

PERU STATE COLLEGE STUDENT HANDBOOK 2023-2024
MEMBER INSTITUTION OF THE NEBRASKA STATE COLLEGE SYSTEM

WELCOME

Dear Student,

Welcome to Peru State College! As Nebraska's first college, we have a long tradition of academic excellence in an engaging student-centered environment. Personalized attention, relevant coursework and flexible scheduling are just a few of the hallmarks of a Peru State education.

In recent years, more than \$85 million has been invested in the infrastructure of our Campus of a Thousand Oaks to ensure that students have access to state-of-the-art facilities. The College offers engaging educational opportunities in 14 undergraduate programs with 50 options (including 20 teaching endorsements), 28 minors, 18 pre-professional programs, nine online programs, and two online master's degrees in education and organizational management. With more than 45 clubs, organizations, music ensembles, theatre productions, intramurals and athletic teams, there are a variety of ways to be actively involved in campus life.

We are proud that you have chosen to be part of the legion of Bobcat students who have called Peru State College home. Congratulations on being part of the tradition that has made this institution great for over 155 years. We are committed to helping you find success as a student and in life so that you can achieve all your goals. Your future begins at Peru State College.

Sincerely,

Michael Evans, Ph.D.

President

ADMINISTRATION

Dr. Michael Evans, President

Administration, Room 307

mevans@peru.edu

402-872-2239

Dr. Paul Hinrichs, Interim Vice President for Academic Affairs

Administration, Room 304

phinrichs@peru.edu

402-872-2222

Jennifer Rieken, Vice President for Administration and Finance

Administration, Room 313

jrieken@peru.edu

402-872-2224

Dr. Jesse Dorman - Vice President for Enrollment Management

Administration, Room 315

jdorman@peru.edu

402-872-2224

Dr. Paul Hinrichs, Dean - School of Arts & Sciences

Hoyt Science, Room 114

phinrichs@peru.edu

402-872-2237

Dr. Greg Seay, Interim Dean - School of Education
TJ Majors, Room 215 **402-872-2244**
gseay@peru.edu

Dr. Greg Seay, Dean - Graduate Programs
TJ Majors, Room 106 **402-872-2314**
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Dr. Amber Mahan, Dean – School of Professional Studies
TJ Majors, Room 248 **402-872-2232**
amahan@peru.edu

Mr. Matthew Thielen, Associate Vice President for Student Affairs
Student Center, Room 121 **402-872-2246**
mthielen@peru.edu

PHONE DIRECTORY FOR FREQUENTLY CALLED OFFICES

Academic Assistance	872-2341
Admissions.....	872-2221
Athletics/Al Wheeler Activity Center.....	872-2350
Career Services	872-2287
Cat Cave Spirit Shoppe.....	872-2248
Center for Achievement and Transition Services (CATS)	872-2425
Counseling Services.....	872-2369
Computer Services	872-2270
Day Care	872-7635
Dining Services.....	872-2256
Disability Services	872-2440
Distance Education	872-2386
Facility Services.....	872-2257
Foundation	872-2304
Health Center	872-2229
Intramurals	872-2329
Library.....	872-2311
One Stop.....	872-2228
Peru State College.....	872-3815
President.....	872-2239
Residence Life	872-2246

Schools:

Arts and Sciences	872-2237
Education	872-2244
Professional Studies	872-2232
Graduate Studies	872-2314
Security	872-2411
Student Activities	872-2329
Student Records	872-2241
Student Success Services (TRiO-SSS)	872-2377
VP for Academic Affairs	872-2222
VP for Administration and Finance	872-2224
VP for Enrollment Management	872-2224

Mission Statement

Peru State College provides students of all backgrounds access to engaging educational experiences to strengthen and enrich communities, Nebraska, and the world.

VISION STATEMENT

Peru State College will be renowned for transforming student lives through personal and engaging educational experiences.

VALUES

Peru State College lives its mission and vision through engagement in the classroom, engagement across campus, and engagement in the region and beyond while valuing:

- **P**ride: We proudly celebrate our history as Nebraska’s first College, our heritage of educating all students, and our tradition of achievement by students, alumni, faculty, and staff. We cherish the stately *Campus of a Thousand Oaks* entrusted to us.
- **E**xcellence: We pursue excellence through best practices and innovation in scholarship, teaching, research, and student development. We commit to providing exceptional facilities and resources supporting an engaged collegiate experience.
- **R**esilience: We recognize resilience as a key factor in success. We provide support and encouragement to achieve high standards by cultivating passion and perseverance.
- **U**nity: We embrace unity as a diverse and inclusive community. We believe in creating a culture of respect, mutual support, and understanding. We lead and model this culture on campus, in the region, and around the world.

EQUAL OPPORTUNITY STATEMENT

Peru State College is an equal opportunity institution. Peru State College does not discriminate against any student, employee, or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College’s non-discrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX, of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act. Reports regarding discrimination or harassment may be directed to the following Compliance Coordinator. In addition, inquiries regarding non-discrimination policies and practices may be directed to the Compliance Coordinator: Ms. Eulanda Cade, Peru State College, Administration Building, Room 312, PO Box 10, 600 Hoyt Street, Peru, NE 68421-0010, (402) 872-2230 ecade@peru.edu

I. INTRODUCTION

The Peru State College Student Handbook is available to Peru State students on the College’s website as a guide to current policies, practices, and activities of the campus. It is not meant to serve as the ultimate authority concerning these matters,

as the Board of Trustees' policies are updated on a continual basis, and practices and activities are reassessed periodically. Please refer to the most recent Board Policy online at www.nscs.edu, and to administrators on campus for clarification of any material found in the Peru State College Student Handbook. Peru State College reserves the right to update this handbook at any time. The most up to date and official form of the Student Handbook can be found on the College's website.

II. SERVICES AND RESOURCES

ACADEMIC CALENDAR

ADVISING SERVICES

All students will receive academic advisement concerning their choices of academic disciplines, majors, and course selections. Students who have declared academic majors will be assigned faculty advisors from the appropriate academic schools. Students who are undeclared will be advised by an undeclared advisor in the Center for Achievement and Transition Services (CATS). Probationary students will be advised by their officially assigned advisors but are also required to work with one of the College's probation advisors located in CATS to complete an academic contract focused on guidance and support to promote academic success. Advisor assignment information can be found by logging into myPSC. All students must meet with their academic advisor prior to registration for each academic semester. Students are encouraged to refer to their myPSC account, College catalog and the College website for questions related to their academic programs.

BOOKSTORE

Peru State College has partnered with an online bookstore provider, eCampus.com, to serve student needs for textbooks and course materials. Students may log into [the eCampus.com website](http://the.eCampus.com) with NUID and password to make purchases. It is important that orders are placed at least 2 to 3 weeks prior to the start of the semester.

The bookstore website has information available for students who have pre-registered for the term. This information includes textbook name, edition, author, publisher, ISBN, and price. Students are encouraged to consult this resource when purchasing textbooks and course materials.

Students may use their anticipated financial aid to purchase textbooks and course materials if the financial aid is in excess of tuition, fees, room, and board charges for the semester. If students have excess financial aid, they will be eligible to receive a voucher. The College will notify eCampus.com of the financial aid voucher amount and students will receive an email notification from eCampus.com with a unique voucher code. The voucher code will be entered during the eCampus.com checkout process when prompted to pay for online purchases.

ONE STOP OFFICE

Phone **402-872-2228**

CATS, Second Floor

onestop@peru.edu

Billing & Payment

Payment for tuition, fees, room, and board is due two weeks after the beginning of the semester for both fall, spring and summer terms. Pending financial aid does not extend the payment deadline, therefore, early completion of the financial aid process is critical.

Take time to review account charges located under the Student Accounts tab in myPSC. This is a multipurpose page where a student may pay online, view account activity, view bills, print the annual 1098T form, and enter banking information to enroll in direct deposit of student refunds. It is the student's responsibility to view their account charges in myPSC, share the information with person(s) responsible for payment, and make payment by the published payment deadline. Students are responsible for payment whether they access their account information online. An email communication will be sent to the student's campus email address as soon as the semester charges are available to view online. It is the student's responsibility to view their bill and any changes throughout the semester.

The College does offer a payment plan option, managed through Transact (CashNet). Enrollment in the payment plan is only accessible through myPSC>Student Accounts>Payment Plan-Enroll/Pay link. The payment plan options offered are monthly and bi-monthly plans for your payment convenience. There is a one-time \$30.00 enrollment fee per payment plan set up charged by Transact.

Online debit/credit card payment may be made with VISA, MasterCard or Discover, through self-service in myPSC. A convenience fee is charged by Transact on all debit/credit card payments. E-check payment may also be made online by entering bank routing and bank account numbers. A convenience fee is charged by Transact on e-check payments of \$0.50 per transaction. Students may also pay their bill in person at the One Stop Office in CATS by either cash or check.

We encourage students to enroll in the direct deposit of student refunds. The direct deposit process expedites the receipt of funds, which will be deposited within three to five business days of refund processing, and it eliminates the possibility of lost checks through mailing or waiting in line at the One Stop Office. To participate in direct deposit, log into myPSC, navigate to the Student Accounts tab, and click “My Bank Info” link to enter bank routing and bank account numbers. Students will receive email notification as soon as the banking information has been entered, changed, or deleted.

Students will be administratively withdrawn from college if:

- The student account balance is not paid in full by the end of the fourth week of the term, or
- The student/parent is not participating in the payment plan, or
- The student has not completed the financial aid process to receive awards.

For complete billing and payment information, please visit the College website at One Stop.

CAMPUS ASSESSMENT RESPONSE AND EVALUATION (CARE) TEAM

Phone **402-872-2224**

Administration, Room 315

The Campus Assessment, Response and Evaluation (CARE) Team is charged with assessing circumstances, enhancing communication, and initiating appropriate responses to specific behavioral problems or concerns that involve students. The CARE Team is co-chaired by the Vice President for Enrollment Management and Student Affairs and the Dean of Student Life with members including the Director of Residence Life, Educational Support and Disability Services Coordinator, Licensed Student Counselor(s), Security Supervisor, and a representative from Academic Affairs. Other individuals may be asked to participate in meetings based upon the situation.

If a member of the campus community observes any behavior or pattern of behavior that is concerning and needs to be brought to the attention of the CARE Team for evaluation, individuals should complete the online referral form on the College website or send a referral through Bobcat360. The Team receives reports of disruptive, problematic, or concerning behavior and determines the best mechanisms for support, intervention, warning/notification, and response to assist the individual referred. The CARE Team will meet on a regular basis and can be convened by any member of the team at any time to respond to concerning situations.

CENTER FOR ACHIEVEMENT AND TRANSITION SERVICES (CATS)

Phone **402-872-2425**

The Center for Achievement and Transition Services is located at the heart of Peru State College’s “Campus of a Thousand Oaks.” The building, which has stood for over a hundred years, houses a number of programs geared toward helping students be successful academically, personally, and professionally. Services provided through CATS, with the exception of testing, are free to students. Online-only students can access almost all of the CATS services via phone, Skype, email, and/or the College web site. On-campus students are invited to not only take advantage of the many services, but also make the CATS a regular study place.

Advising and Career Exploration: See Career Services

Counseling Services: See Counseling Services

Disability Services: See Disability Services

Bobcat360-Early Alert Program: Peru State College employs an early alert system to provide a comprehensive student retention and success program designed to support students and help them successfully transition into college whether a first year or transfer student. For many students, the transition to college involves a steep learning curve of self-discipline, time management skills, and the ability to monitor one's own academic performance. Bobcat360 provides an early alert and referral system for faculty to continuously evaluate new students throughout the academic year by combining course performance and class attendance.

Additionally, Bobcat360 empowers faculty and campus professionals to identify at-risk students early, evaluate all students throughout the semester, enhance interactions, and refer students to members of the campus community who have the programs and resources to help. Lastly, Bobcat360 has survey tools to support and engage students through personalized feedback to share with advisors and other campus professionals.

Academic Support Advising and Probation Resources: Peru State College provides a support network to help students on academic probation succeed in their courses and achieve good academic standing. Academic probation advisors from the CATS team provide guidance, access to services, and facilitate input from instructors regarding course progress. Part of this support network includes meetings with your Bobcat Success Coach to review the Academic Probation Contract and Self-Assessment, create a plan for success, and set achievable goals. To continue at Peru State College, students who are on academic probation must agree to the provisions of an Academic Probation Contract, which include but are not limited to enrollment restrictions and academic probation advisor meetings. Failure to meet any of these requirements may be subject to administrative withdrawal.

For additional information on Academic Probation and the full services provided, [please visit the website here](#).

TRiO Student Success Services: See Student Success Services (TRiO-SSS) section.

CATS Tutoring Services:

On-Campus Tutoring

CATS Tutoring is free to all Peru State College students. Tutoring sessions are in a study hall format, so students can come any time during the scheduled times. No appointment needed. Tutors can help students solve questions, study for exams, proofread papers, and discuss difficult concepts. Tutors are available for most subjects, including writing assistance. Organizational tutoring is available for students who need assistance organizing and prioritizing coursework. For additional information, [visit the website here](#).

Online Tutoring

Zoom tutoring sessions are available for all online PSC students. To schedule an online tutoring session, [please complete the CATS Tutor Request form](#). Tutors are available for most subjects, including writing assistance. Online tutoring is available year-round.

TRiO-SSS Tutoring: Members of Student Success Services may sign up for regular one-on-one tutoring for any class.

Online Tutoring: Subject based tutoring and the Writing Center are available online using the CATS tutoring link on the Blackboard homepage. [Visit the tutoring website](#) to schedule an online appointment.

PERU DAY CARE

Phone [402-872-7635](tel:402-872-7635)

Lower level of TJ Majors on the north end of the building

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

Peru Day Care accepts children 6 weeks to 13 years of age. Pre-enrollment is required. Food is contracted through Peru Dining

Services. Drop-ins need to call ahead to check availability of space. Rates and hours of operation are available on the website.

COMPUTING AND TECHNOLOGY

Phone [402-872-2270](tel:402-872-2270)

Campus Services, Room 204

Technology Support:

1. Visit the support portal at <https://support.peru.edu> for online assistance
2. Submit issues by email to support@peru.edu

Nebraska State College System (NSCS) Acceptable Use Policy

ISP - Standard 5 Acceptable Use Policy.pdf

The Acceptable Use Policy applies to all individuals accessing or using NSCS Technology Resources. This includes NSCS students, employees, and authorized contractors and guests.

Use of Technology Resources

Confidentiality

NSCS follows the principle of least privilege in granting permission to Technology Resources. Your access to Technology Resources does not imply that others have the same access. It is the responsibility of each NSCS employee to ensure that no unauthorized disclosures occur.

Privacy

The NSCS provides and supports Technology Resources to employees for effective performance of job duties.

Activity on Technology Resources may be monitored, logged, and reviewed by system administrators or discovered in legal proceedings. All information created, stored, transmitted, or received on Technology Resources may be subject to monitoring by system administrators.

Inspection of an individual's data by NSCS Information Technology personnel in the course of responding to a request from that individual shall not be deemed a violation of the individual's privacy.

NSCS Rights

The NSCS reserves the right to monitor, manage, and/or deny network access to any device attempting to use an NSCS network. This action may be taken, without prior approval, to maintain the integrity of NSCS Technology Resources, to protect the rights of others authorized to access the network, or if misuse of NSCS Technology Resources is suspected. The NSCS reserves the right to access data in an individual's NSCS account or NSCS owned device if the NSCS has a legitimate business need to review such files. This action will be taken only after obtaining approval from the President, appropriate Vice-President, or General Counsel.

Individual Rights

Individuals are granted access to and permitted use of NSCS Technology Resources. Access is granted for the purpose of achieving employment and educational goals based on the individual's need and classification. Employees are granted access for the duration of employment. Individuals are considered employees if hired for full-time and part-time positions. Student employees funded via work study or institutional funds may qualify for employee access. Students are granted access for the duration of their student status with the NSCS. Extended access may be granted for access to the student information system and email. Individuals are granted access to Technology Resources by use of their campus issued Credentials.

