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

**Article I. Student Codes**

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**Article II. Academic Integrity**

*Section 2.01* ACADEMIC DISHONESTY

*Section 2.02* SANCTIONS FOR ACADEMIC INTEGRITY

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Section 9.01  PRIVACY OF STUDENT EDUCATION RECORDS
Article I. Student Codes

VIOLATION OF LAW AND COLLEGE RULES AND REGULATIONS

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

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

Generally, College discipline is limited to incidents of student behavior that adversely affect the College community's pursuit of its educational objective or create a substantial interference with the safety and well-being of Doane students. Doane College expects that individuals will respect the rights of others and have regard for preservation of property. The following misconduct, not an all-inclusive code, is subject to College disciplinary action. Each student is held accountable for his/her behavior under the judicial system of the College. Students are expected to be familiar with all College regulations and to abide by them at all times in order to maintain a fair, just and safe living-learning environment.

All forms of dishonesty, including cheating, plagiarism, forgery, knowingly furnishing false information to College staff, alteration or use of College documents or instruments of identification with intent to defraud is not tolerated. This includes the sale of term papers, computer programs, theft of and/or unauthorized use of telephone codes, computer security authorizations, dining hall cards, Doane ID cards and parking stickers. In addition, falsifying information obtained from the Doane College Web site, Web-Advisor, TigerNet, or from any print materials associated with the College is subject to disciplinary action.

Doane College may choose to address student discipline matters separate from or in conjunction with the criminal justice system. If a criminal complaint is filed against a student or students for conduct on or off campus which constitutes a crime of violence, sexual assault, distribution of controlled substances and/or illegal drugs or any other serious crime, the College may determine whether the presence of student on campus during the pendency of the criminal justice proceedings will constitute a substantial interference with school and educational purposes. If such a determination is made, the College may
suspend the student from attendance at Doane College until such time as the matter is brought to conclusion by the criminal justice system. Such suspension shall not restrict the College from invoking additional disciplinary sanctions as described below.

Section 1.01 STUDENT CONDUCT CODE

(This list is not all-inclusive):

(a) Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities. This includes violations of library policies.

(b) Acts or expression of harassment, discrimination, personal intimidation or intentional physical or emotional abuse of any person.

(c) Conduct that threatens or endangers the health or safety of any person, including one’s self, or conduct likely to result in property damage.

(d) Theft or attempted theft of property or services of the College or that of a member of the College community or campus visitor, or possession of known stolen property. Includes failing to return checked out College equipment or property.

(e) Failure to comply with directions of College officials or their designees acting in performance of their duties, including student members of the Residence Life staff.

(f) Failure to comply with the terms of any disciplinary sanction imposed in accordance with the code of student conduct.

(g) Failure to appear on request or give truthful testimony at a disciplinary hearing of the College.

(h) Failure to respond to disciplinary or investigation notices sent by College officials.

(i) Failure to answer questions with College official accurately and honestly in College investigation or hearing.

(j) Unauthorized entry or use of College facilities, driving on lawns or being on the roof of any College building, including residence halls and student rooms.

(k) Violation of the law on campus and violation of the law off campus as explained under Violation of Law and College Rules and Regulations, including, but not limited to the Student Handbook, or the occurrence of conduct which causes a substantial interference with school purposes or damages the College reputation.

(l) Unauthorized possession or use of firearms; including, but not limited to, rifles, shotguns, handguns, BB guns, air rifles, paint ball guns, sling shots, water balloon slingshots, fireworks, firecrackers or dangerous chemicals on campus. This includes carrying a concealed handgun, which is prohibited in or on Doane College property. This prohibits permit holders from possessing or carrying a concealed handgun on these premises. Unless otherwise authorized by law, violation of the prohibition is a criminal offence. This policy is pursuant of the Nebraska Revised Statue 36-2441.

(m) Setting fires, tampering with fire protection equipment, causing false fire alarms or failure to leave the building during fire alarms or drills. Tampering with fire protective equipment may result in sanctions including a $500 fine.

(n) Violations of published college rules to include: residence halls, traffic, dining hall and hazing.
(o) Possession of, sale, distribution, use or involvement with any kind of non-prescribed narcotics, drugs or controlled substances. (Includes possession of prescription drugs that have been prescribed to others.)

(p) Disorderly conduct or behavior that is not conductive to the Doane College environment.

(q) Sexual misconduct, sexual assault, rape, sexual harassment or lewd, indecent, or obscene conduct or expression.

(r) Using electronic devices to record or photograph art class nude models. This includes any and all inappropriate photographing or recording of community members in non-public environments without the prior approval from the individual/s.

(s) Unsafe conduct that threatens or endangers one's own life or the life of one or more members of the campus community.

(t) Misuse or entry of Doane Lake or Miller Pond, regardless of the condition (frozen, dry, normal water level, etc.) or reason. This includes fishing, ice-skating and walking.

(u) Assault or attempted assault of any person.

(v) Failure to comply with the policy on violence and unacceptable behavior as explained in greater detail under the Violence and unacceptable Behavior Policy.

(w) Violation of the campus alcohol policy.

(x) Deliberate or unjustified damage to property of the College or to property of a member of the campus community or campus visitor.

(y) Providing false information to Doane College personnel acting in accordance with their position on campus.

(z) Failure to produce your Doane I.D. when requested while on Doane property.

(aa) Providing or fabrication of false information or associations on your resume, applications or any college documentation.

(bb) Tampering with locks or doors in college buildings, unauthorized possession or use of college keys and alteration or duplication of college keys. Includes unauthorized propping open college doors during locked hours.

(cc) Contempt of adjudication proceedings, including disorderly behavior and impairing or interruption the due course of proceedings of college judicial bodies.

(dd) Failure to respond to campus notifications in a timely manner. Students are to check their e-mail accounts and mailboxes at least once a day. Students may be contacted via e-mail, letter or phone in regards to academic, business, conduct and community issues on campus.

(ee) Smoking in rooms, balconies, hallways, porches, public areas and other designated non-smoking areas. Smoking is allowed at least 50 feet away from building entrances in accordance with the Smoking Policy as outlined in Section 4.04. This is designed to keep second-hand smoke from non-smokers. Students that smoke near windows and doors are a disturbance to other residence. Hookahs are not allowed on the Doane College campus. If found, they may be confiscated or required to be removed immediately.

(ff) Violation of the Gathering Policy as outlined in Section 3.03.

