Association of Nebraska. Membership is open to students enrolled in the LPN Program or pre-nursing students enrolled in college for preparation to enter the LPN Program. The function of MPCC LPNAN includes: to preserve and foster the philosophy of practical nursing, to provide networking opportunities with other LPN students, to keep students updated on legislation that affects LPNs and public safety, representing the LPN program, and encouraging students' participation in interdisciplinary activities and community service.

## Mid-Plains Community College Student Nurses' Association - NPCC

NPCC: Lana Albrecht-Watson at 308-535-3668

MPCCSNA is part of the Nebraska State Student Nurses' Association. Membership is open to students enrolled in the ADN program or pre-nursing students, enrolled in college as preparation for entrance into a program leading to an Associate Degree in Nursing. The function of MPCCSNA includes: promoting and encouraging a students' participation in interdisciplinary activities, representing the ADN program, and promoting and encouraging collaborative relationships and projects with Nebraska Nurses' Association District 7.

## MPCC Non-Traditional Student Organization (NTS) - MPCC

MCC: Contact – Dr. Brian Obert – 308-345-8109

NPCC: Contact – Joshua York - 308-535-3635

The purpose of NTS shall be to provide compassion, strength, and support to all non-traditional students. NTS is open to any MPCC student self-identifies as a non-traditional student. Members are required to be registered for a minimum of one college credit per semester and to maintain a 2.0 GPA. The organization serves as a connection point for students to discuss challenges, share experiences and to be connected to their college. NTS also will hold mini-workshops throughout the year on topics of interest to the student from financial aid, student life, and classroom and campus life involvement activity opportunities.

## MPCC Student Ambassadors - MCC & NPCC

MCC: Kelly Rippen at 308-345-8107

NPCC: Mindy Hope at 308-535-3773

The members of this organization are very important in promoting public relations for this college. These students are responsible for giving tours of the campus to prospective students and acting as guides and hosts during special events.

## Music Groups - MPCC

NPCC: Music Dept. at 308-535-3755

MCC: Music Dept. at 308-345-8187

The colleges offer various vocal and instrumental groups which provide musical experiences to interested students. These groups perform for the student body, community, and throughout the state.

## Nebraska Association of Family & Consumer Sciences (NAFCS) - MCC

MCC: Loretta Hauxwell at 308-345-8165

This organization is open to any student interested in Family & Consumer Sciences. Activities are designed to promote Family & Consumer Sciences as a profession and give the student social and educational experiences while on campus.

## Phi Beta Lambda - MPCC

NPCC: Angie Chittick at 308-535-3739, Kathy McCune at 308-535-3741.

MCC: Janet Stalder at 308-345-8174, Lorrie Mowry at 308-345-8172.

Phi Beta Lambda is a national organization for college or post-secondary students pursuing a business, office technology, business teacher

education or business-related career. Members have an opportunity to participate in local, state, regional and national activities/conferences.

## Phi Theta Kappa International - MPCC

NPCC: Dr. Glynn Wolar at 308-535-3763

MCC: Shannon Vrbas at 308-345-8142

The Phi Theta Kappa Society is an international honors organization for the recognition and promotion of scholastic achievement among students of two-year colleges. To be eligible for membership, a student must have completed 12 academic hours and have an accumulative GPA of 3.5 (both MPCC Campuses). The four hallmarks-scholarship, leadership, service and fellowship - provide the cornerstone of a wide range of programs and opportunities for PTK members.

## Skills USA (Formerly Vocational Industrial Clubs of America or VICA) - NPCC

NPCC: Greg Cudzilo at 308-535-3639

VICA is a nationwide organization for young men and women enrolled as full-time students in secondary and postsecondary vocational courses in trade, industrial, technical and health education. Members may be students in high schools, area technical schools and two-year colleges. VICA's purposes and activities relate to the career goals and interests of its members.

## SMAC-(Students Making Active Choices) - MPCC

MCC: Student Life at 308-345-8108

The mission of SMAC is to provide preventative health information to the student body through role modeling, teaching, and counseling. The group addresses a variety of health topics including alcohol consumption, impaired and distracted driving, tobacco use, safer sex, mental health, and nutrition. New members complete the Certified Peer Educator training.

## Student Senate - MPCC

NPCC: Chase Grabua at 308-535-3729

MCC: Rachel Bashor at 308-345-8108

The Student Senate operates independently on both MCC and NPCC campuses. The organizations serve two very important roles. One, they provide an essential voice for the student body in college operations and community affairs. The second role of Student Senate is to provide campus-wide entertainment. In the past, this has included dances, homecoming, comedians, speakers, and hypnotists. Senate has the responsibility of planning, coordinating and producing these events.