Responsibilities

Each individual is responsible for the security and integrity of data stored on assigned devices and resources to which they have been authorized access, including but not limited to desktops, laptops, tablets, and mobile devices. Responsibilities include:

- Performing and securely storing backups of data where not provided by the IT department.
- Securing physical access to devices and data.
- Locking computers when stepping away.
- Logging out of sessions.
- Monitoring access to assigned computer accounts.
- Reporting suspected security compromise or unauthorized access to the IT Help Desk and changing passwords immediately.
- Maintaining device connection to the College network for application of operating system and software updates.
- Installing, using, and updating virus protection software.
- Maintaining strong passwords and protecting the confidentiality of the password.
- Abiding by password procedures established for Technology Resources.
- Using accounts and privileges for their authorized purposes.
- Respecting the rights of other individuals with regard to data access, intellectual property, privacy, academic freedom, copyright, freedom from harassment.

Restrictions

Unauthorized actions include but are not limited to the following:

- Providing computer accounts to an individual not authorized for such access to include sharing one's own account with others.
- Attempting to or successfully logging in to an account other than that which is officially assigned.
- Using an account for other than the authorized purpose.
- Tampering with accounts or authorization associated with an account.
- Tampering with computers not specifically assigned to the user.
- Sharing remote access authorization with anyone.
- Using knowledge of security or access to damage resources, obtain credentials, or gain unauthorized access to accounts.
- Operating servers (game or otherwise) on the campus network.
- Extending the network by connecting a hub, switch, router, wireless access point or any other device.
- Altering source addresses of network traffic.
- Altering source addresses (forging) of email.
- Sending mass emails (spamming) for purposes other than official business.
- Using the Internet to maliciously damage campus or Internet accessible Technology Resources.
- Attempting to negatively affect Technology Resource performance.
- Modifying or destroying data which are not specifically assigned to or created by the user.
- Intercepting transmissions not intended for the individual.
- Vandalizing Technology Resources.
- Including profane, vulgar, or other harassing language within email messages, programs, and/or files.
- Engaging in non-collegial activities which threaten, defame, slander, or otherwise cause harm to others.
- Accessing pornographic materials.
- Utilizing Technology Resources with the intent to harass others.
- Installing and/or spreading malicious software.
- Placing undue burden on the networks.

- Violating copyright laws.

Prohibited Uses of Technology Resources, per Policy 5008:

- Using computers, software, or other NSCS equipment for personal or commercial financial gain is prohibited.
- Political or lobbying activities are prohibited.
- Private business or commercial use is prohibited.

Actions

Limited personal use of Technology Resources is permitted so long as such usage conforms to policy, does not interfere with operations including security of the system, network response time, or a user's performance of duties as an employee, and does not result in additional costs or inefficiencies to the NSCS.

Violation or refusal to adhere to this Acceptable Use Policy may result in denial of access to Technology Resources and/or disciplinary action.

Individuals are encouraged to report suspected violations of policies to the Chief Information Officer. Individuals are expected to cooperate with system administrators during investigations of Technology Resource abuse and failure to do so may result in disciplinary action.

The NSCS has final authority to determine what constitutes acceptable use and the right to initiate disciplinary action.

Only those administrators named by the Chief Information Officer as being directly responsible for the security of Technology Resources may use special privileges which permit the examination, copying or printing of files, programs, email, or other information in an account, without the individual's prior permission.

The designated administrators may only use their special privileges in compliance with this Policy. A system administrator may not divulge any information obtained using special privileges to any person other than the Chief Information Officer who will take the appropriate action. If an individual suspects that someone has attained access to his/her account, the incident should be reported to the Chief Information Officer immediately in order to initiate appropriate action.

Fair Use:

The Fair Use Guidelines evolved from the Copyright Act of 1976 and were developed for the educational community. Two tests are needed to determine compliance, Brevity and Spontaneity. Small portions of entire works may be used and then only a minimal number of times for a small number of classes and students.

The Digital Millennium Copyright Act (DMCA):

The DMCA of 1998 regulates international intellectual property, especially ideas committed to digital media for entertainment. DMCA is highly prescriptive and restrictive and does not incorporate Fair Use provisions for education. File sharing of copyrighted audio, video or other mediated materials is prohibited.

Copyright Compliance Policy:

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

It is the responsibility of each student, faculty member and staff member at Peru State College, before copying a copyrighted work, to seek and obtain the copyright owner's permission to copy the work, except in the limited circumstances that constitute "fair use" under Section 107 of the Copyright Act, as interpreted by the "Agreement on Guidelines for Classroom

Copying in Not-for-Profit Educational Institutions” and the “Guidelines for Educational Use of Music” included in House Report No. 94-1476, the “Guidelines for Motion Picture and Television Off-Air Taping” and the “Fair Use Guidelines for Educational Multimedia.” “Fair use” includes most instances in which an individual makes a single copy of a work for private study, private scholarship, or private research.

Peru State College requires each student, faculty member and staff member, to obtain documentation of publisher, or author permission to copy and distribute or sell course-related materials in all formats.

The Peru State Library has [resources](#) to help determine whether a particular use constitutes “fair use.” The Library Director will assist with requests for permission to use copyrighted works.

Information on computer usage and illegal downloading of files can be found in the Student Handbook under the Responsible Network Use Policy.

Campus Computer Lab Facilities:

Use is limited to the existing hardware and Computer Services supported software. No additional hardware or software is to be installed in the campus computer lab environments. Those using the labs must abide by all Computer Services and Peru State College policies. Access to the Internet is available from all general access labs and the majority of department labs.

Internet Accessibility - Residence Halls:

Students may access the Internet and campus network with a wired Ethernet connection directly from residence hall rooms or utilize the wireless networks, Go Blue or Secure Blue. Use of the internet by a personal computer will require a username and password. Refer to the NSCS Information Security Standard 5: Acceptable Use Policy for additional requirements/restrictions.

Wireless Accessibility:

Access to the wireless network, Go Blue or Secure Blue, is provided to students, employees, and registered guests throughout campus. Peru State provided wireless laptops are available for checkout from the Library desk for use in the Library by students and employees. All users of the wireless network must accept and abide by the conditions of use which are described at the Go Blue or Secure Blue wireless log-in page prior to signing on to the wireless network. Any individual providing their personal log-in credentials to another individual for use may have their password changed or access to the wireless system terminated by Computer Services without prior notice as this violates College policy. Log-in credentials should not be shared.

Online Library Resources:

The Peru State College Library provides 24/7 access to online databases for listing books, eBooks, and articles from journals, magazines, and newspapers. Access is available [from the library’s website](#) on and off campus. To access off-campus, you will be prompted to log in with your PSC Single Sign On credentials. Contact the library at [402-872-2311](tel:402-872-2311) if you need assistance.

Email Account:

Peru State College provides limited Internet and computing services to its students, faculty, and staff. New students will receive a College email account upon registration for classes. **All students are responsible for checking their campus email account and ensuring the account has not met the capacity limits. This is the primary method the College contacts students regarding important deadlines and notices, messages from faculty, campus activities, financial aid information, billing statements and more.**

Your college-provided student email account is for academic purposes, not for extensive personal use. A user account at Peru State College is a privilege; it is not a right. Computer Services personnel will periodically monitor the system and user accounts to maintain system integrity and performance. Your account may be terminated at any time without notice for violating the Acceptable Use Policy or State or Federal law. Information stored on Peru State College computers is the property of the College. After your time as a student at Peru State College, your college supplied email account will be closed 12 months after your last enrolled term ends.

DUO, Two Factor Authentication:

Duo is the required two-factor authentication (2FA) used to access systems hosted by the Information Technology Services of the University of Nebraska. This includes any systems using the NUID as a username, such as NeSIS or myPSC, SAP and Firefly, and Canvas. This requirement is used to improve the security of these online accounts and the data accessed through them. It is an important deterrent to phishing campaigns seeking to capture and exploit credentials of unwary system users. It is also an important factor for reducing the cost of our cybersecurity insurance premiums.

COUNSELING SERVICES

Phone: **402-872-2425**

CATS, Second Floor Room 203/204

Services:

Mental Health Counseling

Student Support

Drug and Alcohol Education

Mental Health Training/Education

Students sometimes feel the need to seek assistance in dealing with issues whether they are personal, vocational, educational, or social. Licensed (or provisionally licensed) counselor(s) will be available in the CATS building at Peru State College for student counseling sessions during the academic year. Counseling services are free and confidential to all registered on-campus and online students who are residents of Nebraska during the term enrollment. Online students that reside outside of Nebraska will be offered other services or assistance in finding appropriate referrals. Please see our counseling website <https://www.peru.edu/counseling/> or contact our counselors by email to get more information on our available hours. Services are extremely limited during the summer months. Students interested in counseling services can telephone the counselors at 402-872-2425 or email at counseling@peru.edu Online scheduling is also available on the website. Minimal paperwork will be required in order to enter a counseling relationship with one of the Licensed Student Counselors. Referrals may be made by the counselor for more extensive services to external partners.

CAREER SERVICES

Phone 402-872-2287 Library

Located in the Library, Career Services offers career planning and inventories, graduate school information, job search guidance and support, resume, and cover letter assistance for all students. Additionally, each year the annual career fair for students and employers is hosted by career services. This gives students the opportunity to meet with employers and gain valuable opportunities in networking and interview skills. A professional clothing closet is also available for students to build their professional wardrobe without an additional cost.

DISABILITY SERVICES

Phone **402-872-2440**

CATS, Room 102

Peru State College provides necessary and reasonable accommodations for students with documented disabilities. It is the responsibility of the student to self-disclose their disability to the Disability Services Coordinator and present the required

documentation. The coordinator will collaborate with individual students, faculty members, and area professionals to implement reasonable accommodations and create an equitable and inclusive learning environment for students with disabilities at Peru State College. For more information or to request accommodations, please [go to the disability services website](#) or call **402-872-2440**.

DINING SERVICES

Phone **402-872-2256**

Student Center

Dining Hall Hours of Operation

Breakfast	07:00 a.m. - 09:30 a.m. Monday-Thursday
Continental Breakfast	09:00 a.m. - 11:00 a.m. Friday Only
Lunch	10:30 a.m. - 01:00 p.m. Monday-Thursday
Light Lunch	01:00 p.m. - 05:00 p.m. Daily
Brunch	11:00 a.m. - 01:00 p.m. Friday-Sunday
Dinner	05:00 p.m. - 07:30 p.m. Monday-Thursday
Dinner	05:00 p.m. - 06:00 p.m. Friday-Saturday
Dinner	05:00 p.m. - 06:30 p.m. Sunday
Late Night	09:00 p.m. – 10:30 p.m. Sunday-Thursday

Coffee Shop Hours of Operation

7:30 am to 5:00 pm	Monday-Thursday
8:00 am to 2:00 pm	Friday

Dining Hall Summer Hours of Operation

11:30 am to 1:00 pm	Monday-Friday
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Meal Plan Options: The College offers several meal plan options for students. The Unlimited Meals Plan, 265 Meals Block Plan and the 210 Meals Block Plan are the three options available for students living in the residence halls. Students living in Nicholas or Pate Halls have the option of selecting the 130 Meal Block Plan, 210 Meal Block Plan, 265 Meal Block Plan or the Unlimited Meals Plan. If interested, commuting students can choose any of the meal plan options. All students living in the Residence Halls must select a meal plan option. Any meal plan change must be made through the Office of Residence Life by the designated deadlines of the end of the first day of classes for fall term and December 15th for spring term. Incoming first-year students must purchase either the Unlimited Meal Plan or the 265 Meal Block Plan for their first year.

The **Unlimited Meals Plan + \$50 Bobcat Bucks Plan** offers students unlimited meal swipes at the main dining hall, plus \$50 Bobcat Bucks each semester. All incoming freshmen must participate in the Unlimited Meals Plan or the 265 Meals Block Plan for their first year at Peru State College. Bobcat Bucks must be used during the semester they are issued, or they will expire.

The **265 Meals + \$150 Bobcat Bucks Plan** offers students 265 meals per semester in the main dining hall, plus \$150 Bobcat Bucks each semester. All incoming freshmen must participate in the 265 Meals Block Plan or the Unlimited Meals Plan for their first year at Peru State College. Bobcat Bucks must be used during the semester they are issued, or they will expire.

The **210 Meals + \$125 Bobcat Bucks Plan** offers students 210 meals per semester in the main dining hall, plus \$125 in Bobcat Bucks each semester. Bobcat Bucks must be used during the semester they are issued, or they will expire.

The **130 Meals + \$100 Bobcat Bucks Plan** offers students 130 meals per semester in the main dining hall, plus \$100 in

Bobcat Bucks each semester. Only students living in Nicholas and Pate Halls, the, or commuting students are eligible for this plan. Bobcat Bucks must be used during the semester they are issued, or they will expire.

The **75 Meals Block Plan** provides students living off-campus (commuters) the option of a meal plan in addition to the above three options. This meal plan offers students 75 meals per semester in the main dining hall.

Only up to two (2) meals can be used during any one mealtime unless you are on the Unlimited Meal Plan.

Meals During Scheduled Breaks: Dining Services does close during certain holidays and over scheduled College breaks.

Student ID Card: Your student identification card is equipped with a barcode that offers you access to dining services through your meal plan. Your student ID gains you meal service into the dining hall. In case of a lost student ID, you should report your missing card as soon as possible to the Office of Residence Life at **402-872-2246**. If you do not find your card, you will need to obtain a new card from the Office of Residence Life. There is a \$25 charge for card replacement. This charge is placed on your student account.

Dining With a Guest: Do you have friends or family members visiting? They are welcome to enjoy meals with you in the Dining Hall. Use your Bobcat Bucks to treat a guest to their meal! Guest meals are as follows (tax is included): Breakfast \$7.09; Lunch \$8.40; Brunch \$8.66; Dinner \$8.92. We also accept cash, credit, and debit cards.

Special Meal Requirements: If you need a sick tray, have a special dietary requirement, or need a Grab-n-Go meal, contact the Residence Life Office and they will work with you to accommodate your situation.

Dietary Needs: If residents have any special food limitations or special needs, please contact the Dining Services Office. Students who believe that individual circumstances warrant an exemption to the meal plan requirement should contact the Office of Residence Life.

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

- You must present your Student ID card or use the Fresh X Mobile App to use your meal plan.
- Those without cards will be asked to get a replacement card or use cash, credit, debit, or the Fresh X Mobile App to access the Dining Hall and use the meal plan.
- Please clean up after yourself when finished eating and take your dishes to the dish return area. Plates, cups, or silverware may not be taken from the dining hall.
- Food may only be removed by using a reusable Green and Go container that is available for purchase at the cashier desk. Green and Go containers may be used for one trip only, and not in addition to a meal or in place of regular dining hall service ware.
- Meal Cards/Plans are non-transferable. Meals or food items cannot be shared with or given to anyone not using his/her own meal plan.
- Do not lend your card to anyone or borrow from someone else. Lending your Student I.D. or borrowing from someone else is not allowed.
- If you pay cash, credit, or debit please be sure to have your receipt.
- Once you gain access to the dining hall serving area, make your food and drink selections and take your seat to eat, you will need to re-scan your Student ID, Fresh X Mobile App or present your receipt in order to re-enter the serving area for more food or drinks. You will not use another meal in doing so; only one meal is used per meal period.

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

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

ONE STOP (FINANCIAL AID)

Phone **402-872-2228**

CATS, Second Floor

The Financial Aid Office assists students in reaching their educational goals by providing federal and state financial aid and

scholarships to eligible students.

The first step to apply for financial aid is to complete the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. The application is available October 1st each year for the upcoming academic year. Listing Peru State College's school code (002559) on the FAFSA results in your processed FAFSA data being sent to us. When we receive your FAFSA data, we determine if additional documents are needed and, if so, the documents will be listed on your myPSC To Do List.

When students are notified through an email, they have been offered financial aid, they can review and accept or decline their aid at myPSC.

PLEASE NOTE: Pending financial aid does not extend the payment deadline and late fees will be applied to past due accounts. It is, therefore, very important that your financial aid award is ready in time for your aid to be posted to your student account by the payment deadline. Please file the FAFSA no later than March 1st each year and submit all requested documents by June 30.