(gg) Violation of the Student Responsibility and Self-Care policy as outlined below:

(i) Self-care and Threatening Behavior Policy:
(ii) Students must be able to care for themselves at all times. The college has limited resources for students who are not able to provide reasonable care for themselves. Incidents where students demonstrate lack of care for themselves (alcohol poisoning, disruptive/threatening behavior, not taking health medication, failing to turn in required health documents to the Health and Wellness Director) may be removed from campus housing immediately. Students involved in incidents like this are required to provide documentation from health professionals that they have completed any assigned requirements from such incidents (such as alcohol evaluations or mental health evaluations). Failure to provide proof of evaluations will result in removal from housing with no refund of student room costs. Repeat incidents will result in removal from residential housing. Student who exhibit threatening behavior towards other students may be removed from housing immediately.

(iii) Direct/Immediate Threat Policy: Any student threatening to harm themselves or others will be taken seriously. ALL SUICIDAL OR HOMICIDAL STATEMENTS AS WELL AS CONCERNS WILL BE REPORTED TO THE CRETE POLICE DEPARTMENT OR LOCAL EMS IMMEDIATELY, even if the student claims that the statement or action was only meant in jest. This is a serious matter. Such threats or statements are unacceptable and mandate immediate attention and action.

(iv) If an immediate threat of harm to oneself or others is possible, then the College will take the necessary steps to ensure safety for the student and community and local authorities will be contacted. **If no immediate threat of harm to oneself or others is present then the College will move forward with the following steps:**

1) Convene the Threat Assessment Management Team to assess threat and make recommendations.
2) Generate an assessment report.
3) Immediately contact the student posing the threat to ensure proper objective assessment interview.
4) If the student has disclosed a disability and has an accommodation plan with the college, the college will consider additional accommodations available to the student, and will, when necessary, make an individualized assessment of the direct threat posed by the student in accordance with applicable federal law.
5) At minimum, the college will respond with the following:
   a) Establish contact with the accused student and alleged victims.
   b) Confirm Report of threat and respond according to the steps within the Student Handbook.
   c) The college will separate the accused student and victim. This may be provided by creating alternative classes or housing arrangements as the situation warrants.

**Article II. Academic Integrity**

**ACADEMIC INTEGRITY POLICY**
In order for Doane College to provide, clarify, and preserve an atmosphere in which individuals can strive for academic excellence, the following policy is stated to deter acts of academic dishonesty. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist:

(a) Cheating
(b) Fabrication
(c) Facilitating academic dishonesty
(d) Plagiarism

The college has chosen to identify those same categories and to apply them in a manner that is appropriate for the Doane setting. Provided with each category is the respective gathering definition and list of isolated, but not inclusive, examples of infractions. It must be noted that the essential, qualifying characteristic that must be implied with each is that the instructor must consider the alleged offense to be dishonest.

Section 2.01 ACADEMIC DISHONESTY

(a) Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise" (Gehring, et al p. 6). Examples are (list is not all-inclusive):
   (i) Intentionally using an unauthorized source to complete an objective. This may include such infractions as looking at another's paper during an exam and/or using unauthorized, pre-written responses or electronically stored information such as "crib notes" and computer disks.
   (ii) Submitting someone else's work as one's own research or data.
   (iii) Allowing another to complete an exam in one's stead.
   (iv) Submitting a project that has been or is currently being used to satisfy requirements for another course without the explicit permission of both instructors.
   (v) Improper collaboration on projects beyond that permitted by the instructor.

(b) Sharing information between exams in multiple sections of a course.

(c) Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise" (Gehring, et al, p. 6). Examples (list is not all-inclusive):
   (i) Supplying fabricated "dry lab" data for an experiment or laboratory project.
   (ii) Fabricating all or a portion of a bibliographic entry for a document or project.

(d) Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty (Gehring, et al, p. 6) and/or coercing others to do the same. Examples (list is not all-inclusive):
   (i) Allowing one's own work to be submitted as another's work for a course project.
   (ii) Providing or offering unauthorized aid to another for a course objective. This would include allowing another to observe one's answers on an exam.

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(iii) Making threats or offers of compensation to others in order that those threatened or coerced will provide unauthorized aid for course projects.

(iv) Unauthorized acquisition or subsequent use or possession of stolen materials. This would include the distribution of said materials to others and also constitutes the additional infraction of cheating for all those who acquired, distributed, used or passed the stolen materials.

(e) Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," (Gehring, et al, p. 6) in both oral and written projects. Examples:

(i) Purchasing a paper from a commercial or private source, using a paper from an organization's files, copying sections or chapters from reference works or borrowing or stealing another's paper and submitting it as one's own work.

(ii) Failing to indicate a direct quote from a reference source by using quotation marks and proper citation of the source.

(iii) Attempting to represent the work, words, and ideas of another (paraphrasing) as one's own without proper citation or documentation.

(iv) Failing to acknowledge information obtained in one's reading or research that is not common knowledge.

Section 2.02 SANCTIONS FOR ACADEMIC INTEGRITY

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

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

Section 2.03 FIRST OFFENSE

(a) Once the charge has been filed, the student will be notified of when to appear before the Academic Integrity Committee. At this time, students will be notified that they may have an
advocate appear before the committee with them. If the student fails to appear at the set time without an excuse acceptable to the Committee, the charges will be automatically confirmed.

(b) If the student admits to the charge, he/she will appear before the committee to discuss academic integrity. The complaint and accompanying documentation will be filed with the Academic Affairs Office. The faculty member will be informed concerning the outcomes of the meeting and will impose sanctions for the course. If the student decides to appeal the charges, he/she is required to notify the chair of the Academic Integrity Committee in writing within 72 hours after receiving the initial notice. Committee members will hear testimony from the student and faculty member who has been asked to be available at the time of the meeting) and will have the opportunity to ask the student questions as well as inform the student on issues related to academic integrity. Students may provide evidence on their behalf.

(c) Based on the testimony, the Committee will either confirm or rescind the charges. [NOTE: If the charges are rescinded, the student is exonerated and all documentation sent to the Academic Affairs Office and the Chair of the Committee will be destroyed immediately. If the charges are confirmed, the complaint and accompanying documentation will be kept only in the Academic Affairs Office for a period of seven years for record-keeping purposes (i.e. to establish whether or not a student has a prior complaint). At the end of the seven-year period, all documents concerning this charge are destroyed.]

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

(e) If the charges are confirmed, the student's adviser will also be informed of the charges and the sanction(s) in writing.

Section 2.04  SUBSEQUENCE OFFENSE(s):

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

(a) If the Committee confirms the charges, the Committee has the right to impose additional sanctions for the second offense, including possible suspension or expulsion from the College.