## STEM (Science, Technology, Engineering, and Mathematic) - NPCC

NPCC: Jared Daily at 308-535-3751

The Science, Technology, Engineering, and Mathematic Club shall be to stimulate and encourage a strong interest in the areas of science, technology, engineering, and mathematics both here at MPCC and in the college area at large. In addition, the MPCC STEM Club shall create avenues for research, career advisement, education and academic and professional networking.

## Yard Rake - NPCC

NPCC: Jessie Allen at 308-535-3748

The Yard Rake is NPCC's online publication. Student staff members create and/or gather content, which can include news, opinion, creative writing, art, audio or video. Check out the Yard Rake at <http://theyardrake.blogspot.com>.

## Intramural Activities

The colleges offer a wide variety of intramural activities for both men and women. Interested students are encouraged to participate. Programs include coed volleyball, softball, men's and women's basketball. For more information in McCook, contact Student Life at 308-345-8108. For more information in North Platte, contact Student Life at 308-221-6452.

## Parking

Students must park in designated areas on campus. Students are permitted to only park one registered vehicle on campus. Students may not park in areas that are marked for visitors, faculty, administrators and staff. Mechanical repairs to any vehicle is prohibited on campus property due to the safety hazard it causes. In the event your vehicle leaks fluid of any kind on campus property, it will be the owner's responsibility to clean up the leaked fluid. Failure to do so will result in towing at the owners expense or possible citations

Any vehicle found on Mid-Plains Community College (MPCC) property that has not been moved for a period of three days or longer, with the exception of MPCC housing vehicles with displayed housing parking tags, will be considered abandoned and will be towed at the owner's expense.

## Single Parent Transition Services

Transition Services is a grant-funded program providing supportive services for Mid-Plains Community College students who are single parents (male or female), single pregnant women, displaced homemakers, or students pursuing a nontraditional career. Clients may receive assistance in the form of career counseling, self-improvement workshops, and emotional support. Financial support may also be available; however, the client must qualify per specific program guidelines. For more information at McCook call the Transition Services Coordinator at 800-658-4348, Ext. 8128 or 308-345-8128. The Coordinator at North Platte can be contacted by calling 800-658-4308, Ext. 3621 or 308-535-3621.

## Student Employment

MPCC Career Services Centers offer career and employment services on each campus, as well as connecting to services at the Extended Campus sites. The Career Services Centers provide a point of contact between students and employers. Career and employment services for students and alumni include assistance with résumé preparation and critiquing, cover letter writing, interviewing techniques, job search assistance, and online posting of employment opportunities. Employment related events are hosted periodically on campus, and employers are invited to set up on-campus information and interview sessions. A unique partnership with Nebraska Workforce Development, Department of Labor allows continuously updated job postings and employer contacts. Students may register for employment services on the CampusWeb or by making personal contact with Career Services staff.

## Student Housing - McCook

McCook Community College operates a co-educational facility, Ralph G. Brooks Residence Hall, in which men and women live in separate sections. A laundry facility is available campus. Requests from new students for room reservation should be sent to the MPCC Office of Student Life, 1205 East Third St., McCook, NE 69001 with a \$200

reservation fee/damage deposit. Reservations are on a first come, first served basis and are limited to students registered for 9 or more credit hours during the fall and spring semesters. Housing for the summer session is available on a limited basis.

## Student Housing - North Platte

MPCC's North Platte Community College operates student housing units on both the North and South Campuses. Each unit on the North Campus houses four residents with two bedrooms (two residents per bedroom), a kitchen/living room area and a bathroom. A coin operated laundry and a game room also are available on the campus. The South Campus Housing also houses four residents with two bedrooms (two residents per bedroom), a kitchen/living room area and a bathroom. There is a Community Building featuring a coin operated laundry and a game room. Requests from new students for room reservation should be sent to the MPCC Office of Student Life, 1205 East Third St., McCook, NE 69001 with a \$200 reservation fee/damage deposit. Reservations are on a first come, first served basis and are limited to students registered for 9 or more credit hours during the fall and spring semesters. Housing for the summer session is available on a limited basis.

## Student Identification and Activity Cards

Student identification & activity cards are issued by the college when tuition and fees are paid. These I.D./Activity cards are required for admission to all school functions and activities.

## Student Lounge - North Platte

A student lounge is located on each campus in North Platte. Facilities include a dining area, lounge area and game area for pool and video games.

## Student Union - McCook

MPCC's MCC Student Union is the center for college recreational activities. Facilities include a lounge area, a big screen television, and a game room.