Students must maintain satisfactory academic progress to be eligible for financial aid. The satisfactory academic progress policy identifies the minimum standards for cumulative grade point average, cumulative credit completion rate, and the maximum time frame for completing your degree. **The complete policy can be found here.**

Enrollment changes (adding, dropping, repeating, and not attending classes) can affect your financial aid award amount, your balance due to the college, and/or your satisfactory academic progress. Before you change your enrollment for a term, please discuss the change(s) with your academic advisor, Bobcat Success Coach, or the One Stop Office.

Questions about financial aid should be referred to the One Stop Office at **402-872-2228**.

HEALTH SERVICES

Phone **402-872-2229**

AWAC Second Floor

The College maintains a Health Center in the Al Wheeler Activity Center. Students may visit the nurse and/or certified medical assistant at the Health Center during regularly scheduled office hours Monday through Thursday or make an appointment to see a doctor on Tuesdays or Thursdays. Services are contracted through Auburn Family Health Center. Some non-prescription drugs, first aid, and primary care are administered at the Health Center. The College's responsibility for medical expenses is limited to these services. Students with known serious medical conditions (diabetes, asthma, etc.) should wear medic-alert identification, and notify Student Health at the first sign of any medical imbalance.

Call Care is a service provided to residents of Southeast Nebraska. It is a toll-free number to call, and you may speak to a registered nurse with any questions you have outside the Health Center operational hours. Call **866-242-2824** for 24-hour assistance.

The College does not insure students for health care. Students who wish to participate in intercollegiate athletics must be enrolled in a health insurance plan. The College provides secondary insurance (excess) accident coverage for intercollegiate athletics. Students who wish to participate in intercollegiate athletics must be certified each season as physically fit by a physician before beginning their sport.

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

IDENTIFICATION CARDS

Phone **402-872-2246**

reslife@peru.edu

Office of Residence Life, Student Center, Room 114

Any student taking at least one on-campus class must have a student ID card.

New Student ID Cards will be distributed during check-in for residential students. Commuter students proceed to the Office of Residence Life, Room 114 in the Student Center to receive your Student ID card. Once you receive your Student ID Card, you will keep the card for the entire period in which you are enrolled at the College.

A student needing a replacement card should proceed to the Office of Residence Life. A \$25 replacement card fee will be charged to the student's account. A student should carry his/her ID card at all times and be prepared to show the ID card to the College staff for identification purposes upon request. Cards are not transferable and should not be defaced (cut, punched, etc.) in any way as this will invalidate the card requiring the student to purchase a new card.

Besides the purposes of official identification, your ID card allows you to check out materials at the Library, admittance to campus activities, admittance to assigned residence hall, use of recreational facilities and to receive local retail discounts. If you have a meal plan, you will present your card to Dining Services for each meal.

INTERNSHIPS

Internships give students opportunities to apply and extend the theoretical knowledge acquired in the classroom to practical experiences, while allowing them opportunities to view and evaluate careers to which their major may lead. Ideal internships establish positive contacts with prospective employers and are keys to building professional networks for students. Internships have been found to encourage personal growth and increase confidence in students. They can add meaning to academic study, aid in the development of "going to work skills," and create laboratory for skill development and knowledge relevant to employers and graduate programs. To register for an internship, you should first speak with your advisor, then complete the forms [found on the internship website](#).

STUDY ABROAD

studyabroad@peru.edu

Peru State College students can study abroad through faculty-led tours or individually arranged programs. Contact the Vice President for Academic Affairs Office for more information. PeruQuest is a scholarship funded by student fees to support international experiences for Peru State students.

INTERNATIONAL STUDENT SERVICES

PDSO – [402-872-2276](tel:402-872-2276) Admin 108

International Student Advisor – [402-872-2440](tel:402-872-2440), CATS 102

International Students are admitted through the Office of Admission and issued an I-20 form. The Primary Designated School Official (PDSO) will sign I-20 forms for student travel out of the country, register students in SEVIS each semester, assist with CPT and OPT processing, and provide guidance to international students for all I-20 related issues and questions. The PDSO is the Registrar and is in the Student Records Office on the lower level of the Administration Building. Located in the CATS Building room 102, the International Student advisor hosts an orientation event for new international students during Welcome Week in the Fall semester and prior to the start of the Spring semester. The advisor provides international students with academic support services, referrals, and the Oasis student organization.

LIBRARY

Phone [402-872-2311](tel:402-872-2311)

library@campus.peru.edu

The Library provides information services to the College community and Nebraska residents. The Library houses books, journals, magazines, curriculum materials, DVDs, and newspapers. Many eBooks, journals, magazines, and newspapers are available online through databases that can be accessed on and off-campus. To access them off-campus, you will be prompted to log in with your PSC Single Sign on credentials. All necessary equipment is readily available for your use. There are also special collections relevant to the study of southeast Nebraska. The hours of the Library can be found on the Library website listed above.

LOST AND FOUND

Lost and found is offered at the College Security Office. The Office is in the Campus Services Building, Room 228. All items lost and found will be disposed of at the end of each semester.

MAIL SERVICE (POST OFFICE/MAIL ROOM)

Phone **402-872-2257**

Campus Services Building

Mail is delivered daily (Monday-Friday, no weekend delivery). Students will be notified via their student email when they have received mail or package(s). Students must bring their student ID when picking up their mail. Mail must then be picked up by the student in the mail room at the Campus Services building within 7 days. Only the student to whom the package is addressed may pick it up and any packages left in the mail room for longer than two (2) weeks will be returned to the sender. Stamps are available for purchase at the mail room (cash only); however, outgoing packages will need to be mailed through the U.S. Post Office, which is located in downtown Peru.

PERU STATE TIMES

Phone **402-872-2260**

A.V. Larson Building

The *Peru State Times* is a student newspaper published with the assistance of the School of Arts and Sciences. The *Peru State Times* is published four (4) times per semester. Please contact the *Times* advisor, **Dr. Kristi Nies** at **402-872-2237** if you are interested in becoming involved with the College newspaper.

SECURITY

Phone **402-872-2411**

Campus Security

<https://www.peru.edu/security>

In the College setting, as in society at large, the safety and security of persons and property are everyone's responsibility. At Peru State College security services are provided through the College's security personnel and are in place 24 hours a day, 7 days a week while classes are in session.

Campus Security provides the following services:

- Security Escorts
- Assistance with vehicle problems
 - Jump Starts
 - Vehicle Lockouts
- Respond to all calls for assistance and emergencies
- 24-hour security 7 days per week

Although security services are a key element regarding campus safety, all faculty, staff members and students need to lend their help and assistance if we are to deal effectively with safety at Peru State College.

The College has implemented many programs and services to assist in making the campus as safe as possible. Campus community members can further reduce risk by considering at all times their own personal safety and taking necessary precautions. Because Peru State College is concerned for the safety of the campus community, the following safety tips have been developed:

- Be mindful of your surroundings.
- Report any suspicious activity.
- Look out for one another.
- Keep your room and valuables locked securely.
- Lock your vehicle.
- Always have your keys in your hand ready to unlock the car door or door to your residence.
- Never get into your vehicle without first determining that no one is hiding in it.
- If you feel concerned about your safety when walking to your car or from a building, you may call Campus Security for an escort.
- Stay in the company of others and don't isolate yourself particularly when walking to and from buildings.

Contact Campus Security at **402-872-2411** to report safety concerns. In case of life threatening emergencies, please dial 911 from any phone.

Crimes and potential criminal actions and other emergencies on campus should be reported immediately to Campus Security (**402-872-2411**) by any student, faculty, or staff member. If necessary, investigations may be carried out in conjunction with law enforcement external to the campus.

Crime Prevention Programs: In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, 20 U.S.C. 1092, Peru State College annually compiles and releases information regarding crime statistics and policies to prospective students, prospective employees, current students and employees upon request, and the U.S. Dept. of Education. Crime statistics for the Peru State campus, certain non-campus properties, and certain public property areas, which have been reported to the Campus Security authorities for the most recent three calendar years, are disclosed online at www.peru.edu/security.html.

Campus Security authorities are those officials to whom reports should be submitted for the purpose of making timely warnings and the annual statistical disclosure. Peru State College authorities include:

- President
- Vice Presidents
- Deans
- College Title IX Coordinator (*contact information is listed below*)
- Associate Vice President of Student Affairs
- Residence Life Staff to include:
 - Director of Residence Life
 - Assistant Director of Residence Life
 - Resident Assistants
- Coaches and Assistant Coaches
- Campus Security Officers
- Faculty and Staff advisors to College clubs and Organizations
- Human Resources

Security patrols of campus buildings and grounds are carried out regularly. During evening hours campus Security Officers are in radio contact with residence hall staff members should there be any security needs in the residence halls. Anyone having a security question or wishing to report a security concern should contact the campus Security Office at **402-872-2411**.

SPIRIT SHOP

The Cat Cave Spirit Shop is in the Student Center and is your source for college clothing and gifts.

STUDENT EMPLOYMENT

Students seeking part-time employment through work-study at Peru State may apply by indicating their interest on the FAFSA form. The flexibility of the hours and specific hours vary with each position. Federal Work-Study Program positions are open only to students who have applied for financial aid and received notice of eligibility for the Federal Work-Study Program. All matters relating to student work-study positions are handled through the Financial Aid Office in the Administration Building. Students may contact the Financial Aid Office at **402-872-2228** for more information.

Dining services also offers employment opportunities for students. Applications may be secured at the Dining Services office in the Student Center.

Students interested in on-campus employment may contact College Departments to inquire about employment opportunities. Students who have questions may contact Human Resources, Administration Building, 3rd Floor, **402-872-2280**. For other off-campus employment opportunities, check with the Career Services area on the 2nd floor of CATS.

STUDENT RECORDS

Phone **402-872-2226**

Administration, Room 108

Services offered by the Student Records Office include assistance in registering for classes, course schedule changes and withdrawing from classes. Other functions of the Student Records Office include sending of transcripts, transcript evaluations, graduation evaluations, change of majors, name changes and enrollment verifications. For further information about the Student Records Office, please access the website listed above.

TRIO - STUDENT SUCCESS SERVICES

Phone **402-872-2377**

CATS, Room 010

The TRiO-Student Success Services (SSS) project at Peru State College is committed to increasing the retention and graduation rates of income eligible and first-generation college students and individuals with disabilities. By providing a supportive network of intensive individualized services, proactive peer leadership, and facilitative campus connections, the project helps bridge gaps in experience and bolsters academic success. Services include academic monitoring and support, individualized and professional tutoring, peer mentoring, career development activities, cultural enrichment activities, a Summer Bridge program for new members and Journey, a themed Learning Community in Morgan Hall. Staff members provide professional assistance for improving study skills, securing financial aid, understanding budgeting and economics, exploring career options, and preparing for employment and/or graduate school. Participants also enjoy opportunities for leadership and employment as peer mentors and tutors as well as the camaraderie of a supportive community of learners. Members of Student Success Services can sign up for regular one-on-one tutoring for any class.

Application to participate in SSS is voluntary, and admittance is based on federal eligibility criteria and availability of openings. For more information, please inquire in the garden level of the CATS.

VETERAN SERVICES

Phone **402-872-2356**

Administration, Room 108

The Veterans Affairs Office is available to veterans to answer questions and provide assistance to veterans wishing to enroll for their benefits. All veterans wishing to receive their benefits must complete an application for Department of Veteran Affairs benefits. Directions to complete the application via the web and other pertinent information can be obtained through this office. Please call or e-mail to set up an appointment with the Assistant Registrar.

III. STUDENT ACTIVITIES AND ORGANIZATIONS

ATHLETICS

Phone **402-872-2350**

AWAC Second Floor

Peru State College offers a well-rounded athletic program for the benefit of both the student body and the general public. Nicknamed the Bobcats, Peru State's athletic teams compete as members of the National Association of Intercollegiate Athletics (NAIA) and follow the rules of that association. Peru State is a member of the Heart of America Athletic Conference (Heart). The intercollegiate athletics program at Peru State College includes the following varsity sports: Baseball, Men's and Women's Basketball, Cheerleading, Dance, Men's and Women's Bowling, Men's and Women's Cross Country, Football, Women's Golf, Softball, and Women's Volleyball. The College also has the following junior varsity sports: Baseball, Men's and Women's Basketball, Women's Volleyball and Softball.

The Nebraska State College System does not require gender confirming surgery or legal recognition of a player's transitioned sex for transgender players to participate on a team corresponding to their gender identity. The College will follow the NAIA policy regarding participation by transgender athletes.

Game schedules are available on the College website. Peru State students who have paid the Student Event Fee each semester are eligible for free admission to all home games with the exception of post-season events.

CAMPUS ACTIVITIES BOARD (CAB)

Phone **402-872-2329**

Student Center – Student Organizations Office

Campus Activities Board is the central agency to provide and assist with co-curricular fun, educational and diverse programs for the benefit of Peru State students. It develops sound student leadership through planning and executing co-curricular activities.

FITNESS CENTER

AWAC, lower level

The Fitness Center is located in the AWAC along the North side of the building and is open to all students, faculty, and staff. The facility is also open to the external community. Community members must obtain an id for a fee. A Fitness Center User Agreement form (found on the college website) must be completed each academic year for activation. The Agreement form may be completed at any time during the academic year. The Security Office will activate the ID card for entrance into the facility. Allow up to 24 hours after completion of the Fitness Center User Agreement form for activation. Any issues with entrance into the Fitness Center should be addressed to the Security Office. The Fitness Center houses weight training equipment, weight machines, free weights, floor exercise space, and cardiovascular machines including treadmills, elliptical machines, and stationary bikes. The hours of operation will be posted in the Fitness Center, online, and communicated to campus each semester via email. During times without supervision, the free weight section of the facility will be unavailable. Due to the risk of injury and liability, no one is permitted to use the weight room outside of posted/supervised operating hours. Any person(s) found in violation of this policy will be processed through the college disciplinary process and be subject to a \$50 fine for each incident. While in use participants are to be under approved supervision at all times.

GAME ROOM

Phone **402-872-2252**

Student Center – Lower Level

The Game Room is in the lower level of the Student Center and is open to all students, free of charge. Students must use their Student ID to gain access to the Game Room. The game room includes billiards, foosball, ping pong, air hockey, shuffleboard, Xbox One, PS4, Wii, darts, and a variety of board games.

CLUB SPORTS

Phone [402-872-2205](tel:402-872-2205)

Student Center

Club Sports provides students with an opportunity to get involved in competitive sports year-round. We encourage students to see the coordinator of Club Sports to look at opportunities to create new club sports. Currently we offer Women's Volleyball, CoEd Golf, CoEd Esports.

INTRAMURAL SPORTS

Phone [402-872-2252](tel:402-872-2252)

Student Center

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

STUDENT CENTER

Offices located in the Student Center:

- Cat Cave Spirit Shop
- Conferencing Services/Room Reservations
- Dining Services
- Game Room
- ID Services
- Residence Life
- Student Activities
- Student Life
- Student Lounge
- Student Organizations (Student Senate, Campus Activities Board, Residence Hall Association)
- Student Organization Resource Room

STUDENT CLUBS AND ORGANIZATIONS

Phone [402-872-2252](tel:402-872-2252)

Student Activities Office

There are over 20 student clubs at Peru State College. For a complete list of all student clubs and organizations, please access the website listed above.

Each of the Colleges shall have structured student organizations, including an organized student government, which shall be the principal entity for student participation in the decision-making process of the College. All recognized student organizations shall have a charter agreement and/or constitution that is approved by the Student Senate and the Associate Vice President of Student Affairs.

Students shall be encouraged to participate in the student organizations.

All applicable state and federal laws and regulations, Board policies and College rules shall be followed in the operation of all student organizations. At no time will membership requirements or an organization's activities violate the College's non-discrimination policy.

If you are interested in forming a new club or organization, please review [the student activities website](#) for additional information.

For additional policy information, see [Board of Trustees Policy 3300 – Student Organizations](#)

STUDENT FUNDRAISING

Student organizations wishing to conduct any event or activity that raises private funds, items, or gifts for your organization or on behalf of your organization to donate to a cause must receive approval from the Associate Vice President of Student Affairs prior to initiating the fundraising program. If fundraising activities are to be held during athletic competition, the approval of the Athletic Director is also needed. Fundraising to the public may require Peru State Foundation authorization as well. Student fundraising requests to be held during events on College property but contracted by external entities (i.e., athletic tournaments, conferences, weddings, etc.) will not be approved except for concession sales by the Athletic Department if requested by the external entity.