(b) The student has the right to appeal the Committee's decision to the Vice President for Academic Affairs within 72 hours after receiving the Committee's written decision.

Section 2.05  COMPUTER USE POLICY AND PROCEDURES
Information technology and resources include, but are not limited to: computers, software, databases, files, computer accounts, networks, Internet access, and electronic communication. The following are guidelines for acceptable use of information technology at Doane College.

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

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

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

Users must not access, copy, view or change private files without authorization. They may not change, create, or delete public files or directories without proper authorization. Users do not have the right to create or receive unauthorized copies of software. Users must not attempt to modify software, data, or systems in an unauthorized manner.

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

Section 2.06 ABUSE/MISUSE OF RESOURCES

Users must not misuse or abuse any information resources. Information technology and resources must not be used to disrupt or interfere with other users, services, or equipment. This includes, but is not limited to:

- (a) Threatening or harassing others. This includes electronically transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or Doane College regulations.
- (b) Propagating viruses or worms.
- (c) Posting or mailing of obscene materials.
- (d) Displaying obscene, lewd, or sexually harassing images or text on a computer owned by Doane College or in a location that may be easily viewed by others.
(e) Distributing unsolicited advertising, initiating or propagating electronic chain letters, inappropriate mass mailing, including multiple mailings to newsgroups, mailing lists, or individuals, e.g. spamming, flooding, or “bombing,” or random mailing of messages.

(f) Impersonating another user or entity while using Doane College technology resources or services in such a manner as to create the impression to the recipient that the information was originated from another source or individual. All materials sent via the college network must be attributed to the individual, office or organization sending the material.

(g) Using the college network to gain unauthorized access to any computer systems (including other student-owned computers).

(h) Connecting unauthorized equipment to the college network (this includes personal hubs, switches, routers, wireless access points, servers, and any other devices that may have a negative effect on network performance or services).

(i) Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.

(j) Associating an unapproved domain name with a Doane College-owned IP address or resource.

(k) Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks (this includes downloading excessive amounts or transferring excessive amounts across the network).

(l) Deliberately wasting/overloading computing resources, such as printing too many copies of a document or using excessive bandwidth on the network. Individuals who are misusing resources will be notified and given an opportunity to adjust their usage. If the individual does not voluntarily comply, access for that individual will be electronically restricted.

(m) Using Doane College resources for commercial activity such as creating products or services for sale.

(n) Forging or disguising the identity of a user or machine in an electronic communication.

(o) Attempting to monitor or tamper with other user’s electronic accounts; communications; or reading, copying, changing, or deleting another user’s files, profiles or software without the explicit agreement and knowledge of the owner.

(p) Violating copyright laws and their fair use provisions through inappropriate reproduction, downloading, and/or distribution of music (including MP3 files), movies, computer software, copyrighted text, images, etc. Note: all Doane network users are expected to comply with the copyright laws of the United States, regardless of the location of the server from which they are downloading.

(q) Violations of the Doane College acceptable use policy are subject to action by the College. Violations will be referred to the Vice President for Information Technology, who will report issues and problems for review by the appropriate Administrator or the Vice President of Student Leadership and the Vice President of Academic Affairs, and will be referred to the appropriate administrative or judicial proceedings. Violators may be billed or fined for unethical or illegal use of information technology. They may also be subject to dismissal, suspension, loss of network and computing privileges, and/or legally prosecuted.
Section 2.07 COPYRIGHT INFRINGEMENT

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

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

Copyright Law and Fair Use

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

Digital Millennium Copyright Act

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

Fair Use

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

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

Legal online sources for copyrighted materials

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

Information Privacy and Security

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

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

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

Article III. Community Life

Section 3.01 CAMPUS SOLICITATION

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

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

Advertising and Posting Policies

The goal of our policies is twofold. First, that posted materials are easy to read and presented in an appropriate manner. Second is that the doors, windows and walls of our facilities are kept free of clutter and are attractive.
(a) Flyers and posters should only be placed on existing bulletin boards, kiosks and other designated posting areas. No flyers should be placed on doors, windows or painted surfaces. Under this policy, advertising is limited to the Perry Campus Center and the residence halls.

(b) Any publicity (flyers, posters, etc.) must be approved by the Senior Director of Housing for posting in the residence halls. Hall Councils, working with the Resident Directors, will determine the posting areas for their individual halls. For the Perry Campus Center, the Student Leadership Office must approve all publicity. The approval process includes publicity receiving the appropriate stamp from the Student Leadership Office. It is recommended that groups receive approval for their flyer prior to making copies because each copy must show the stamp. Flyers from Greek organizations must also have the approval of the Greek Adviser.

(c) The individuals or groups that post flyers are responsible for removing them immediately following the activity.

(d) References to and/or pictures of alcoholic beverages or alcohol-related events or suggestive gestures, etc. may not be used explicitly or implicitly.

(e) Only Doane students and recognized campus organizations are eligible to post on campus, with the following exception: Groups outside of Doane College may submit one poster or flyer for posting in the Perry Campus Center. The group must have the publicity approved (stamped) by the Student Leadership Office. Outside group publicity must abide by the guidelines in policy.

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

Section 3.02 MOTOR VEHICLE POLICIES

(a) Registration

(i) Registration of student’s vehicles at Doane College is free. However, it is a privilege. Parking registration authorizes student to park at Doane in designated areas. Students who repeatedly fail to comply with parking policies will have the privilege revoked. This may include removal of upper-classmen parking privileges and reduction to first-year parking status. Students are encouraged to park their vehicle in an approved location and walk to classes and events as much as possible. Parking in an unapproved area, regardless of the reason will result in punitive actions.

(ii) All Doane students who operate and/or park any motor vehicle on campus are required to register their vehicle within 24 hours after the vehicle is brought to campus. This includes students who reside off campus as commuters. Failure to do so will result in a fine, towing or a ban from parking on campus.

(iii) To register your vehicle, bring your current vehicle registration and proof of insurance to the Doane Safety Office. This registration and insurance will be used to record the model and make of the vehicle and the license plate number, along with insurance information in case of emergency. No vehicle will be registered without a current vehicle registration and insurance, and registrations are non-transferable.

(b) Parking Stickers
(i) Stickers are based on class standing at the start of the semester. Upperclassmen (orange stickers) are given out to students who are noted as sophomores, juniors or seniors in the registrar’s office and are based on credit hours. The college can make exceptions to this policy (for example honors program students in the Spring semester).