## Student Success Centers

The purpose of the Student Success Centers is to serve students for academic success. Student Success Centers are located on the campuses of McCook Community College and North Platte Community College where professional staff is available to assist students in the instructional areas. Services include:

- providing tutors at no cost to the on-campus and online student (there is no guarantee that tutors can be made available for all classes)
- proctoring course examinations
- providing a controlled study environment with available help computer access
- ACCUPLACER® testing
- and much more!!

Additional assistance is provided through mini-sessions on such topics as test-taking techniques, overcoming test anxiety, note-taking, and résumé writing. Tutorial software is also available in reading, math, and writing. A number of the Student Success Center services may be provided through special arrangement at the Extended Campus locations.

To make testing appointments or for more information, contact the staff at the Student Success Centers by calling North Platte Community College at 800-658-4308, Ext. 3731, or McCook Community College at 800-658-4348, Ext. 8105.

## Computer Labs

McCook Community College has multiple computer classrooms and a number of computer stations available to students. The lower level of the library has computers for student use and for computer-aided instruction. Both campuses of North Platte Community College have multiple computer classrooms and computer stations available to students in programs, classes, or for use as a lab. At the South Campus, the computer lab in the Learning Resource Center is open to students during normal hours of operation. On the North Campus, computer labs are maintained by departmental personnel and may be used during designated hours. Students are reminded that ethical usage of college owned computers and college internet services is required; violations will be subject to sanctions per the MPCC Student Code of Conduct.

## Learning Resource Centers – Library Services

Mid-Plains Community College provides learning resource services to on and off-campus students via libraries housed on the McCook and North Platte community college campuses. The library collections at each site contain both print and electronic resources designed to support the college's curriculum and facilitate student and faculty research. Users can access a combined electronic catalog which details the 45,000+ books, e-books, journals, DVDs, CDs, and other items included in the library collections at North Platte and McCook.

Each library has a wireless environment with a number of desktop and laptop computers loaded with the latest software which enables students to complete homework and access online courses, the Internet and the numerous full-text research databases offered by the libraries. Current students, faculty and staff can access these research databases 24/7 while on campus or remotely via the libraries' web pages and/or Mid-Plains' CampusWeb.

Both libraries provide magazines, newspapers and a limited selection of popular fiction titles for leisure reading. Resources that are not owned by one of the Mid-Plains libraries can be procured through interlibrary loan. McCook Community College's von Riesen Library and the North Platte Community College Learning Resource Center (LRC) also participate in a statewide initiative which allows students, faculty and staff to procure borrowing privileges at other college and university libraries throughout Nebraska.

The North Platte Community College LRC is housed on the South Campus in room 146 of the McDonald-Belton building. North Platte Community College's North Campus houses specialized departmental libraries that contain resources specific to each technical program. The nursing department's library is the most comprehensive of these special collections and their materials are listed in the college's online library catalog. Upon request, materials contained in these departmental libraries may be available to instructors and students from other departments.

For more information please call 308-535-3726 for the North Platte Community College LRC or 308-345-8117 for McCook Community College's von Riesen Library or consult the library's web pages on the Mid-Plains Community College website (<http://www.mpcc.edu>).

## Tutoring

Tutoring services are available on a one-to-one basis and in small groups at no cost to the student. Contact the Student Success Centers in McCook or North Platte for more information. For those students needing tutoring services while studying through the extended campuses in Broken Bow, Imperial, Ogallala, and Valentine, contact the extended campus coordinator for information. Students taking online classes off site may call the North Platte Community College Student Success Center for tutoring services information.

# INDEX

---

## A

Academic Information ..... 37  
Admissions & Registration ..... 33  
Applicable Scope ..... 10

## C

Calendar ..... 2

## E

Equity Grievance Procedure for Allegations of Harassment, Sexual Misconduct and Other Forms of Discrimination ..... 22

## H

Health, Safety, and Security ..... 41

## J

Judicial Incident Resolution for Allegations of MPCC Student Code of Conduct Violations Other Than Harassment, Sexual Misconduct and Other Forms of Discrimination ..... 22  
Jurisdiction ..... 11

## M

Mid-Plains Community College Student Code of Conduct Violations Definitions ..... 17  
Mission, Service Area, Role & Goals ..... 3

## P

Policy Statements / Student Right to Know ..... 4

## R

Refund Policies ..... 35  
Reporting Discrimination ..... 10

## S

Student Code of Conduct ..... 10

## T

Title IX Coordinator ..... 10  
Tuition and Fee Discounts ..... 36