If the fundraiser location is an athletic competition, a maximum of three (3) fundraisers will be approved per athletic competition. Fundraiser requests must be submitted a minimum of 2 weeks prior to the date of the competition for approval. Student Organizations will be allowed to conduct a fundraiser at one (1) home competition per sport, per season. Additional requests beyond the one (1) fundraiser limit will be considered only if the maximum number of fundraisers for a competition has not been met. Fundraisers involving the sale of food will not be permitted, unless special permission is granted, because such fundraisers compete with concession sales.

Fundraiser requests must be submitted a minimum of 2 weeks prior to the start date of the fundraiser. Approval is needed for each time the fundraiser is held and approval should not be assumed because the fundraiser has been approved in the past. Fundraising requests can be submitted online through The Peru State Hub.

STUDENT SENATE

Phone **402-872-2329**

Student Center – Student Organizations Office

studentsenate@campus.peru.edu

The Student Senate focuses on the interests and opinions of the students regarding the operation of the College. The Senate consists of an 18-member panel (listed below) elected by the student body. The Senate has members serving on the following campus-wide committees: Faculty Senate, Safety Committee, Council for Inclusion, Teacher Education Committee, Assessment Committee, Retention Committee, Budget Committee, and Academics and Curriculum Committee.

The Student Senate positions include: president, vice president, nine senators-at-large, one diversity and inclusion representative, one nontraditional representative, one commuter representative, one representative from the freshman class, and one representative from each occupied residence hall (Morgan, Delzell, Oak Hill, and the Centennial Complex). The active Student Trustee and a member of the CAB executive committee are ex-officio members of Student Senate. Information on the committees within the Senate is available from the Student Organizations Office located in the Student Center.

IV. RESIDENCE HALL POLICIES/PROCEDURES

RESIDENCE LIFE

Phone 402-872-2246

reslife@peru.edu

OUR RESIDENCE HALLS

Eliza C. Morgan Hall: Eliza C. Morgan Hall, named after Miss Eliza C. Morgan, was opened in 1929 and completely renovated in 2012. Morgan Hall is an all-female Hall, located at the northwest corner of campus. Each double room measures approximately 13' X 13' and includes a set of bunkable extra-long twin beds, a dresser, two desks, two desk chairs, closet, and a vanity with sink, mirror, and medicine chest. Bathrooms are centrally located on each floor. Microwaves are also located on each floor. The main lobby is comfortably furnished and includes amenities such as a flat screen TV and fireplace available for visitors or study groups to use. The kitchen is in the basement with amenities including an oven, full refrigerator, sink, microwave, and cabinets with counter space. The basement lounge serves as a central gathering area for students hosting a recreational/study area with a fireplace, gaming tables, and televisions. The basement also includes a classroom and free laundry facility for residents.

W.N. Delzell Hall: W.N. Delzell Hall was named after W.N. Delzell, a faculty member and Dean of Men at Peru State College from 1905 to 1939. Delzell Hall was fully renovated in 2017. Delzell Hall is an all-male hall, located at the northeast corner of campus. Delzell contains mostly double rooms, with some triple rooms and one quad occupancy room. Each room includes a set of bunkable extra-long twin beds (loft kits provided in triple and quad rooms), two dressers, two desks, and two desk chairs. Rooms on 1st, 2nd and 3rd floors have a closet and sink area with a vanity and mirror. Basement rooms do not have closets or sinks, but students are provided with a wardrobe for storage. Microwaves are located on each floor. The 1st floor contains the Great Hall, which includes a large fireplace, comfortable furniture, and a big screen television. The Game Room is in the basement and includes a large projection screen, sound system, pool table, ping pong table, and comfortable seating. The 2nd and 3rd floor have smaller study lounges with televisions. A kitchen is in the basement with amenities including an oven, full refrigerator, sink, microwave, and cabinets. The basement also includes free laundry facilities for residents.

Centennial Complex: The Centennial Complex was named after the celebration of the College's Centennial year. The Centennial Complex is a co-educational, suite-style/apartment-style living community, which opened in 1967 and is located at the southwest side of campus. Each suite-style unit (Clayburn, Mathews, Palmer, and Davidson Halls) includes two or three bedrooms, a living room, and a full bath. Each apartment style unit (Nicholas and Pate Halls) includes a kitchen, one or two bedrooms, a living room, and a full bath. All units contain a love seat and armchair in the living room and a dresser, built in desks, two desk chairs, closets, and a set of bunkable extra-long twin beds in each bedroom. The Game Rooms are in Palmer Hall and Mathews Hall, with amenities including a flat screen TV, pool table, and other recreational items. Free laundry facilities for all Complex residents are in the basements of Clayburn Hall, Davidson Hall, and Nicholas Hall.

LIVING LEARNING COMMUNITIES (LLCS)

<https://www.peru.edu/residencelife/lc>

Living Learning Communities (LLCs) at Peru State College will enhance the residential student experience through meaningful peer connections and opportunities for engagement and learning outside of the classroom.

Discovery (LLC)

Location: Morgan Hall

The Discovery LLC is offered to Peru State College Freshmen who are entering college without a declared or decided major or are still open to exploring other majors. The community focuses on exploring major and career options, adjustment to college, and skill development that helps students succeed. Students will have the opportunity to participate in career exploration activities and will get exposure to the many different majors at Peru State College.

Honors LLC

Location: Clayburn Hall, Mathews Hall, Delzell Hall and Morgan Hall

The Honors Community consists of freshmen and upperclassmen who are in the Honors Program at Peru State College. The Honors Program at Peru State College is a college-wide academic program promoting advanced study and scholarship for students with strong records of academic achievement. The program provides its students with opportunities for in-depth study not generally available in other courses through small class sizes, frequent interaction within the program, a unique curriculum, and mentored scholarly and research opportunities. The goal of the program is to enhance the intellectual capabilities and broaden the experience of the College's intellectual leaders. Living together in the Honors Community will allow Honors Program students to further interact outside the classroom with each other and faculty/staff. The Honors Community will have excursion opportunities, service project opportunities, and specialized programming to enhance their college experience.

Journey LLC

Location: Morgan Hall

Journey is for first-year students living in Morgan Hall who are members of the TRIO SSS program. As a member of this community, you and your peers will learn about the transition from a high school student into a functional, independent adult in a fun and engaging way. Through monthly activities and off-campus excursions, members will learn practical, every-day life skills such as cooking healthy (and delicious) meals, drafting, and following a budget, basic car maintenance and upkeep, and searching for and applying to jobs. In addition, members will develop the skills necessary to tackle common college psychological woes such as test anxiety, homesickness, and making new friends. Acceptance into the Journey LLC is contingent upon SSS eligibility.

Wellness LLC

Location: Morgan Hall

The Wellness Community is a space for students to connect with peers who are excited about working towards lifelong health and well-being. Students in this community will have the opportunity to participate in activities that will contribute to a healthy lifestyle. Activities will be focused on fitness, emotional support, intellectual support, stress-relief, healthy diet, and other wellness areas.

Gaming LLC

Location: Delzell Hall

The Gaming Community is a space for students to form a bond through a shared interest in gaming. Members of this community will broaden their college experience by participating in activities focused on and exploring the many different types of gaming (video games, computer games, board games, card games, role playing games, etc.)

RESIDENCE LIFE STAFF

Resident Assistants: A Resident Assistant (RA) is an undergraduate student staff member of Residence Life who reports to the Assistant Director of Residence Life, and lives in the halls/apartments. The RA serves as a peer advisor to students, residents, and assists the Assistant Director of Residence Life with administrative duties. They help encourage an atmosphere promoting educational and personal growth, mutual respect, citizenship, and an appreciation of diversity. RAs are responsible for programming and floor activities, checking students in and out of the Residence Hall, meeting with students in a one-on-one setting, ensuring compliance with housing policies and acting as a resource for residents. RAs have been trained to assist in the creation of positive living environments. Your RA will help keep you up to date on campus and housing events and will help facilitate programming to enhance your academic experience outside of the classroom.

Assistant Director of Residence Life: The Assistant Director of Residence Life (ADRL) provides leadership in several major functions of the Residence Life department. The Assistant Director for Residence Life administers the comprehensive living-learning environment in the residence halls and serves as the primary professional staff member available in the

residence halls for student contact and RA support. The Assistant Director is responsible for facilitating community development through the Reflective Engagement Model (REM) to enhance academic success and personal growth. The Assistant Director is also responsible for implementing programming in the halls to stimulate student growth and development and serves as a judicial officer for the College. The Assistant Director oversees the day-to-day operations of the residence hall environment in conjunction with other department staff and serves as an emergency responder in an on-call rotation.

Director of Residence Life: The Director of Residence Life (DRL) is responsible for the overall operation of campus housing. The DRL works with the ADRL, RAs, and others to implement policies and regulations of Peru State College. The DRL serves as judicial hearing officer for the Residence Life related policy violations, works closely with the ADRL regarding supervision, training, building management, staff selection, performance management, and more. The DRL coordinates activities and services between various campus departments, reviews/revises all written forms and publications, responds to housing emergencies, oversees the coordination of conference services, and responds to all on-campus student requests and needs.

Hall Staff: Each of the large residence halls has a professional staff member who resides within the building throughout the year. This staff member may respond to emergencies within the hall and provide support to student staff.

Associate Vice President for Student Affairs: The Associate Vice President for Student Affairs has oversight for Residence Life and its operations. The AVP is also the College's Chief Judicial Officer responsible for development, implementation, and enforcement of College rules and regulations.

RESIDENCE LIFE POLICIES AND PROCEDURES

Alcohol and Other Drugs: Drinking or possession of alcoholic beverages or containers is prohibited on all College property. Alcoholic beverages or containers found by staff members will be confiscated and disposed of by College staff. Possession of empty alcohol containers for display purposes is not allowed under any condition. A warrant is not required for campus security or any Professional Residence Life staff to search a residence hall room if there is reasonable cause. All individuals present in the event of a violation of policy may be subject to the discipline process. Residents who do not wish to be held accountable for an alcohol violation are advised to leave a room in which alcohol containers are present. Please refer to the Room Entry, Privacy, and Security section for more details.

The College prohibits the use or possession of narcotic/addictive drugs or controlled substances. Campus Security will call law enforcement to assist in handling situations involving drugs or other controlled substances.

Bathroom Cleaning: Residents living in Morgan and Delzell Halls need to assist the custodial staff in keeping a safe and clean bathroom environment. If individuals or communities are found to be conducting behavior detrimental to the safety and cleanliness of a bathroom facility, they may be subject to the discipline process. Excessive bathroom messes may result in a fee assessed to all individuals in the community in which the violation occurred.

Complex residents are responsible for cleaning their own bathroom facilities, just as they are responsible for their entire suite. Suitemates should work together to create a fair bathroom cleaning schedule so that everyone is working in cooperation. Suitemates should each plan to contribute to the cost of cleaning supplies. Excessive bathroom messes may result in a fee assessed to all individuals in the community in which the violation occurred.

Bicycles, Motorcycles, Rollerblades: For safety reasons, bicycles, mopeds, skates, skateboards, hoverboards, rollerblades and motorcycles are not to be used in the residence halls. Bicycles cannot be stored in rooms or any other location inside the building. Bicycle racks are available outside each hall. Rollerblades must be taken off before entering the hall.

Housing During Scheduled Breaks Policy: The residence halls are officially closed during the following breaks: fall break, semester break, and mid-term break. Other scheduled hall closings will be based on the occupancy schedule. Residents may not enter or occupy their residence hall rooms during official College breaks. Exceptions will be granted on a case-by-case basis only and may be subject to an associated charge. If break housing is available, Residence Life will communicate

information to students on how to apply. All students staying over break will be responsible for a daily fee. Halls will re-open at times publicized by the Office of Residence Life.

Check-In: Upon arrival at the beginning of the year, students are required to check-in at the Student Center or assigned hall. College staff will be present to answer questions and provide information. Packets of information may be given out during this time along with any paperwork required by Residence Life, including a room condition report to assess existing room damages.

Check-Out: Whether leaving College housing or just changing rooms, students must check-out of their current room. Residents need to return their room to its original condition. If additional damages are found before other residents check in, students may still be held financially responsible. Full instructions on how to complete the check-out process will be provided by each Resident Assistant and are also available from the Residence Life Office. Residents are responsible for following the provided procedures.

Any personal property left in the room/apartment or on the premises by students who vacate or abandon a room/apartment will be held for thirty (30) days and then deemed abandoned. During the time frame between the closing of the halls and the thirty (30) days, the personal property may be relocated to facilitate College business. During such thirty (30) day period, Peru State College employees and agents shall not be responsible for damage or theft of the property. After the thirty (30) days Peru State College may dispose of the property without compensation and charge the student for labor, lost labor, and materials involved in removing trash or property. Peru State College may sell or otherwise dispose of such property in any manner without liability.

If a student does not check-out properly or on time, they may be charged an improper check-out fee. At the end of a semester, students must vacate the hall within 24 hours after their last final exam or by the closing time if they have finals on the last day. At vacation periods, with prior approval from the Office of Residence Life, students may be charged an additional daily room rate. If students do not have prior approval, they may be subject to a fine.

For students leaving College housing, an Independent Living Request Form must be completed through the Office of Residence Life. Failure to follow the established check-out procedures may result in an improper check-out fee.

Common Area Damage: Residents may be held responsible for common area damages that occur in hallways, stairwells, lounges, entrances, etc. The ADRL, in consultation with the Director of Residence Life, will assess and determine any fines and responsibility for those fines. It is the responsibility of the residents of a community to watch over and make sure no one is causing damage to the community's surroundings. If someone is seen damaging the physical environment in a community, it is up to the individual(s) of that community to either confront the individual(s) in violation or report it to a Peru State staff member immediately. Every effort will be made to identify specific individuals and groups responsible for common area damages. When specific individuals are not identified, the cost of repair or replacement may be divided equally among the floor or hall residents. Charges will be added to your student account.

Common Area Obstructions and Recreation: For safety reasons all common areas should remain clear of obstructions. Obstructions consist of, but are not limited to, boxes, trash, furniture, or any other item, playing any kind of ball sport, hacky sack, roller blades/skates, hockey, water guns or balloons, bikes, and any activity other than walking.

Common Area Usage: Common areas such as hallways, lounges, and lobbies are for the express use of residents and their guests. Sleeping overnight in common areas is prohibited. Students are responsible for maintaining a clean environment while using the common areas, which includes not abandoning personal belongings in the area. Items left unattended may be discarded. Any meetings or group gatherings must be scheduled and approved with the ADRL in writing.

Contract Cancellation: The housing and meal plan agreements are for an entire academic year. All cancellations must be approved through the Office of Residence Life. The housing contract may be cancelled based on the parameters of the Independent Living Policy and the housing agreement. A student may incur some financial obligation(s) for cancellation. In some cases, verification must be provided. Please read the Terms and Conditions of the Housing Agreement and the Independent Living Policy carefully to avoid unforeseen charges and/or penalties. Meal Plans cannot be cancelled after the cancellation deadline if a student is still enrolled at the college.

Decorations: Decorations that cause holes in walls or any other damage will be repaired by maintenance staff when students leave. The individual responsible for the damage(s) will be charged. Black lights may not be placed in existing College light fixtures. Decorations on the outside of your room/apartment door that face the common areas may only be put up by Residence Life staff. Signs or postings may not be placed on room windows.

During the holiday season, the only trees allowed are artificial trees below three feet tall. All decorations must be removed before the halls close for the break. Holiday light strings may not be put through door frames because the door frame could transfer electric current if the wire is pinched. Exercise caution with window drapes by not putting bulbs that get hot on them. Do not leave strings of lights plugged in and unattended. Anything above and beyond the previously mentioned decorations must be approved by an RA.

Early Arrivals: As a general policy, early arrivals for the fall or spring semester are not permitted. However, exceptions may be granted to the stated regulations of the Ear Arrival Policy. Early arrivals will be charged a service fee for room and board. . ALL early arrivals must be approved in advance by Residence Life in writing.

Electrical Appliances: Only UL (Underwriters Laboratories) electrical appliances are allowed to be used in student rooms. Appliances for cooking used in residential rooms should not have exposed heating elements. Cooking areas and equipment is provided by the College in each hall for students to prepare food.