(ii) You must have a current registration sticker for parking on the Doane campus. Parking stickers should be placed on the outside of the rear window in the lower right hand corner (opposite the driver’s side). Parking permits cannot be taped and must be fully affixed to the window. Permits are also required for motorcycles.

(iii) Temporary parking permits are available for fixed periods of time. The same procedure is used to register these vehicles. Students may apply for a special parking permit for restricted areas in cases where an exception is warranted.

(iv) Unauthorized use of a sticker will carry a minimum of a $100 fine. In addition, a first-year student found guilty of using an upperclassmen sticker may also be required to park for a minimum of one semester in general parking during the following academic year.

(v) Repeated violation of parking policy will result in the loss of upper classmen permit or the privilege of parking on-campus.

(c) Parking Areas

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

(i) Upperclassman Lots – ORANGE SIGNS: These lots are open to residential sophomores, juniors and seniors only. Upperclassmen can also park in first-year student parking. These lots are not open to first-year or commuter students.

(ii) First-Year Student Lots – GREEN SIGNS: These lots are open to residential first-year students.

(iii) Commuter – PURPLE SIGNS/GUEST: Students who live off campus may park in the following areas: Fuhrer Fieldhouse, marked area in Haddix, and The Den.

(iv) Motorcycle Parking – Students who have a motorcycle on campus must park in designated motorcycle parking areas. Please see parking map on our Web site for details. Motorcycles must be registered at the Doane Safety Office, and you must have a valid motorcycle license and proof of insurance to register. Motorcycles parking outside of designated areas are subject to ticketing and tow per normal vehicle parking regulations.

(v) General Parking Lots (Overflow) – Designated overflow parking areas are the Fuhrer Fieldhouse and east Hansen Hall parking lot. These are areas that upperclassmen, first-year, and commuter students can all park when other parking lots are full or not available. If you need an escort from these parking lots to your residence hall or academic building, call the Safety Office at 402.826.8669, 24/7.

(d) Restricted Parking

(i) Restricted Lots - These lots are restricted for use by faculty, staff, visitors and special permit students. These areas include Communications, semi-circle drive through Gaylord, Con, and Padour Walker, diagonal spaces on Boswell Avenue West of Padour Walker and the circle drive between Padour Walker and Chab Weyers Education and
Hixson Lied Art buildings. Restricted lots are not available to students without a special permit between the hours of 6 am through 6 pm, Monday – Friday.

(ii) RA/RD and Facilities Services parking spaces are for the use of each respective Doane staff member only. Students who are in violation are subject to immediate ticket, towing or both.

(e) Parking violations that may result in towing include, but aren’t limited to:

   (i) Failure to display a valid parking permit in the appropriate location on the vehicle.
   (ii) Parking in restricted lots without appropriate permit.
   (iii) Parking in an RA/RD or Facilities Services Space.
   (iv) Failure to park between the lines marking parking stalls.
   (v) Parking against the direction of traffic.
   (vi) Parking on lawns, in driveways, in no parking areas, by yellow curbs, in front of garbage pick-up areas, in handicapped only spaces (without a handicapped permit) or other unauthorized areas.
   (vii) Unauthorized use and/or failure to use a parking sticker will result in tickets, towing or a ban from campus parking. Tickets can still be added to the student account of students who do not register their vehicle. The college tracks all tickets written, even on non-registered vehicle. This means you could receive dozens of ticket charges all at once if we finally determine who owns the vehicle.
   (viii) One-way violation. All community members must follow the posted parking signs. This includes one way signs.
   (ix) Speeding. The campus speed limit is 15 miles per hour.
   (x) Reckless Driving is not permitted on campus and will result in tickets or a ban from campus parking.

Students will be held responsible for tow charges even if they appear prior to the arrival of the tow truck. Doane also owns a vehicle boot and will boot cars parked illegally. To get a vehicle released from the boot requires a $25 payment. If your vehicle is booted, please contact the Doane Safety Office.

Parking fines will be added to student’s account 5 days following issue of the ticket. Tickets may be appealed, with good reason, to the Doane Safety Office within five days from the date the ticket was issued. After five days, appeals will not be considered.

(f) Driving Regulations

   (i) Motor vehicles driven on campus must be operated within the campus’ speed limit of 15 miles per hour. This includes any/all directional postings (one-way streets). Violations for speeding will be given out at the Safety Office’s discretion.
   (ii) Vehicles must not be driven on campus sidewalks or grass. Failure to abide by this regulation will result in a minimum fine of $100 and 10 hours of work, and/or compensation to the school for any damages.
   (iii) Passengers may not ride in the back of trucks on Doane campus property.
Golf carts and Cushman’s operated on Doane property must operate at 5 miles per hour when driving on Doane sidewalks and grounds. Drivers of these vehicles must pull to the side and stop to allow pedestrian traffic to pass safely. Reckless or excessive speed driving will result in the immediate confiscation of the vehicle keys and a report to the office or department the student is working for. The student may also be subject to judicial action.

Important Notes:

(i) Parking regulations are in continuous effect 24 hours-7 days a week. (This includes breaks and vacations.)

(ii) Cars blocking access to trash containers, driveways, or other vehicles will be towed at owner's expense. Once the College has requested a tow truck because of parking violations, the owner/operator of the vehicle is responsible for any cost incurred.

(iii) Students must move their vehicles to the Field house parking lot when leaving campus for more than 24 hours. Vehicles that are not moved immediately when requested by the College because the student is “off-campus” will be subject to towing (example: snow removal). Vehicles cannot be left abandoned in any campus parking lot over the summer.

(iv) An accumulation of six tickets in a semester will result in disciplinary action in addition to the fine. Sanctions typically include restricted parking and may result in denial of on-campus parking or towing/booting the vehicle in lieu of issuing another ticket. Towing and/or booting the vehicle will be at the student's expense. Should your car be towed or booted, please contact the Doane Safety Office.

(v) Vehicles may be ticketed 1 time per shift. Shifts are 7 am until 3 pm, 3 pm until 11 pm, and 11 pm until 7 am. However, if the vehicle moves to another location during the shift, or is involved in a subsequent violation, the college may issue as many tickets as necessary to address the situation.

(vi) Failure to comply with parking regulations will result in parking tickets, vehicle booting, and/or towing of the vehicle. The Doane Safety Office will ticket parking violations. Vehicles that have more than 6 parking tickets will be placed on a tow list, owner warned via letter in mailbox and e-mail, then vehicle will be towed on next violation. The college may also decide to downgrade a student parking permit. An upper-class residential student with an “orange” sticker maybe downgraded to a “green” sticker and restricted to those lots if they repetitively violation parking policy.