Emergency Guidance: During emergency situations, the College may implement additional reasonable guidance and policies in response to the situation, which students are expected to follow accordingly. Such guidance will be provided to students by the Dean of Student Life.

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

Fire Hazards: Candles, halogen lamps, incense, coffeemakers, hot pots and hot plates, space heaters, as well as any other items with open flames or open heating elements are not allowed in the Residence Halls.

The above items are not allowed because they are fire hazards and pose a threat to the safety of others living in the Residence Hall.

*Nicholas and Pate Halls: each apartment-style suite will be permitted to have a smaller version of the George Foreman grill or an equivalent model/style and a coffeemaker in the suite.

Furniture and Equipment: Students are responsible for the condition of the furniture in their room. No structural changes, additions, attachments, transfers, or change of furniture are allowed. All lounge, lobby, basement, and common area furniture or College owned equipment must remain in its designated area within the building. This includes furniture in resident rooms. The living community may be found responsible for missing common area furniture. No residence hall furniture may be removed from the building.

Gambling: Gambling (cards, betting, dice, etc.) involving any exchange of money, is not permitted in any College facility including housing.

Grills: Personal grills are not allowed nor are flammable grill items such as gas, charcoal, or gas canisters, inside or outside of the Residence Halls.

Hall Opening and Closing Dates: The opening and closing dates for residence halls will be listed in several locations including the Residence Life website, the Student Handbook, and the College Calendar for the entire academic year.

Updates will be posted if changes need to be made to this schedule. No one is allowed to remain in the halls when they are closed for a break, unless granted prior permission in writing from the Residence Life Office. Anyone found in the building during break time may be subject to a fine and/or disciplinary action. Residents should also be aware that rooms will have a health and safety inspection as part of the official closing process of each building.

Health and Safety Inspections: Health and safety inspections will be conducted twice per semester in every residence hall. These inspections are typically announced; however, the College reserves the right to inspect residence hall rooms under certain circumstances if a policy violation is suspected. Please see the Room Entry, Privacy, and Security section for more details.

Illegal/Stolen Items: Illegal items or items believed to be stolen including city, state, or College property may be confiscated from your room or apartment. Street or highway signs, if purchased, must have the store receipt taped to the back. A student found with illegal/stolen items may be subject to disciplinary action.

Littering/Trash: All residence halls have dumpsters nearby for disposal of personal trash. Residents should not throw trash out of the windows, sweep trash into the hallways, or put trash bags full of garbage in the hallways. Residents who leave trash in common areas and are identified will be assessed a fine/fee in accordance with the individual/community billing policy and fees.

Lock-Out: If a resident is locked out of his/her room, they should contact a Resident Assistant or Residence Life staff member. If a Residence Life staff member cannot be contacted, the resident should contact Security. The staff member will remind residents of the lock-out procedure while performing the lock-out for the resident. Students are required to show staff their ID to prove they are a resident of the room they wish to enter.

Bunk Beds: Bunking beds is an option with current beds in all residence halls. Therefore, lofts or lofting beds are not permitted, unless provided by Residence Life. If you wish to bunk your beds in a room, contact your Resident Assistant to receive the pins necessary to do so.

The College will not assume responsibility for any injury incurred due to the bunking of beds. Residents should only bunk their beds in the appropriate manner. "Stacking" beds on other furniture or structures is a safety hazard and not permitted.

Lost Key: A lost key should be reported immediately to your Resident Assistant, ADRL or the Office of Residence Life. You will be charged for any lost keys and a lock change. The RA or HD will assist with your lost key replacement process. The same charges will be applied during check-out if a key is not returned. Duplication of keys by anyone other than authorized College personnel is strictly prohibited and can damage locks. Duplication of College keys is a state crime and will be treated in such a manner. Possession of College keys or access cards not issued to you is a violation of Campus policy.

Independent Living Policy: Please see designated page for policy.

Microwaves: Microwaves are supplied in common areas of each of the residence halls. Students are permitted to bring their own microwave up to 1.3 cubic feet in size.

Musical Instruments: Musical instruments may only be played during courtesy hours if it does not interfere with other's right to study or sleep. Amplified instruments may be played in designated areas with ADRL approval. Instruments should not be played during finals week. We strongly encourage students to use the practice rooms in the Jindra Fine Arts Building.

Needles/Syringes: Residents using medications, which require injections, should not dispose of the needles/syringes in the trash cans. A resident should contact the Health Center to obtain the proper disposal containers.

Noise Policy: Noise made in one room should not be heard in any other room. Noise is defined as any sound, conversation or audio equipment that can be heard distinctly in another's room. Hallways and public areas should always be quiet. Speakers may not be placed so that music is played out windows. Game rooms and TV rooms should have the noise kept to a minimum.

Quiet Hours: Study/Quiet hours are 10 p.m. to 9 a.m. Sundays – Thursdays. Quiet hours are times when no noise should be heard in the halls. This includes those above and below you, as well as your neighbors around you. Attempts should be made to lower TV volumes, telephone conversations, group discussions, etc. Everyone in a residential living community is

responsible for the enforcement of study/quiet hours. Hall staff is on hand to assist community members in enforcement of these expectations.

Around finals week each semester there will be extended study/quiet hours. Signs with the hours will be posted throughout the residence halls.

Courtesy Hours: Courtesy hours are in effect on weekend and all other times whenever study/quiet hours are not. If one resident asks another resident to lower his/her noise, he/she is expected to do so, even if it is not regular study/quiet hours.

Operating a Business/Solicitation: Residents are not permitted to use any Peru State College facilities or services for business purposes. This includes, but is not limited to buildings, telephone system, electrical system, and computer network, hardware, or software, etc. Only members of recognized student organizations, with permission from The Vice President for Enrollment Management and Student Affairs, may conduct fundraising activities in the residence halls. Fundraising activities may not include door-to-door solicitation. No outside organization or person may solicit in residence halls or apartments.

Personal Hygiene and Housekeeping: Good personal hygiene is important for the prevention of disease and illness. Good housekeeping helps eliminate foul odors and keeps insects and rodents out of the residence halls. It is the responsibility of all residents to keep their rooms and suites clean. Residence Life conducts monthly room/suite checks to ensure that fire, health, and safety regulations are maintained. The College shall give at least 24-hour notice of such entry when possible. Your room and/or suite must be left in a clean and orderly condition when you check out to avoid fees or disciplinary action. Below are the items the Residence Life staff looks for during room inspections:

- Trash is emptied regularly.
- Empty food/drink containers are thrown away.
- No dirty dishes lying around.
- Floor is vacuumed or swept and clean.
- Room is generally neat and clean (it does not need to be perfect).
- No fire or pest hazards/concerns.
- Room does not smell bad from dirty clothing, bedding, or body odor.
- No prohibited items, including but not limited to, alcohol, appliances which could be a fire hazard, pets, or candles.

Additional for suites/rooms with common areas, bathrooms, and kitchens (As agreed upon by suitemates):

- Is common area clean?
- Is the tub/shower clean?
- Is the toilet clean?
- Are counters clean/wiped down?
- Are sinks and appliances (including fridge and microwave) clean?

Personal Property Coverage: The College does not assume responsibility for theft or damages to a resident's personal belongings. Coverage through family homeowner's insurance or from an independent insurance agent is highly recommended. Those individuals who damage other resident's property by any action (i.e., leaving a sink on so it floods room, fire, etc.) will be subject to disciplinary action.

Pets: Only small fish that live under water and do not need to come up for air are allowed in 10 gallon or less tanks. Pets are not allowed inside the hall for visits or any period of time. Exceptions include service and support animals for individuals with documented needs (please see Residence Life staff for procedure to gain approval for this type of accommodation). The resident understands and accepts there may be a substantial restitution fee and termination of the housing contract if a pet is found in their room/apartment, and he/she may be subject to disciplinary action.

Posting of Information: Information posted in common areas of all campus housing facilities must be approved by the Office of Residence Life or the Assistant Director of Residence Life. Non-approved information or signs will be removed and the individuals who posted the material may be subject to disciplinary action.

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

- Be conscientious when hanging signs by using the available bulletin boards.
- Do not post on painted areas or on windows or doors.
- Signs posted in violation of the guidelines will be removed with no notice.
- Each person or group hanging signs is responsible for removing the signs after they are no longer applicable (e.g., after an event has occurred, the sign should be removed). If you see any outdated signs, please remove them just as you would wish that someone seeing your old sign would remove it.

Refrigerators: Refrigerators are permitted in the halls only if they are 4.0 cubic feet or smaller. Refrigerators may be checked by hall staff if there is reason to believe they may contain alcohol.

Roofs: Residents are strictly prohibited from climbing on the hall roofs. Any resident found in violation of this could face disciplinary action.

Room Care and Cleaning: Room care and cleaning are the responsibility of the residents. Rooms must be kept clean for health and safety reasons (e.g., pest control or ease of escape if there were a fire).

Room Entry, Privacy and Security: The right to privacy is of paramount importance. However, the entry into, and/or search of the living quarters of a student may be conducted by the following people for the purposes under the procedures listed below:

- By law enforcement officers in the performance of statutory duties in accordance with legally defined procedures governing search and seizure.
- By authorized College officials when there is probable cause to believe a violation of College or civil regulations is being committed. The College will always attempt to secure permission of at least one resident prior to entry unless the delay required in procuring permission would endanger the health and safety of residents or result in the probable destruction of the evidence of the violation.
- By authorized College personnel during vacations to ensure that health, fire, and safety regulations are maintained.
- By authorized College personnel or agents to make improvements and repairs. The College shall attempt to give ample notice of such entry when possible. When a student requests maintenance or repairs, no notice is necessary.
- By authorized College personnel in emergencies to protect the health and welfare of residents or to make emergency repairs to protect damages to the property of the students or the College.
- By authorized College personnel to conduct room inspections to ensure that fire, health, and safety regulations are maintained or to search for missing student or College property. The College shall give at least 24-hour notice of such entry when possible.
- By authorized College personnel out of consideration for neighboring residents when an unattended, persistent, annoying noise (such as an alarm clock) is occurring in the room.
- By authorized College personnel when invited in.
- When it is necessary for authorized College personnel or their agents to enter an unoccupied room, there should be two people present, whenever possible. Students are responsible for what occurs in their rooms and may be held responsible for activities that occur in his/her room, even though that student may not be present or involved in the policy violation. Students are responsible for their guests.
- The College reserves the right to inspect residence hall rooms under certain circumstances. The room may be entered without permission in case of emergency, officially announced inspections, for the upkeep of physical facilities, or if there is reason to believe that a law or College regulation is being violated. In all other circumstances, entry will be made only with the permission of the student. As a condition of living in the College dorms/campus housing, students understand and agree that all property and possessions contained in campus housing are subject to College searches and inspections for "health and safety" considerations as well as "institutional-purpose searches," which include monitoring and enforcement of drug, alcohol, and weapons policies. Students consent to such searches and inspections and agree to unlock any safe, lock box, locked cabinet, etc., for purposes of allowing College personnel to conduct such searches. Failure to unlock and provide access into a safe, lock box, locked cabinet, etc., will be grounds for the container to be confiscated and removed from the College premises.

Violations of College regulations observed while entering a student room will be reported and forwarded for possible disciplinary action. Residence Life and Campus Security staff have the authority to request that students open closets, drawers,

backpacks, refrigerators, or other personal property if they have reason to believe they contain illegal or prohibited items (such as alcohol beverages, etc.) or if they have reason to believe a violation of College or civil regulations is being committed. Failure to comply with such requests may be grounds for further disciplinary action.

Roommate/Suitemate Agreement: It is strongly encouraged that all residents complete a roommate agreement at the beginning of the fall semester. This will help individuals discuss and set room specific policies for a number of issues, thus reducing the chance of conflict later on. All agreements should be signed by the roommates involved and given to your RA.

Single/Private Room Policy: There are a limited number of single/private rooms in our housing system. Private rooms may become available throughout the year at an additional cost. If a resident is interested in being considered for a private room, they should contact the Office of Residence Life. Priority is given based on class level status and the date of request.

Smoke Detectors: Current fire regulations require the installation of room smoke detectors. This is an important life safety device for the benefit of the occupant. Any occupants who willfully tamper with, remove, damage, destroy, or disable a smoke detector or its contents, will be charged current replacement costs and may be subject to disciplinary action.

Smoking and Tobacco Use: All of Peru State College's residence halls are smoke free. This includes, but is not limited to, cigarettes, cigars, e-cigarettes, vapors, oils, hookahs, or any other smoking devices.

Solicitation: Please see the Solicitation on Campus Policy in section VIII (8).

Telephone Services: The College does not provide any phone service in the residence hall room. Students are required to provide reliable phone contact information to the Office of Residence Life. Carriers that provide cell phone service to the area are very limited. Please check with your current carrier for coverage.

Vandalism: Vandalism is the purposeful destruction of College property and is not an acceptable behavior in any community. Costs incurred by such behavior shall be paid by 1) The resident and others involved; or 2) The community in which the damage occurred. Residents who have information about acts of vandalism should contact the ADRL or the Director of Residence Life. If damage occurred accidentally, the resident(s) responsible will be billed for the repair.

Visitation and Guests:

Visitation Policies for all Residence Halls:

- Visitors must be escorted by the host resident at all times while visiting a residence hall.
- Visitation is open 24-hours per day*; however, visitors who wish to sleep in a room overnight may do so on Thursday, Friday, and Saturday evenings with the approval of roommate(s)/suitemate(s); and reported to the ADRL.
- All visitors and guests must abide by College policies, procedures, and regulations; failing to do so will be subject to visitation privileges being revoked.
- Non-compliance of the visitation policy should be reported to the Assistant Director of Residence Life.

***24-Hours Visitation does not mean co-habitation.** Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if he or she were living there beyond the permitted period of time. Cohabitation is a violation of the housing policies and is not permitted. Examples of this may include, but are not limited to, accessing the room or apartment while the assigned residents are not present, utilizing a key to enter a room or apartment to which one is not assigned, keeping clothing and/or other personal belongings in the residence hall or apartment, sleeping overnight in the room or apartment on a regular basis, and using the bathroom and shower facilities as if they lived in that room or apartment.

You may only have a guest or non-assigned student in your on-campus housing for three consecutive nights or for a maximum of ten nights in one semester. A roommate or suitemate(s) may declare his/her bedroom off-limits to any guest(s) at any time.

Waterbeds: Waterbeds are prohibited in all residence halls because of possible structural and water damage.

Weapons/Explosives: Peru State College prohibits all persons who enter college property from carrying or possessing a handgun, firearm (including pellet guns and air soft guns), explosives (including fireworks), prohibited weapons of any type or any item designed to cause injury or death regardless of whether the person is licensed to carry the weapon or not. Only certified law enforcement officials who have appropriate approval will be allowed to carry a weapon on campus property. Concealed weapons are not permitted at the College, in buildings, on the grounds, other Peru State property or at College activities.

Student(s) and/or employee(s) who possess a weapon on Peru State property are in violation of this policy and may be subject to disciplinary actions up to and including termination of employment or expulsion. Any violator may also be reported to law enforcement officials to face the possibility of criminal prosecution.

Firearms, ammunition, and archery equipment are prohibited in the residence hall student rooms. This includes pistols, revolvers, rifles, shotguns, or any other device designed with a firing mechanism. Air rifles, BB or pellet, and paint ball guns are prohibited as well. Knives, other than pocketknives with blades less than (3)", are also prohibited. Martial arts weapons, Tasers or conducted electrical weapons, stun guns, or any item that is a reasonable facsimile of the listed weapons are prohibited. Self-defense chemical spray, commonly known as pepper spray or mace, is prohibited if over two ounces. Pocketsize self-defense chemical spray of not more than two ounces is permitted. Any item specifically designed or intended to cause injury or death may not be maintained in the residence hall student rooms and will be confiscated. Failure to comply with any provision of this policy may result in immediate removal from the residence halls.

Weight Equipment: Only vinyl coated dumbbells, 20 pounds and under, are allowed in the residence halls. All other weight sets and weightlifting exercise benches are not allowed in the halls.

Window/Portable Air Conditioning Units: Air conditioning units are not allowed in the residence halls, as all halls and apartments have air conditioning.

Windows and Screens: No articles of any kind may be dropped or thrown out of a residence hall window. Use of windows for entry or exit of a building is prohibited. Stereo speakers should not be placed in windows and residents should not lean out or yell out their window. No postings or signs may be placed in windows, unless pre-approved by the Residence Life Office. Screens must remain securely fastened to the window frames in the residence halls. Students who remove their screen or window may be subject to disciplinary action and restitution will be issued for damages to windows or screens. If a student's screen falls out, it is the responsibility of the student to notify Residence Life as soon as possible to avoid any fees.

RESIDENCE LIFE PROCEDURES

The College is committed to finding appropriate housing for all students living on campus, regardless of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age. If you would like to discuss specific housing concerns, please contact the Director of Residence Life. The College will address individual needs on a case-by-case basis.

ADA/Special Needs Procedure for Housing Accommodations: Any student requiring special accommodations in the residence hall/housing can acquire the Special Housing Request Forms from the Disability Services Coordinator. The appropriate forms should be completed and submitted to Disability Services Coordinator for review. Documentation should be current and comprehensive in light of the request and must consist of an evaluation by an appropriate professional that describes the current functional impact of the condition or disability as it relates to the housing modification or accommodation requested.

Break Housing Process/Procedure: As a reminder, all residence halls are closed for the following breaks: fall break, semester break, and mid-term break. All exceptions will be determined on a case-by-case basis and any request should be directed to the Office of Residence Life.

Check-in: Upon arrival to the residence halls, you will need to do the following:

- Receive and sign for your room key and outside door access.
- Review and sign your room inventory for the conditions of your room.

Check-out: Prior to students moving into the residence halls, residence hall staff will have checked to see that the rooms are in good condition. Each student will be given a room condition report to note the condition of the room. When residency in the hall is terminated, a Residence Life staff member will use the same card to determine any damage (normal wear and tear will be considered). Each student is individually responsible for furniture, equipment, and the general condition of his/her room. Failure to leave the room in the same general condition as when it was first occupied will result in the assessment of a damage charge. When checking out of the residence hall, students should use the following procedure:

Option 1-Express Check Out

- Remove all possessions.
- Clean the room thoroughly.
- Turn in keys to Residence Life Office M-F 8:00am-5:00pm or to Hall Staff M-F after 5:00pm or on weekends.
- Sign Express Check-out form.
- If you are leaving housing permanently, you must complete an "Independent Living Request Form."

Option 2-RA Check Out

- Make an appointment with your hall staff for checking out.
- Remove all possessions.
- Clean the room thoroughly.
- Turn in all keys to Residence Life staff member.
- Sign the check-out form.

If you are leaving housing permanently, you must complete an "Independent Living Request Form." These guidelines and any updates will be provided by your Resident Assistant and will also be available in the Residence Life Office or on the website. Additionally, please review the guidelines stated in the section titled Residence Life Policies and Regulations. See the Independent Living policy in its entirety under "Independent Living Policy."

Communication: Your primary source of communication for announcements, updates, changes, and more will be sent from the Office of Residence Life to your College email account. It is your responsibility to check your email regularly and respond to all requests in a timely manner.

Early Arrival Process/Procedure: Early arrival information and the request form will be posted on the Residence Life website. Early arrival requests must meet the stated qualifications and are subject to Early Arrival daily charges. Students must print, complete, and submit an early arrival form by the specified deadline for approval. The student must follow the arrival and check-in procedures as directed. Decisions regarding a student's request will be sent via their Peru State email account.

Emergencies: Call 911 for urgent emergencies such as fire, crimes in progress, or ambulance assistance. Do not lose important time in reporting such occurrences when individuals' lives could be in danger.

For other emergencies, please contact a Resident Assistant, a Residence Life Professional Staff Member, College Staff member, or Security. In any emergency situation always contact the ADRL and your Resident Assistant even if you have already contacted others who have taken care of the situation.

College Staff should be notified of any medical emergency and pre-existing life-threatening condition. Staff can call for an emergency vehicle, but they cannot transport residents or guests to or from the hospital.

Fire Procedure: Fire alarms and fire extinguishers are to be used only in case of fires. Tampering with fire equipment or setting off false alarms are misdemeanors under state law. Disciplinary action will be taken against any resident, guest, or

individual found tampering with fire protection equipment, setting off the fire alarm system, or remaining in a room/apartment/hall when the alarm is sounded. Any occupants who willfully remove, damage, destroy or disable a smoke detector, fire alarm, or its contents, will be charged current replacement costs and may be subject to disciplinary action.

Fire procedures and evacuation plans are posted in every living area and community. Each resident and guest should be familiar with the fire instructions which pertain to their hall. Residents, guests, and all individuals are expected to comply with the directives of College staff during evacuation and must leave the building immediately when the alarm has been sounded.

In the case of a fire alarm, leave the hall immediately and remain at least 200 feet away from the building. Do not return to the building until directed by a Hall Staff, Campus Security, or the Police/Fire Departments. Failure to evacuate during a fire alarm is a violation of college policy and students in violation will be subject to disciplinary action.

Fire drills and fire safety education are performed each semester. Students are required to participate in the drills as part of the on-going life safety education provided by the College.

Independent Living Policy: Peru State College acknowledges that there are students who desire to live within the local community in a safe and responsible manner. As such, a student can seek an “independent student” status as long as they meet at least one qualification of the policy. Additionally, students must seek and receive approval from the Office of Residence Life to live off-campus or commute within the given parameters by completing the "Independent Living Request" form (<https://www.peru.edu/residencelife/independentliving>). The Request form must be submitted annually.

Definition/Policy

An independent living student is a student who meets at least one of following criteria by August 15 (Fall enrollees) or December 15 (Spring enrollees):

- The student is living locally with parent(s) or a permanent legal guardian(s) permanent residence within fifty (50) driving miles. (Court documentation required for permanent legal guardian.)
- Student is married.
- Student has a dependent minor(s)
- Student teaching
- Student has met the two-year (four semesters) residency requirement
- Student is 21 years or older.
- Student is enrolled in 100% online program as well as enrolled in all online classes within this program.

Exceptions

Acceptable reasons to appeal for cancellation of contract:

- Change in Family Status (marriage or children)
- Graduation
- Student Teaching
- Call to Active Military Service
- An unforeseen extreme financial hardship. (A written appeal for an extreme financial hardship must be submitted and approved by the Office of Residence Life before an agreement may be cancelled. Each appeal will be reviewed based on pre-set criteria for determining extreme financial hardship)
- Other requests may be considered with supporting documentation submitted to the Office of Residence Life
- Transfer to another institution

Process

If you meet at least one of the above criteria by the first day of classes for fall or spring semester:

- Complete the “Independent Living Request” form and submit it for approval by August 15 (Fall semester) or December 15 (Spring semester).
- Supporting documentation will be required to confirm Independent Living qualifications.
- A decision will be sent to your College-provided email account.

Independent Living Request

The Office of Residence Life may approve a request after the deadline based on supported conditions. Any approvals will be subject to appropriate College related fees as outlined in the housing contract.

Special Note

- New students who have applied for admittance after August 15 or December 15 (when applicable) must submit the “Independent Living Request” form by the first day of classes or will be subject to the housing contract cancellation fees as listed in the housing contract.
- Students not meeting the above criteria will need to meet the on-campus residency requirement and pay all associated charges. Additionally, if a student’s residency situation changes, the student must notify the Office of Residence Life or they may be subject to meet the on-campus residency requirement and pay all associated charges.
- Students must update/renew their status each academic year.
- Meal plans cannot be cancelled through this process if the student is still enrolled at Peru State College.

For questions, please contact the Office of Residence Life at [402-872-2246](tel:402-872-2246) or email reslife@peru.edu.

*Fee subject to change by NSCS

Lock-Outs & Lost Keys: See the process and guidelines stated in the section titled Residence Life Policies and Regulations.

Maintenance Request Procedures: Residents with a routine request (malfunctioning heating or cooling system; broken or malfunctioning building components such as window, doors, toilets, light bulb replacements, etc.) should contact their Hall Staff (RA, ADRL) or the Office of Residence Life. This will ensure that your Work Order is accurately reported and minimize duplicate reports.

For emergencies or significant after-hours requests, (water leakage, exposed wiring, shattered glass, loss of heat, etc.) please contact your hall staff, Security, or the Office of Residence Life directly via phone at the number listed in the directory.

It is imperative that you report problems as soon as possible. If problems are not reported in an appropriate, timely manner, you may be held responsible for any damage occurring from the situation.

Room Changes: Room changes are not allowed during the first two weeks of each semester; this period of time is called “room freeze.” At any time, if you are having trouble with your roommate, you should attempt to discuss the issues with them to try to reach a compromise, including having your RA assist in a mediation process. Your RA will assist you with a communication strategy if needed. If your attempt to talk and work things out with your roommate is not successful, an RA will conduct a roommate mediation meeting for you. If you are still having conflicts after the mediation, the ADRL will intervene to assist and/or approve a room change.

Room changes must adhere to the Room Change process outlined online. All room changes must be approved by the Residence Life Office. Room changes for any other reasons other than roommate issues may be approved on a case-by-case basis. All room changes are subject to a pro-rated room rate charge if the change occurs between different room types.

Anyone not following the outlined procedures will be assessed an improper checkout service charge and may be required to move to back to their original location.

Room Consolidation: The Office of Residence Life reserves the right to consolidate students together and reassign students as necessary to optimize the utilization of vacancies/rooms on campus.

Students are assigned their room assuming maximum occupancy of rooms unless alternative arrangements are made. If a vacancy occurs in a room due to a roommate not reporting to on campus housing, a roommate moving out, or the withdrawal of one of the residents, the remaining resident has the following options:

- Self-identify another student to be a new roommate and request a room change.
- Allow the Office of Residence Life to assign a new resident to the room or agree to move to another room that has only one occupant.
- Buy-out the room at the private room rate if available: the additional charge will be prorated for the number of days remaining in the semester based on move date. Furniture will remain in the room and will not be removed with the buy-out option.

The following guidelines are followed when students are reassigned for the purpose of consolidation:

- The Office of Residence Life may require students to consolidate even if it requires changing floors to conform to the policy.
- Students will be allowed to change residence halls and/or to move to private rooms (with additional charge), if available, and only when approved by the Office of Residence Life.
- Decisions about who will move to conform to the utilization policy will be determined by either mutual agreement between the students involved or agreed upon tiebreaker.

Consolidation will occur within the first four weeks of the semester. Prior to consolidation, resident students needing roommates are encouraged to be proactive in finding their own roommates.

Students opting to fill their vacancy will be offered assistance by the Office of Residence Life. In cases where reasonable effort has not been made by the remaining resident to find a roommate, move to another room, or accept an assigned roommate, the remaining resident student may be charged the private room rate.

If any Residence Life staff member receives information that an attempt is being made on the part of the remaining student to discourage, refuse, or intimidate a potential or newly assigned roommate to keep their room as a private, it may result in being charged for a private room and/or disciplinary action.

Room Re-Assignment: The College reserves the right to reassign students within and between residence halls and rooms as deemed necessary, and to immediately terminate the contract by written notice if the student fails to comply with any of the terms and conditions of the contract or, if in the judgment of Student Services staff, continued residence would have a seriously negative effect on the student and/or fellow residents, or if a student does not show 'active academic participation' within the College community.

Storage: Residence Life does not provide storage for student belongings. For abandoned belongings, please refer to the check-out policy.

Tornado Procedure: A tornado warning or alert means a tornado has been sighted in our area. A tornado watch implies the possibility of tornadoes or high winds in our immediate area.

If a tornado has been sighted in the area of Peru, the following procedures should be taken:

1. Students should immediately proceed to an area of safety previously identified by postings and Residence Life Staff:
 - A. Eliza C. Morgan Hall - basement corridor
 - B. W.N. Delzell Hall - basement corridor (east and west)
 - C. Complex - basement corridors of your building.

2. Leave your room immediately. Lock your room and take your key. Proceed to your designated area. Stay away from windows.
3. The College Staff will notify students when it is safe to return to their rooms.
4. Failure to evacuate as directed by College staff may result in life safety situations.

RESIDENCE LIFE INFORMATION

Financial Standing: Anyone living in on-campus housing must remain in good financial standing with the College in order to remain in the residence hall or apartments. Failure to maintain good financial standing could result in removal and an administrative contract cancellation.

Internet Access: A high speed internet connection is provided for every room in the residence hall through a wired connection plug. In addition, wireless internet is available in all residence halls. Peru State Campus Apartments have a wireless internet connection.

There are computer labs located across campus for student use in TJ Majors, AV Larson, CATS, and the Library. Free printing is available in the residence halls through use of the central computer and printing station located in the Delzell Lobby, the Morgan Hall Conference Room, and the Centennial Complex Palmer Game Room. If the printer is out of paper or low on ink, please report this to the Residence Life Office, or your RA.

Judicial Affairs: The Office of Student Life has a dual role as it also executes the judicial affairs matters at Peru State College. The Office is responsible for overseeing the college-wide judicial system and coordinating all related processes and functions. In our judicial affairs functions we provide proactive programming and educational interventions to foster the development of student responsibility and community. The Associate Vice President for Student Affairs in their role as the Chief Judicial Officer is responsible for the interpretation and enforcement of the Nebraska State College System Policies, Peru State College Code of Conduct and Residence Life Policies/Guidelines related to all alleged acts of non-academic student misconduct.

Laundry Facilities: Each hall has a laundry facility. Washers and dryers are available. All machines are free for residents only. Directions for use are posted on the machines themselves or near the laundry facility. Any problems with the machines should be reported to your hall staff or the Residence Life Office.

Personal Property Insurance: See the process and guideline stated in the section titled Residence Life Policies and Regulations

On-Campus Residence Requirement: Peru State College is a residential college, requiring students to live in campus housing for four (4) semesters.

1. To be eligible to live in campus housing (Eliza C. Morgan Hall, W.N. Delzell Hall, Centennial Complex) you must be enrolled in eight (8) or more credit hours.
2. Students must be at least 17 years of age to be eligible to live in the residence halls.
3. All students living in the residence halls must participate in a meal plan.
 - a. All incoming freshman students are required to have the Unlimited Meals Block + \$50 Bobcat Bucks Plan or the 265 Meals + \$150 Bobcat Bucks Plan.
 - b. All returning students may choose either the Unlimited Meals Block Plan + \$50 Bobcat Bucks, 265 Meals Block + \$150 Bobcat Bucks Plan or the 210 Meals Block + \$125 Bobcat Bucks Plan.
 - c. Nicholas/Pate residents are required to participate in the 130 Meals Block + \$100 Bobcat Bucks Plan at a minimum but may self-select the Unlimited Meal Plan, 265, or the 210.

Independent Living Policy: See the process and guideline stated in the section titled Residence Life Policies and Regulations.

Residence Hall Association (RHA): The Residence Hall Association serves as the umbrella organization for all the hall councils. RHA is a nationally recognized housing organization for students residing in the residence hall. RHA is the voice of the residence halls and helps plan various campus events throughout the school year.

Suspension/Dismissal: Residents who are suspended or dismissed from the College must vacate their room within 24 hours of such action. If these individuals stay past 24 hours, they will be charged a daily rate until they have taken care of all necessary check-out procedures and may be subject to further disciplinary action.

Vending Services: Vending Services providing drinks and snacks are available throughout campus buildings and the Halls. For a refund, please contact the Office of Residence Life.

Residents' Rights and Responsibilities: Sharing a room or the commons spaces in the residence halls with someone is similar to other relationships - to be successful it requires openness, flexibility, respect, and compromise. Right from the beginning, it is very important to communicate openly with your roommate. Learning to live with another person, to acknowledge and respect each other's differences, and to allow one another the space to grow is one of the most valuable parts of the residential life experience. Your basic responsibilities include the following:

Roommates/Suitemates Rights:

- To privacy
- To respect
- To open communication
- To mutually clean-living quarters
- To personal safety and security of possessions
- To comfortable sleep and study conditions
- To be asked before their possessions are used.
- To stay true to their own values
- To agree and disagree
- To ask residence life staff for assistance when needed
- To be treated civilly
- To have a comfortable living space
- To receive their messages in a timely manner
- To a room free of policy violations

Roommates/Suitemates Responsibilities:

- To respect one another's privacy
- To respect themselves and others
- To communicate openly with their roommate and discuss potential conflicts proactively
- To keep their living space neat and clean
- To lock doors and maintain personal/possession safety
- To maintain a comfortable environment for sleep and study purposes
- To treat one another's possessions with care and ask before borrowing personal items
- To respect differences
- To compromise
- To enlist the help of residence life staff when a roommate issue arises
- To be kind and civil with no intent to harm
- To check with one another before having overnight guests
- To pass on messages to their roommate in a timely manner
- To abide by all residence hall rules and regulations

This declaration outlines basic rights and responsibilities that will help healthy roommate relationships develop. REMEMBER: To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that your roommate employs these rights.