(vii) The City of Crete limits parking on Boswell Avenue, 13th Street and other residential streets to 24 hours. They do ticket! Doane neighbors become agitated by students who repetitively park in front of their homes for long periods of time.

Section 3.03 GATHERING POLICY (Party Policy)

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

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

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

Butler Gym Gatherings: (with alcohol)

The following guidelines and policies for social gatherings with alcohol on the Doane College campus provide a framework in which to define when gatherings can occur, where they can take place, who can attend gatherings and what is expected of both guests and sponsoring groups or individuals. These guidelines help Doane College meet several goals, including more effective enforcement of the student conduct code, the support of an atmosphere that actively discourages underage and binge drinking and a focus on our residence halls as living/learning communities.

(a) Social gatherings can be scheduled on select Friday or Saturday evenings throughout the school year. Dates are available on a first come, first serve basis and must be scheduled at least 14 days in advance through the Events office. The Associate Dean of Student Leadership must approve all Butler gathering requests. To ensure the necessary paperwork and training has been completed. All gatherings will take place in Butler Gym.
(b) Gatherings will begin at 9 pm and will peacefully end and disband at 1 am. All campus quiet hours begin at 1 am on Saturday and Sunday.
(c) Personal guests of Doane students must be registered at the door. Each Doane student is entitled to have one guest. Guests must be 18 years of age or older.
(d) The host for the party must be 21 years of age, be present the entire gathering and not consume alcohol prior to or during the gathering. There must be 6 other students to support the party. Each must be sober and available throughout the party as noted on the gathering registration form. A complete list of their responsibilities is found on the registration forms available in the Residence Life.
(e) All alcohol available at the party must be supplied by a 3rd party vendor with an alcohol license. The vendor needs at least 14 days of notice so they can obtain a catering license. The vendor will be required to check licenses and band all “of age” students.

(f) Gathering organizers are responsible for their attendees at all times. If an attendee draws negative/inappropriate attention to him/herself, the organizers will be held responsible for those actions if they don’t take action on the attendee and will be subject to judicial review and disciplinary actions.

(g) Social gatherings that fail to observe the regulations above, and those on the gathering registration form will be closed down and the individuals participating will be subject to appropriate disciplinary action.

(h) Butler gathering that result in disturbances (in the residence halls or on campus) afterwards that show signs the participants attended the gathering can be cancelled for future years and the organizers held responsible.

Section 3.04   HAZING

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

Article IV.   Drugs, Alcohol and Tobacco

Section 4.01   ALCOHOL, DRUG, & SUBSTANCE ABUSE POLICY

One of the fundamental purposes of Doane College is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. All members of the College community, students, faculty and staff members, share the responsibility for protecting that environment, and all are expected to exemplify standards of professional and personal conduct. The illegal or abusive use of drugs or alcohol by members of the College community adversely affects the educational environment. Therefore, Doane College is committed to having a campus that is free of illegal drug use and alcohol abuse.
In keeping with its primary purpose, Doane College will utilize educational strategies as its major approach to this area. Any member of the College community who uses, distributes, or abuses any drug, including alcohol, may be subject to prosecution and punishment by the civil authorities and to disciplinary proceedings by the College. Trafficking illegal drugs is particularly offensive and the penalties reflect this judgment. Doane College's interest in resolving the problem is not punitive, but rather to establish clear boundaries of conduct. Misuse and abuse of alcoholic beverages is a serious problem often resulting in loss of human potential and irresponsible behavior that may be dangerous to the individual(s) involved, threaten the lives of others, infringe on the rights of others, and/or cause destruction of property. Alcohol poisoning is a significant and rising social problem that causes multiple deaths every year at college campuses across the nation. Drinking games promote mass consumption and binge drinking. Doane College respects the rights of individuals to consume alcohol in a legal and responsible manner. The college expects all students to participate in educational programming and discussion about the effects of alcohol use and abuse. The college prohibits the use of alcoholic beverages by minors on campus and college policies are in compliance with state and federal laws regarding alcohol use, possession and distribution. Violations of the college alcohol policy are grounds for disciplinary action.

Pertinent statutes include:

(a) 53-103: Defines a minor as any person less than 21 years.
(b) 53-180: Prohibits the sale, giving away, exchange or delivery of alcoholic beverages to a minor. Procurement to a minor at Doane College will be turned over local law enforcement and the student/s responsible will receive campus sanctions including but not limited to a $500 fine.

Doane College is dedicated to the pursuit and dissemination of knowledge and expects all members of the academic community to behave in a manner conductive to that end. Faculty, staff and students must maintain the highest standards of personal and professional conduct. Illegal or abusive use of drugs or behavior by members of the College community adversely affects the mission of the College and is prohibited. The College, through its Board of Trustees, adopts the following policy consistent with the State of Nebraska on illegal drugs. The policy is intended to accomplish the following:

(a) Prevent drug abuse through a strong educational effort outside the classroom.
(b) Encourage and facilitate the development and use of rehabilitation services/programs.
(c) Discipline those members of the College community who engage in illegal drug-related behavior.

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

(a) Consumption and possession of alcoholic beverages is permitted by a person of legal age in their private room, suite or quad area under the following conditions:
   i) All residents of the room, suite or quad are 21 years of age
   ii) Residents of the room, suite or quad have been approved and registered their living environment as an alcohol tolerant room with Residence Life.
   iii) An Alcohol Tolerant Room contract is posted in plain site in the room. This document is inspectable by Safety Office or Residence Life staff upon request.
iv) Minors cannot be present in alcohol tolerant rooms when alcohol is visibly present and/or being consumed. This includes empty alcohol containers if they are visibly present. If it is discovered that underage drinking is occurring in an alcohol tolerant room, all residents will be referred to the judicial affairs office. If no residents are present all residents will be referred to the judicial affairs office.

(b) Students in rooms that are not alcohol tolerant (whether they are of age or not) cannot have alcohol or alcoholic containers present at any time.

(c) In the traditional residence halls, alcoholic beverages are not permitted in the hallways, lounges, or any other public areas in or around the residence halls, including the balcony area of Colonial and Burrage Halls.

(d) Except when authorized by college officials, kegs and other multi-liter containers, empty or full are prohibited on college property. College officials have the authority to request and supervise the immediate removal and disposal of prohibited items.

(e) The college prohibits using college or student organization funds for the purchase of alcoholic beverages for any student function.

(f) Campus organizations may not use alcoholic beverages at membership recruitment functions.

(g) References to and/or pictures of alcoholic beverages may not be used directly or indirectly in the advertisement of any college organization function.

(h) Hard alcohol (examples: Whisky, Rum, Tequila), including but not limited to mixes, brews or alcohol punches, is not permitted on campus.

(i) No “drinking games” (with alcohol) are allowed on the Doane College campus. Participants and observers are also in violation of this policy. Note: Drinking games are also banned by our residential policies. Even if not in use, drinking game can be confiscated by the college.

Drinking or possessing alcoholic beverages on College property, except where permitted under these regulations, is subject to disciplinary action. This includes fines, community service, drug and alcohol evaluations (at the student’s expense), probation, suspension or expulsion from the College.

(a) Minor in Possession: Anyone under the age of 21 that possesses or is in the presence of alcohol.
   Examples of a MIP:
   (i) Any minor present in a room that is alcohol tolerant where the alcohol is in plain sight.
   (ii) Any minor in a non-alcohol tolerant room where alcohol is anywhere within the room
   (iii) A minor holding an alcohol container for an "of age" student.
   (iv) Possession of unopened or open alcohol containers.
   (v) Alcohol found in a minor’s room during room checks. This includes alcohol that is found in shared lounges, bathrooms or trash cans.

(b) Procuring for a Minor: Serving and/or making alcohol available for students under legal age is a crime and the College will not tolerate or condone such practices. This also includes providing an environment where minors can drink. If minors have alcohol in their possession in your room it will be assumed that you provided the alcohol for them. The residents of the room are required at all times to be diligent in ensuring minors are not drinking in their room, suite or
quad. The College's judicial system is designed to handle such infractions of the law and penalties are severe. In addition, these cases may be turned over to the local law enforcement.

(c) Alcohol Consumption in Public Places/“Open Container”: Alcohol is only allowed in the room or shared living space of students who are 21 years of age or older, and who have received training and have properly displayed their alcohol tolerant room certificate. Alcohol is only allowed in the room, suite or quad that is alcohol tolerant or designated areas on campus during special events (i.e. Butler Gatherings).

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

Good Samaritan Policy

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

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

Section 4.02 REHABILITATION SERVICES

Those students who seek assistance to overcome a drug-related problem shall be provided with information about drug counseling and rehabilitation services available through Doane College contacts/networks and through community organizations. Those individuals who voluntarily avail themselves of these services prior to disciplinary actions by the College shall be assured that applicable professional standards of confidentiality will be observed to the extent allowed by law.
Section 4.03  FEDERAL TRAFFICKING PENALTIES

Students, faculty members and other staff are responsible, as citizens, for knowing about and complying with the provisions of Nebraska law that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as controlled substances. Any member of the College community who violates any of those laws is subject to both prosecution and punishment by the civil authorities and disciplinary proceedings by the College. TRAFFICKING IN ILLEGAL DRUGS and/or the illegal POSSESSION OF DRUGS is taken very seriously and will be dealt with in a similar fashion. The College is not an environment to use, sell and/or possess drugs. If such conduct occurs, or is alleged by law enforcement to have occurred and criminal charges are filed, the involved students will be subject to immediate suspension and additional disciplinary consequences up to and including expulsion. The penalties to be imposed by the College may range from written warnings with probationary status to expulsions and complete separation from enrollment and/or discharges from employment. A federal drug conviction will result in the loss of federal student aid eligibility and the loss of all Doane College institutional funding. Federal Trafficking Penalties can be found at this link:
http://www.justice.gov/dea/agency/penalties.htm

Section 4.04  SMOKING POLICY

In order to provide a safe and healthy work/study environment for all employees and students, and to comply with the Nebraska Clean Indoor Air Act, Doane College restricts smoking in campus buildings.

Smoking is not allowed inside any campus buildings or college vehicles. Smoking will be permitted outdoors in designated smoking areas at least 50 feet away from building entrances.

Section 4.05  BEVERAGE CONTAINER POLICY

Beverage containers of any type are not allowed into any Doane-sponsored public event, including sporting events and special events at the Haddix Center, Butler, Fuhrer Fieldhouse, etc. The public and students are encouraged to purchase refreshments sold at the concession stand. Anyone attempting to bring in a beverage container will be asked to dispose of it.

Article V.  Nondiscrimination and Harassment

Section 5.01  VIOLENCE & UNACCEPTABLE BEHAVIOR POLICY

A basic tenet of our society is that every citizen has the right to security in both person and property. Our laws prohibit the physical abuse of persons, and the illegal appropriation and destruction of property. The effect of those laws is to provide a setting in which persons can realize their potential as social, political, economic, and creative beings.

Doane is a place of excitement and learning where all ages, races, creeds, orientations, and ethnic origins have the opportunity to develop skills and knowledge toward goals that will make them effective citizens and promote their individual and group well-being. The College expects that all members of the
College community share these goals.

Those students who do not share these goals, who flagrantly and consistently disrupt the educational process, and who physically abuse or harass other persons, will not be tolerated. Such individuals may be dismissed by the campus judiciary process and may be subject to arrest. Similarly, students who do not respect the property of others, thereby degrading the quality of student life and increasing the cost of education, will be held liable for such damages and may be dismissed from the institution as well as be subject to criminal liability.

Moreover, students found diminishing the dignity of other members of the community through sexual harassment, hate speech, or other means of disparagement, which are unlawful and inconsistent with the College’s aspiration to produce citizens respectful and tolerant of the diversity of people, may be disciplined or dismissed from the College.

Students are encouraged to report criminal actions occurring on campus directly to the police by dialing 9-911. In addition, they are encouraged to report crimes to the College as follows.

Section 5.02 SEXUAL ASSAULT AND RAPE POLICY

Statement of Purpose: Doane College does not condone and will not tolerate sexual assault or rape in any form. In the event of a reported incident, confidentiality, protection of the victim, and prevention of further injury or continued stress are the first priorities. The College will make every effort to be responsive and sensitive to the victims of sexual assault and rape. We encourage the involvement of law enforcement immediately. It is also the College's responsibility to provide a forum in which anyone involved in an incident will have it addressed promptly, fairly and impartially. Because of the traumatic and sensitive nature of these incidents, the Special Hearing Board described herein will respond quickly to the allegation and resolve the matter as expediently as possible while insuring that interests of all parties involved are protected.

Whether making the complaint or the person accused, questions may arise regarding implementation of Section 5.02, the Sexual Assault and Rape Policy for Doane College. A Rights and Responsibilities handout is available (upon request) and is designed to answer some of the frequently asked questions regarding the investigation and hearing process. If specific questions are not answered, in Section 5.02 or this handout, direct additional questions to the Student Leadership Office.