Rights of Others: Residents should always consider the rights of all others in order to prepare them for their post residence hall living experience. In a considerate environment, any resident can expect the following residence hall rights:

- The right to be able to study or sleep without undue disturbance or noise.
- This right supersedes all other rights because of its importance in an individual's education.
- The right to expect others to not engage in distracting behaviors in the hallways or common areas.
- The right to expect more stringent stipulations on the approach of finals week.
- The right to tactfully confront the inappropriate behavior of fellow students without negative repercussions.
- The right to be free from discrimination or threats, whether overt or hidden.
- Some halls have designated game rooms or TV lounges. While it is a tolerant atmosphere to be noisy and playful, they are not occasions to become obnoxious or disrespectful.

EMERGENCY NUMBERS

Emergency	911
Campus Security	402-872-2411 , 24 hr. number
Residence Life Office	402-872-2246 , 24 hr. number
Nemaha County Sheriff	402-274-3139
Nemaha County Hospital	402-274-4366
Roads	800-906-9069

LIST OF STANDING FEES/SERVICE CHARGES/FINES

Please refer to the One Stop Office website to view a current list of fees, service charges, and fines that may be incurred by students living in the Residence Halls [online at the One Stop website](#). Please note, all fees, service charges, and fines are subject to change.

V. RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

1) General Rights and Responsibilities in the Academic Community

Students, as members of the academic community, have the responsibility to create and support an educational environment which will achieve the basic purposes of an institution of higher learning. Each member of the community should be treated with respect and dignity. Each student has the right to learn, which imposes a duty not to infringe upon the rights of others. Each student is a member of a learning community that entails responsibility to enhance the learning of others. The academic community environment is designed to encourage a variety of thoughts, behaviors, and values within the educational goals of the community. An important aspect of the community is the recognition of differences between individuals. In all instances, including informal College activities and associations, everyone should be treated in a fair and unbiased manner. Students shall actively encourage practices that ensure that all persons are welcome at the Colleges and are extended all the privileges of the academic community to which they are entitled.

2) Rights and Responsibilities in the Classroom

a. Freedom of Expression

As appropriate for the course content, students have the right of expression in the classroom and the responsibility to learn from the course of study according to the standards of performance established by the faculty. Student behavior in a classroom should contribute to the learning process for themselves and other students. As members of a learning community, students have an obligation to contribute to the learning of others in the process of their own learning. Communication that threatens individuals, disrupts the learning process, and/or creates a harassing environment is not a right held pursuant to this right of expression. Disruptive behavior undermines the learning environment for others. Faculty have the right to restrict classroom discussions and/or redirect comments that do not contribute to established course curriculum topics and learning outcomes.

b. Instructional and Grading Procedures

The faculty determines the character of courses which includes content and instructional and grading procedures. Students have the right to be informed at the beginning of each course of the nature of the course, course expectation, evaluation standards, and the grading system through the official course syllabus. Students may ask for an evaluation of their performance during the progress of a course. Each student has the right to a course grade based upon a sound academic evaluation

and upon a specified grading procedure. A student has the right to receive upon request a clarification of the grade received. In cases that the student has documented evidence to indicate the performance evaluation exhibited prejudice or bias and was based on factors other than student performance the student may submit a grade appeal. Colleges should provide a written grade appeal policy and process to consider cases in which the student chooses to appeal the initial decision.

c. Faculty-Student Consultation

As members of a learning community, students are encouraged to meet with faculty for clarification of assignments, unclear concepts, progress in course, career opportunities, methods of study, and other course and program matters. d. Student Evaluation of Instruction As members of a learning community, students have an important role in contributing to the appraisal of instruction through providing insight into instructional effectiveness as perceived from their perspective. Faculty have an obligation to solicit student appraisal of the learning environment, combine student feedback with other evidence and make changes in accordance with their best judgment. To assist the faculty in the task of providing the best possible education, students should express their reactions and opinions about quality and relevancy of the instruction to the Department Chair or Dean. Each College should establish a standing procedure through which student evaluations can be expressed.

3) Rights and Responsibilities in Other Instructional Settings

a. Freedom of Expression

The acquisition, understanding, and interpreting of knowledge can be facilitated by the study and consideration of controversial issues and positions. Free expression in the academic community shall not be abridged by special restrictions or censorship on publications, speakers, or broadcasting. Any formally recognized student group, in consultation with faculty advisors and/or College administrators, shall be allowed to invite and hear any person of its own choosing who does not substantially disrupt the operation of the College. Those procedures required by the institution before a guest speaker appears on campus should ensure orderly scheduling of facilities and adequate preparation for the event. The event should be conducted in a manner appropriate to an academic community. The institutional control of College facilities should not be used as a device of censorship but should contribute to student learning. It should be made clear to the academic and larger communities that sponsorship of events and speakers does not necessarily imply approval or endorsement of the views or actions by either the sponsoring group or the College. Participation in the exchange of ideas through these media is a normal expectation of the academic community.

b. Student Government

Students should be free, individually, or collectively, to express their views on issues of institutional policy and on matters of general interest to the student population. The students should have clearly defined means to participate equitably in the formulation of institutional policies and procedures which affect student life. Student government is the principal agency for student participation in the decision-making process of the College.

c. Student Organizations

Students bring to the College a variety of interests and can be expected to develop new interests as members of the academic community. They should be free to organize and join associations to promote their common interests, provided those associations are not likely to materially and substantially disrupt the operation of the College. Students should be able to participate in those organizations provided they meet the membership requirements set up by the organization; in no instance will these criteria for membership violate the College's non-discrimination policy.

See [Board of Trustees Policy 3250 Student Rights and Responsibilities](#)

Student Organizations

Each of the Colleges shall have structured student organizations, including an organized student government, which shall be the principal entity for student participation in the decision-making process of the College. All recognized student organizations shall have a charter agreement and/or constitution that is approved by the Student Senate and the Vice President responsible for student affairs.

Students shall be encouraged to participate in the student organizations.

All applicable state and federal laws and regulations, Board policies and College rules shall be followed in the operation of all student organizations. At no time will membership requirements or an organization's activities violate the College's non-discrimination policy.

For additional policy information, see [Board of Trustees Policy 3300 – Student Organizations](#)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. The Act provides for a student's right to review education records, the right to seek to amend those records, and to limit certain disclosures of information from records.

Colleges may disclose directory information relating to a student without violating FERPA, unless a student has restricted the disclosure of his/her directory information in the Student Information System. Directory information consists of:

- Student's name
- Address (local, permanent, and college-assigned electronic mail)
- Telephone numbers
- Participation in officially recognized activities and sports.
- Weight, height, and photographs of athletic team members.
- Degrees, honors, and awards received.
- Major field of study.
- Dates of attendance (only beginning and end dates of semesters).
- Year in School.
- Enrollment status (full/part-time).
- The most recent previous educational agency or institution attended.

Right to Review Records: With certain exceptions, a student has a right to review records which are directly related to him/her and are maintained by the College. A student request to see his/her file is to be sent to the office which maintains the file and will be honored within forty-five (45) days. Students must pay for the cost to make copies of any records. Parents of dependent students have the right to review information about their children, such as grades, bills, and other information without having to gain students' consent as long as dependency is documented to the College.

Right to Seek to Amend Records: If a student believes that any of the education records relating to her or him contain information that is inaccurate, misleading, or in violation of her or his rights of privacy, she or he may ask the College to correct or delete such information by submitting the request to the Vice President for Student Affairs. A student may also ask that additional explanatory material be inserted in the record. The request must clearly identify the part of the record that the student wants changed. It must specify why the record is inaccurate or misleading. There is no obligation on the part of the College to grant such a request. If the College declines to amend the records as requested by the student, it will inform the student, and the student may request a hearing. The right to challenge the contents of an education record may not be used to question substantive educational judgments that have been correctly recorded. For example, a hearing may not be requested to contest the assignment of a grade.

Releasing Information Pursuant to Student Consent:

Except as authorized by this policy, non-directory information (as defined below) will be released only upon the written request of the student.

When information is released from a student's file, pursuant to the student's written consent, the consent document, the reason(s) for the release, and the name of the recipient of the release must be attached to the copy of the data released, which is kept in the file. The recommendation or data released must include a statement that the information is not to be released to anyone else without the student's written consent.

Releasing Information Without Student Consent:

Colleges may, upon written request, release non-directory personally identifiable education records without student consent in accordance with FERPA and federal regulations. A record of such releases to third parties must be maintained by the College. No consent from the student is required for the release of, or access to, an education record or personally identifiable information under the following circumstances:

- By school officials who have a legitimate educational interest. School officials include a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health center staff); a person serving on a board or committee; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer

or contractor outside of the College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review a record to fulfill his or her professional responsibilities for the College. This includes, but is not limited to, performing an administrative task outlined in that official's duties; performing a supervisory or instructional task directly related to a student or the College; or performing a service or benefit for the student or the College such as health care, job placement, security, residential services, the acquisition of learning materials or student financial aid.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the College, to: (i) develop, validate, or administer predictive tests; (ii) administer student aid programs; or (iii) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of students or other persons.
- To the victim and/or the public the final result of a campus disciplinary proceeding involving a violent crime or non-forcible sex offense where the accused was found to have violated College rules or policies.
- To an official of another school, school system, or institution of higher education in which a student seeks or intends to enroll. Colleges shall provide access to education records of students who apply for admission and/or transfer within the NSCS whenever such records are requested by another NSCS College without obtaining student consent for such a release.
- Directory information, as described above.
- Other disclosures not listed above as permitted by FERPA and other applicable laws.

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

For more information, see [Board of Trustees Policy 3650 Student Records](#)

MISSING STUDENT NOTIFICATION POLICY

This policy, in compliance with the Higher Education Opportunity Act of 2008, provides students with a procedure and information for reporting a missing person. The policy applies specifically to students who reside in College-owned housing facilities.

Confidential Contact Person: Resident students 18 years of age or older and emancipated minors have the option, upon moving into the residence hall, to identify a specific contact person who will be notified within 24 hours if that student has been reported missing. The identity of that contact person will remain confidential except for staff designated to respond to missing person reports. For resident students under the age of 18 and not emancipated, the College is required to notify a custodial parent or guardian within 24 hours of the time that student is reported missing.

This policy establishes a framework for cooperation among members of the Peru State College community aimed at locating and assisting students who are reported missing.

A student shall be deemed missing when he or she is absent from Peru State College for more than 24 hours without any known reason.

All reports of missing students shall be directed to the Associate Vice President for Student Affairs, the Director of Residence Life and/or Campus Security who shall investigate each report. The Associate Vice President for Student Affairs will make a determination whether the student is missing in accordance with this policy.

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by Peru State College no more than 24 hours after the time that the student is determined to be missing. Unless otherwise specified by the student to Student Records, the College will consider the parent/guardian or other primary emergency contact provided to the College by the student to be the person to be contacted in the event the student is determined

to be missing. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. A designation will remain in effect until changed or revoked by the student.

At any point during a student's enrollment, he or she may choose to register or change Emergency Contact information with Peru State College by updating this information in myPSC. This information is confidential but may be released to Peru State College Campus Security and the Nemaha County Sheriff's Department and/or the State Patrol and their staff as necessary to carry out the purposes of this policy.

If a missing student is under the age of 18 and not emancipated, the Associate Vice President for Student Affairs is required to notify the custodial parent(s) or guardian(s) of the missing student no later than 24 hours after the determination by the Associate Vice President for Student Affairs and Campus Security that the student is missing.

No later than 24 hours after a student is reported missing, the Associate Vice President for Student Affairs, or their designee, will be responsible for contacting the appropriate Emergency Contacts as established above.

The Associate Vice President for Student Affairs will also notify the Nemaha County Sheriff's Department no later than 24 hours after it determines that the student is missing.

The Associate Vice President for Student Affairs, or designee, shall have the responsibility to make provisions of this policy and the procedures set forth below available to students.

The Associate Vice President for Student Affairs, or designee, will be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation.

The Associate Vice President for Student Affairs, or designee, will organize support personnel when a student is determined missing and make appropriate contacts within and external to the College.

PARKING

Campus Security

Phone **402-872-2411**

If you are a Peru State College student visiting a residence hall, you are NOT considered a visitor and should utilize the overflow parking areas.

Open parking for all valid Peru State College permit holders is available at the following times:

- Lots C, D
 - Monday – Friday after 3:30 PM to 8:00 AM
 - Weekends from Friday at 3:30 PM to Monday at 8:00 AM
- Lots E, F, Hoyt Street, and behind AV Larson and TJ Majors:
 - Monday – Friday after 3:30 PM to 7:30 AM
 - Weekends from Friday at 3:30 PM to Monday at 7:30 AM

Some parking lots may be closed for construction projects and other events. If you park in a closed parking lot your vehicle is subject to being ticketed or towed without warning.

Douglas Entrance Plaza

The circle drive area is designated as a drop off area only. Any unattended vehicle will be fined or towed at the owner's expense. Parking spaces at the flag plaza are visitor parking only, a valid visitor parking pass is required.

Parking is prohibited in the following areas and manner:

1. Parked on any part of the campus which is not designated for parking purposes:
 - a. Grass or Dirt Plots
 - b. Sidewalks or Walkways
 - c. Loading/Unloading Zones
 - d. Service/Emergency Vehicle Lanes
2. Parking or impeding the use of any parking lot drive lane.

3. Double parking
 - a. Taking two or more parking stalls
 - b. Parking on or over stall line dividers
4. Parking in a no parking zone or on striped lines indicating a no parking zone.
5. Parking in a lot or area other than that for which the vehicle is authorized by a valid parking permit.
6. Parking in reserved or visitor parking stalls.
7. Parking in a handicap parking stall without a valid state issued handicap placard.
8. Parking in a fire lane, by a fire hydrant, or in an emergency vehicle/service vehicle parking stall.
9. Parked in any parking lot that is temporarily reserved if not permitted under the temporary regulations.
10. Parking in an area that is closed by tape, rope, or barricade.

Handicap Parking

Handicap parking spaces are available on campus and are marked with distinctive blue and white sign. Handicap parking is reserved for those individuals with a valid HCP permit/license issued by the State of Nebraska Motor Vehicles or from any state in which the vehicle is registered in. Individuals using an HCP permit that has not been issued to them are subject to State Law and parking fines.

Parking Fines

Failure to display permit properly.	\$15.00
No valid permit or failure to park in a designated parking lot/area.	\$20.00
Parking in reserved or visitor parking	\$30.00
Blocking driveways, parking spaces, or double parking	\$30.00
Parking on Grass, No Parking Areas, Striped Lines	\$30.00
Parking in Fire Lane or in front of a fire hydrant	\$40.00
Parking in a service truck/emergency vehicle only parking area	\$40.00
Parking in a Handicap only parking space	\$50.00
Removal of wheel lock device: All past parking violations and	\$65.00
Late Payments: fine plus	\$35.00

Vehicle Immobilization (Wheel Lock) may be used in the following circumstances:

- Individuals who have two or more delinquent violation notices.
- Individuals who continue to violate Peru State College parking regulations.
- When a vehicle is parked on campus and does not display current license plates or in-transit tag and does not display the name and address of the current owner.

Peru State College has the authority to remove or immobilize any vehicle that is improperly parked or is deemed a common nuisance. All costs of such removal will be the responsibility of the owner/operator. Immobilized vehicles may be towed and held until all outstanding penalties, fees, tow charges and storage fees are paid.

Parking appeal

- Parking fines must be appealed within 10 days of the violation date by visiting <https://www.peru.edu/parking>
- Parking Appeals are reviewed by the Security Supervisor and forwarded to the Parking Appeals Committee
- The Appeals Committee meets at least once per month or more often, if necessary, The Appeals Committee is made up of Campus Community Peers: Student Senate, Faculty, Support Staff, and Professional Staff
- The decision of the Appeals Committee is final.