(a) Definitions:

(i) Sexual Assault is defined as engaging in any sexual contact other than intercourse with another person without that person's consent or cognizance.

(ii) Rape is defined as engaging in sexual intercourse oral, anal, or vaginal) with another person without that person's consent or cognizance. Rape may be accomplished by forcing or coercing the victim to have sexual intercourse against his or her will, including the use of threat of physical force, or any behavior that is designed to intimidate and induce fear in the victim. Rape can also occur when a victim is under the influence of alcohol or drugs, is undergoing physical or emotional trauma, or is incapable of denying
or giving consent (for example, when a victim is in an unconscious or semi-conscious state).

(iii) Acquaintance Rape or Date Rape is defined as rape committed against an acquaintance, friend, or date under any of the conditions described above. The victim's consent to socialize or date does not constitute consent to sexual intercourse. Acquaintance rape or date rape is still rape.

(b) The Special Hearing Board

All incidents of alleged sexual assault or rape involving members of the Doane College community will be decided by a Special Hearing Board consisting of five members selected on a rotating basis from a pool of trained individuals. The pool shall consist of individuals drawn from all areas of the campus community.

The Student Leadership Office, in consultation with the Human Resources coordinator and the Health and Wellness director, will coordinate the management of the pool of individuals for the Special Hearing Board. This includes periodic recruitment and training of individuals. An attempt will be made to maintain equal and gender-balanced representation for all areas of the campus community.

Training of all Special Hearing Board members will be the responsibility of the Chief Judicial Officer to organize each fall. The Associate Dean of Student Leadership and Security and each member of the pool will come to agreement as to his or her readiness to hear the case.

College officials convening the board will appoint one member of the board as chairperson for the case.

(c) Procedures for Handling Incidents of Sexual Assault and Rape

Persons who believe they have been sexually assaulted or raped may choose any or all of the following options:

(i) Make use of campus and community resources (Crete Police Department).
(ii) Report the incident.
(iii) File a formal complaint.

The decision of whether or not to report an incident of sexual assault or rape can be a difficult one, especially in the immediate aftermath of the incident. Talking with a trained counselor can be extremely helpful in dealing with the emotional trauma and arriving at a decision about whether or not to report the incident. The counseling staff at Doane College is available to help. Talking to a counselor does not constitute reporting the incident; however, the counselor can help report the incident if the student chooses to do so. When the counseling center is closed, counselors are still available and can be reached by contacting the Senior Director of Housing or a Residence Director.

(d) Initial Reporting of Incidents

All incidents should be reported immediately to one of the following offices:
(i) Safety Office, ext. 8669.
(ii) Senior Director of Housing, ext. 6721.
(iii) Student Leadership Office, ext. 8111.
(iv) Office of Human Resources, ext. 6773.

Staff in these offices will treat each case with sensitivity and confidentiality. In order for staff to respond effectively to an incident, it should be reported as soon as possible.

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

(e) Bringing a Complaint

After consulting with the staff of any of the offices listed above, a victim may decide to press criminal charges with the Crete Police Department and/or file a formal complaint for violation of College rules with the appropriate Doane College officials. If both criminal charges and a complaint for violation of College rules are filed, the College disciplinary process will remain separate and distinct from the criminal process as they involve different interests. A student may be suspended immediately following report of violation of a serious crime.

Students wishing to bring a complaint of sexual misconduct should contact the Senior Director of Housing. The director will apprise the student of the College's policies and procedures in such cases, the interests of both parties, and the possible outcomes. The director will request the student complete a formal written statement.

As a result of the initial discussions between the complainant and the appropriate college official, the College will conduct a prompt and thorough investigation into the matter, and will take any steps it deems appropriate to remedy the situation. This investigation will take place regardless of whether the complainant chooses to file a formal, written complaint. The College will attempt to honor a complainant's request for anonymity; unless an effective investigation cannot be conducted without disclosure of the complainant's identity. The standard of proof for sexual assault and harassment complaints will be preponderance of the evidence.

(f) The investigation may consist of any or all of the following:

(i) Meeting with the complainant to determine the nature and extent of the alleged incident. The complainant will be allowed to have a representative of his or her choice present. A written summary of this discussion will be included in the investigation file.

(ii) Meeting with the person accused and informing him or her that a complaint has been made, discussing with him or her, the allegations made by the complainant, and obtaining additional relevant information from the accused. The person accused will be allowed to have a representative of his or her choice present. A written summary of this discussion will be included in the investigation file.

(iii) Meeting with any witnesses. A written summary of these discussions will be included in the investigation file.
(iv) Determining if immediate action is needed to protect the educational atmosphere and, if so, make appropriate recommendations to the president of the College immediately.

(v) Taking any other action deemed appropriate to resolve the matter, including conducting a joint meeting with the affected parties.

(vi) Making a written report outlining in detail the persons involved, the facts, conclusions as to the validity of the allegations in the charge, and a recommendation for further disposition including, but not limited to, remedial steps and appropriate discipline. The report shall state whether the matter has been resolved to the satisfaction of the complainant and the person accused.

(vii) If the complaint has not been resolved informally, the complainant must write and sign a formal complaint against the accused party if he/she wishes the complaint to proceed further. The complaint shall include a statement of the situation, dates of occurrence, and all parties related to the complaint.

(g) A Sexual Assault or Rape Incident

What to do after an incident occurs:

(i) Get to a safe place or situation.

(ii) Do not shower or bathe, douche, or change clothes.

(iii) Contact the Doane Safety Office or any Residence Life Staff member.

(iv) The Residence Life staff member will contact the Vice President for Student Leadership.

(v) The Student Leadership Office will assist with contacting professional counselors, family members, faculty members, friends, and law enforcement as directed by the student.

Informing the alleged offender of the complaint once a formal complaint has been filed, the official receiving the complaint will immediately (by the end of the next business day) contact the Student Leadership Office and provide a copy of the formal, written statement.

The college will, in turn, inform the alleged offender of the complaint by the end of the next business day if the whereabouts of the alleged offender are known. If the whereabouts of the alleged offender are not known, the College will inform the alleged offender of the complaint as soon as the alleged offender is located. The official will apprise the alleged offender of the College’s policies and procedures in such cases, the interests of both parties, and possible outcomes.