Contact Campus Security at 402-872-2411 if you have any parking questions. Parking fines and fees must be paid on the myPSC account or at the One Stop Office.

SMOKING AND TOBACCO USE POLICY (NEBRASKA CLEAN INDOOR AIR ACT OF 2008)

In compliance with the Nebraska Clean Indoor Air Act, smoking is prohibited in all indoor campus areas including, but not limited to, all administrative and educational buildings and all residence halls.

Smoking is prohibited inside every residence hall, including all individual student rooms. The use of electronic cigarettes is permitted in College buildings; however, faculty may restrict use in classrooms. Chewing tobacco is prohibited in all College buildings except for residence halls. Cigarette butts, packaging, chew containers, chew bottles, and other tobacco debris must be disposed of properly in appropriate waste receptacles.

According to the Nebraska Clean Indoor Air Act, smoking is permitted in outdoor public spaces but must remain 10 feet away from all building entrances. Ashtrays must remain outside of the 10-foot perimeter of each building.

Smoking must remain 50 feet away from all entrances to day care facilities and outdoor play areas. At Peru State, this means smoking will not be permitted within 50 feet of the outdoor play area behind TJ Majors nor can smoking occur within a line of sight of the outdoor play area. In addition, smoking in front of TJ Majors must be 50 feet away from each entrance.

Failure to comply with these regulations may result in disciplinary action.

TITLE IX

Title IX is the federal law applicable to students and employees prohibiting sex discrimination in educational institutions. It is from the Higher Education Act of 1965, amended in 1972 and 1987 and 34 CFR Part 106. Title IX forbids sex discrimination in all College educational programs or activities, occurring on the physical campus of Peru State College; areas owned or controlled by the College; locations, events, or circumstances which the Colleges exercise substantial control over the individual engaging in the conduct and the context in which the conduct occurs and any building owned or controlled by a student organization recognized by the College. Sex discrimination can include sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking. Inquiries about Title IX or 34 CFR Part 106 can be made to Peru State Colleges Title IX Coordinator or to the Assistant Secretary of the Department of Education. The Title IX Coordinator for Peru State College is Ms. Eulanda Cade, Director of Human Resources/Title IX Coordinator. Contact Ms. Cade at [402-872-2230](tel:402-872-2230) or ecade@peru.edu. Her office is in the Administration Building, room 312. See **Board of Trustees Policy 3020 Grievance Policy & Procedures For Sexual Harassment & Sex Discrimination**

VI. CODE OF CONDUCT

BOARD POLICY

The Board grants authority to the Presidents to designate appropriate officers, establish representative college committees, render initial decisions, and provide appeal procedures regarding allegations of academic dishonesty; grade appeals; failure to pay a financial obligation; or academic performance, achievement, probation, and suspension. All disciplinary sanctions imposed for misconduct identified in this policy are to be governed by terms of this policy and the due process requirements set forth in **Board Policy 3200**. Acceptance of this policy by the student is implied as a condition of his or her enrollment.

MISCONDUCT

Students are responsible to obey the laws of the state and nation, the regulations, and policies of the Board and of the Colleges; and to refrain from any conduct injurious to themselves, to others, or to the reputation or interests of the College. A student shall not ignore a summons from the President or other officer of administration of the College, or from a member

of the faculty. Student misconduct as identified under this policy or a violation of College regulations or policy, whether occurring on or off College property, may result in disciplinary action being taken against the student. Students may be ordered to leave the College under a temporary suspension pending disciplinary action due process per Board Policy 3200 in the event the student's continued presence is believed to threaten the safety or health of another person or for other reasons at the discretion of the Vice President responsible for Student Affairs or designee. Such order shall be given in writing by the Vice President responsible for Student Affairs or designee. Students suspended or expelled from one of the State Colleges may be admitted to another Nebraska State College only under the same conditions that they would be readmitted to the College from which they were suspended. See [Board Policy 3100 Conduct & Discipline; Students](#).

ANTI-HARASSMENT POLICY

The Board of Trustees of the Nebraska State Colleges is committed to providing an environment in which all students who participate in College programs and activities can work together in an atmosphere free from unlawful discrimination, including unlawful harassment. The Board specifically prohibits unlawful discrimination (including harassment) based on students' race, color, religion, national origin, disability, age, or any other class protected by applicable federal, state, or local law. The Colleges will take appropriate action to prevent, correct, and discipline discriminatory behavior that is found to violate Board policies and principles of equal opportunity and access. Harassment based on a protected class (i.e., race, color, religion, national origin, disability, age, or any other protected class) may take many forms, including unwelcome verbal acts, name-calling, derogatory comments, slurs, coercion, intimidation and/or negative stereotyping; graphics and written statements, which may include use of cell phones or the Internet; or other physically threatening, harmful, or humiliating conduct. Harassment does not have to include an intent to harm, be directed at a specific target, or involve repeated incidents. (Conduct is unwelcome if the student did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome.)

Students who believe they or others have been subjected to unlawful discrimination should immediately report their concerns to any College President, Vice-President, Dean, Title IX Coordinator, staff member of Housing/Residence Life (including Directors, Managers, Assistant Directors, Senior Residence Hall Advisors, and Residence Hall Advisors), Coach, or any Campus Security Officer.

The Board of Trustees will follow the processes and procedures described in Board Policies 3100 and 3200 to investigate and address discriminatory behavior. See [Board of Trustees Policy 3021 Unlawful Harassment \(Other\) Reporting, Policies, and Procedure](#)

SEXUAL VIOLENCE/SEX HARASSMENT REPORTING, POLICY & PROCEDURE

See [Board of Trustees Policy 3020 Grievance Policy & Procedures For Sexual Harassment & Sex Discrimination](#)

WEAPONS/EXPLOSIVES

Peru State College prohibits all persons who enter college property from carrying or possessing a handgun, firearm, explosives (including fireworks), prohibited weapons of any type or any item designed to cause injury or death **regardless of whether the person is licensed to carry the weapon or not**. Only certified law enforcement officials who have appropriate approval will be allowed to carry a weapon on campus property. Concealed weapons are not permitted at the college, in buildings, on the grounds, other Peru State property or at College activities.

Student and/or employees who possess a weapon on Peru State property are in violation of this policy and may be subject to disciplinary actions up to and including termination of employment or expulsion. Any violator may also be reported to law enforcement officials to face the possibility of criminal prosecution.

TEMPORARY SUSPENSION

Students may be ordered to leave the College under a temporary suspension pending disciplinary action due process per Board Policy 3200 in the event the student's continued presence is believed to threaten the safety or health of another person or for other reasons at the discretion of the Vice President responsible for Student Affairs. Such order shall be given in writing by the Vice President responsible for Student Affairs.

DUE PROCESS

It is the policy of the Board to grant procedural due process to students accused of misconduct under the terms of Board Policy 3100. Regarding allegations of academic dishonesty; grade appeals; failure to pay a financial obligation; or, academic performance, achievement, probation, and suspension, each College will devise its own adjudication procedures. However,

for allegations of misconduct identified in Policy 3100 that may result in disciplinary sanctions, the due process procedures outlined in Board Policy 3200 shall be followed. See [Board of Trustees Policy 3200 Due Process; Students](#).

Additionally, please understand this section is currently under revision due to the Department of Education's recent release of Title IX regulations that take effect in August 2020. Board Policies 3100 and 3200 are still in effect at this time. A supplement to this section with additional information will be issued as soon as possible.

STUDENT COMPLAINT PROCEDURES

Student Grievance Methods:

Section 1. The grievance procedure set forth herein is designed to provide a method for a student to resolve a request or complaint with the College. Timelines should be adhered to unless modifications are agreed to by the parties to the grievance.

Section 2. A grievance is defined to be a request or complaint by a student not covered under faculty or staff grievance procedures. Issues involving academic dishonesty; grade appeals; failure to pay a financial obligation; or, academic performance and achievement, probation, or suspension for which the College has established appeal procedures are not eligible for grievance under this policy. Issues of student misconduct for which appeal procedures are available pursuant to Board Policy 3200 are not eligible for the grievance procedure under this policy.

Section 3. In reducing a grievance to writing, it should include the exact nature of the grievance, the act(s) of commission or omission, the date(s) of the act(s), the identity of the grievant, the identity of the party(ies) alleged to have caused the grievance, provisions of any agreement, bylaws, rules, policies, or practices that are alleged to have been violated, and the remedy that is sought. Students may use the official [complaint form at this link](#).

Section 4. The grievant shall, at his/her expense, have the right to assistance by a person of his/her own choosing from the College community, or to legal counsel in any step of the grievance procedure.

Student Grievance Procedures:

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

Step 2. A grievance not settled in Step 1 may be filed in writing with the appropriate person in the next level higher in the chain of command in accordance with Section 3 above to discuss and attempt to settle the grievance. If the grievance is with the school dean or department chair, the grievant shall discuss the matter with the Vice President responsible for Academic Affairs.

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

The Vice President responsible for Student Affairs may conduct a conference with the grievant.

Within ten (10) working days of receipt of the grievance the Vice President responsible for Student Affairs shall render his/her written decision. If such findings and recommendations are not submitted within that time or if the grievance is not satisfied, then the grievant may proceed to the next step within ten (10) working days.

Step 4. Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the President, within ten (10) working days of the receipt of the response in Step 3, by filing the grievance and all prior responses with the President.

Step 5. Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the Chancellor, within thirty (30) working days of the receipt of the response in Step 4, by filing the grievance and all prior responses with the Chancellor. The Chancellor will only consider whether basic procedural fairness was offered. The Chancellor may request additional information from the grievant and the College in order to render a decision. The Chancellor will issue a written decision within twenty (20) working days after receipt of the appeal.

Step 6. If the grievant is not satisfied with the decision made by the Chancellor, the grievant may seek relief under applicable State and Federal laws. See [Board of Trustees Policy 3210 Grievance Procedures – Students](#).

VII. ACADEMIC POLICIES

The Vice President for Academic Affairs is the chief administrative officer in the areas of academic policy, curriculum, and the conduct of classroom instruction and professional personnel engaged therein. Students are encouraged to contact this office, or the appropriate Dean, for assistance with special academic problems. The office of the Vice President for Academic Affairs is in the Administration Building, Room 304. Academic Policies can be found in the College Catalog.

VIII. GENERAL POLICIES

DRONE USE

The use of drones on campus can present significant risks to both people and property. The safety of students, faculty, staff, and the public is our priority. Drones may not be operated on campus for any purpose without prior written approval. Any student wishing to operate a drone on campus must first contact the Vice President for Enrollment Management/Student Affairs. The operation of drones near residence halls or other areas of campus in which people may have a reasonable expectation of privacy is not permitted. The unauthorized use of drones on campus is a code of conduct violation that may result in disciplinary action. If you see a drone being used on campus, please contact Campus Security at [402-872-2411](#).

INDEPENDENT LIVING POLICY

The Independent Living Policy applies to all Peru State College students enrolled on-campus. Please see the Residence Life section of this handbook for the complete policy.

LITTER POLICY

Any student found guilty of dumping, throwing, dropping, depositing, discarding or otherwise disposing of litter, all forms of trash including candy wrappers and cigarette butts, upon the campus of Peru State College shall be subject to a fine if they refuse to pick up such trash when given a verbal warning. The same individuals are also subject to applicable state fines for the violation. Students violating this policy will be afforded due process per [Board Policy 3100](#).

OPEN FLAME POLICY

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

RECYCLING

Peru State College implemented recycling at the end of the spring semester in 2014 to enhance sustainability initiatives on campus. Recycling containers are available in every building on campus. The recycling program is run by students and relies on student volunteers to collect recyclable materials from each building on campus and deposit them in the recycling bins located behind the Student Center.

The following guidelines are provided to help the campus community understand what can and cannot be recycled.

DO NOT MIX CATEGORY #1 AND #2 PRODUCTS! When in doubt, throw it out. If you have any doubt about whether an item is recyclable, call [800-638-8492](#) for clarification. Or throw the item into your regular trash. This will help prevent contamination of the materials.

Category #1:

Preparation: Remove and throw away cap and/or pump. Leave label on container and rinse clean.

Plastic: Any food or household chemical container which has the number “1” or “2” on the bottom or side such as

soft drink, milk, water, juice, shampoo, etc. NO plastic grocery bags please!

Tin: Such as soup, vegetable, fruit, etc.

Aluminum: All aluminum cans such as soda, juice, etc.

Additional Info: NO beverage containers with only aluminum tops or bottoms.

Category #2:

Preparation: Remove any plastic or waxed liner. Remove any metal larger than a staple. Flatten all empty boxes.

Paper: All clean, dry paper such as newspaper, cardboard, magazines, telephone books, etc.

RESIDENCY CLASSIFICATION

Out-of-state students interested in Nebraska residency status for tuition purposes must first meet minimum requirements as established by the state of Nebraska. Additional information can be found in [Board Policy 3050 - Residency](#).

CAMPUS RESTROOM/LOCKER ROOM FACILITY USE

The College is committed to providing accessible campus restroom facilities. Students may use any restroom facilities that correspond to their gender identity. Please [view the College website](#) for the locations of all restrooms on campus, including single stall and gender inclusive restrooms. With respect to all restrooms, locker rooms or changing facilities, students may use any facilities that correspond to their gender identity. Please contact the Dean of Student Life if you have any questions or concerns.

SCHEDULING CAMPUS FACILITIES POLICY

To schedule facilities for a special occasion, important meeting or conference, our flexible space provides a wide variety of options for business and social gatherings. We will help you select the ideal location for your event. Our fully-equipped meeting rooms are spacious and comfortable. Please contact the Student Life Office at **402-872-2329** for assistance in reserving your room(s).

SIGN POSTING

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

- Be conscientious when hanging signs by using the available bulletin boards.
 - Do not post on painted areas or on windows or doors.
 - Signs posted in violation of the guidelines will be removed with no notice.
 - Each person or group hanging signs is responsible for removing the same after they are no longer applicable (e.g., after an event has occurred, the sign should be removed). If you see any outdated signs, please remove them just as you would wish that someone seeing your old sign would remove it.
 - Signs may be posted as early as two weeks prior to an event's occurrence.
 - Signs posted in the Student Center, including the dining hall, commuter lounge or anywhere outside of designated bulletin boards, must be pre-approved by the Director of Student Activities and Programs. Phone: **402-872-2329**
- Office: Student Center 111
- A contact name, which can be a group or an individual, and a campus phone extension number or local telephone number, must appear on every sign. If proper information is not displayed, the sign may be removed.

SOLICITATION ON CAMPUS

No solicitation or canvassing of any kind, including door-to-door solicitation, or canvassing in residence halls, may be conducted on campus, nor may articles, goods or services be offered for sale or rent on the campus unless the solicitation is part of an approved College fundraiser. Approval for fundraisers is through the Vice President for Enrollment Management and Student Affairs. Additional information can be found in [Board Policy 8025: Facilities Utilization: Non-College Purposes](#) and [Board Policy 8027: Facilities: Leasing or renting On-Campus Space](#).

CAMPUS CLOSINGS AND LATE STARTS

The President will consult with members of cabinet to decide when and if campus should be closed, classes canceled, or campus should open after a later start.

Late Start If morning weather conditions make travel hazardous, the college may announce a late start. There will be no late starts on Fridays. Classes may still be canceled after a late start is declared if poor conditions persist.

- On-campus classes will be postponed until either 9:30 a.m. or 11 a.m.
- Classes will run according to the regular time schedule for the rest of the day.

Classes Canceled Day and evening classes are canceled, college personnel (non-faculty) will report to work.

- Campus remains open and services will continue.

College Closed All on-campus classes are canceled, and offices are closed.

- Check email for updated information about campus activities and food service while the College is closed. Generally, the College will attempt to open the AWAC (including the fitness center), the cafeteria, the Game Room, and the Library.
- When campus is closed for inclement weather related to snow and ice, students should not attempt to drive anywhere until parking lots and roads have been cleared. A stuck vehicle can interfere with emergency and plow access for the campus and City of Peru.

Please note that faculty and staff who are not designated as essential personnel are actively discouraged from reporting to work during inclement weather during snow and ice to allow snow removal to proceed unencumbered.