(h) Resolving the Complaint

The Special Hearing Board will convene as soon as possible to resolve the matter. An initial slate of individuals from the pool will be proposed to parties involved who, for good cause, can challenge any individuals proposed. This process will be continued (as quickly as possible) until a complete Special Hearing Board is assembled.

The Special Hearing Board will investigate the matter as quickly as possible in order to determine whether or not the individual is responsible for violation of Doane College Policy on Sexual Assault and Rape as described in this document. The investigation and deliberations will be conducted to insure interests of both parties are carefully protected. All matters before the
Special Hearing Board are closed to the public. The hearing conducted by the board will be videotaped or at the election of the College will be recorded by a court stenographer, or both. The tape and any transcript will be sealed in a locked file and will not be published or released to anyone unless the College, in the context of legal proceedings, deems that publication necessary.

The person bringing the complaint and the person responding to the complaint, may have one appropriate adviser of their choice from the College community (faculty, staff, or student body) present. Legal counsel, parents, and/or advisers who are not a part of the College community are not allowed to attend. The board will hear testimony from the complainant and accused party and any witnesses requested by either party or by the Board. Board members may choose to ask questions of any party appearing before it.

The Board will decide whether the individual is responsible for violation of the Doane College Policy on Sexual Assault and Rape. After adjourning the hearings, the board will meet in closed session to prepare a written report of its findings. The board may also make recommendations regarding discipline in the event the individual is found responsible.

If the board finds that the alleged offender is responsible for violation of college policy, the Chief Judicial Officer will determine appropriate discipline after consideration of the Board's findings and recommendations.

The college will notify the complainant and the alleged offender of the board's decision and any discipline in writing within two business days of receiving the Board's decision. All parties involved are responsible for providing the Chief Judicial Officer life appropriate contact information for receipt of such notice.

Doane College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Doane College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

(i) The Appeal Process

Either party has the right to appeal the decision of the Special Hearing Board or the imposed discipline. Such an appeal must be made in writing to the president of Doane College within three business days of the notification of the decision. The President will act upon a written appeal within a reasonable time, normally five business days after receipt of the appeal. The President will have access to all documents relating to the decision and any video tape or written transcript of the hearing. The President or his/her designee will then notify the appellant of the decision in writing. The decision of the President is final.

(j) Possible Disciplinary Sanctions
If the alleged offender is found responsible for violating College policy, possible discipline includes, but is not necessarily limited to, one or all of the following:

(i) A letter of censure to be placed in the student's non-academic file.
(ii) Mandatory counseling.
(iii) Disciplinary probation.
(iv) Suspension from Doane College.
(v) Expulsion from Doane College.

The above sanctions may be applied immediately, which may include loss of campus privileges.

Section 5.03 BIAS/HATE INCIDENT POLICY

Members of the Doane College community are expected to demonstrate individual responsibility in showing consideration for the beliefs and feelings of others; abiding by federal, state and local laws; and demonstrating exemplary conduct. When a student's behavior has direct implications for others and/or the well-being of the campus community, there is cause for community involvement, regardless of where the situation occurs (e.g. home or abroad).

Doane College creates a social and academic environment where students develop awareness of diversity and multiculturalism, and how to function in a pluralistic and global society. Any behavior which threatens this environment will not be tolerated. To aid the College in responding to incidents of bias and hate, an Advocacy Response Team has been created which will offer support and assistance to victims as well as insuring incidents is documented properly.

This group of students, faculty and staff function as a systematic response mechanism to engage in preventative measures to combat hate and biases on campus. The Advocacy Response Team does not conduct formal investigations or replace existing sanctioning bodies of authority. The team will help the victim (if he/she so desires) report the incident formally to the College. Any such reports will be made to the Senior Director of Housing or the Associate Dean of Student Leadership. The actions/incidents outlined in the report will constitute a possible violation of the Student Conduct Code. Sanctions will be determined based upon information gathered from investigations and input from the Advocacy Response Team.

A full description of the team's function, goals, and membership can be found in the Student Leadership Office.

Section 5.04 ANTI-HARASSMENT POLICY

A fundamental policy of the College is that employees and students should be able to work and study at the College in an environment free of discrimination and any form of harassment based on race, color, religion, sex, national origin, disability, age, marital status, or sexual orientation. To further this fundamental policy, the College prohibits the harassment of any person, student, or employee and the prohibition extends to harassment based on race, color, religion, sex, national origin, disability, age, marital status, or sexual orientation. Harassment is counterproductive and will not be tolerated. Such
behavior is unacceptable because it is a form of unprofessional behavior threatening to the academic freedom and personal integrity of others. Failure to follow this policy will result in disciplinary action including possible suspension or expulsion.

The type of harassment that is prohibited may take many forms and includes, without limitation, verbal harassment (derogatory comments and/or slurs), physical harassment (assault or physical interference), visual harassment (posters, cartoons, drawings), use of the Internet or e-mail to harass or embarrass, and innuendo or false rumors. Further, harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Harassment is prohibited both during normal work or school hours and outside the normal work or school hours if such harassment is determined by the College to affect the normal working or student/faculty/staff relationships.

Harassment can take a number of forms, but of particular concern is sexual harassment, which is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or visual forms of harassment of a sexual nature. Harassment includes, but is not limited to, the following forms:

(a) Unwelcome or unwanted advances, including sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
(b) Unwelcome requests or demands for favors, including sexual favors. This include subtle or blatant expectations, pressures or request for any type of favor, including a sexual favor, whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequences concerning academic or employment status.
(c) Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that which is sex-oriented and considered unwelcome. This includes offensive comments which harass an individual based upon his or her sex, sexual orientation, race, age, national origin, disability, or marital status; telling "dirty jokes" that are inappropriate and considered offensive, or any tasteless, sexually oriented comments, innuendos, or actions that offend.
(d) Creating a work or academic environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts, or attentions, whether sexually oriented or otherwise related to a prohibited form of harassment.

The College's concern is to provide a working and academic environment that is comfortable, conducive to the academic enterprise, and free from this type of behavior. This policy is written to be sure that everyone understands the College's intent to provide an academic and working environment free of harassment.

Obviously, the College cannot prevent violations of this policy unless such behavior is observed or the College is told of the violations. The procedures regarding complaints of harassment are described below. All persons are assured that they will not suffer negative consequences as a result of bringing their concerns to the College's attention. Failure of any person involved in the investigation of a
harassment complaint to keep the complaint confidential shall be a separate violation of this policy. A separate violation shall also occur if any retaliatory action is taken against or directed at any person who has made a harassment complaint. Violations will result in disciplinary action.

Procedures Regarding Complaints of Harassment

All members of the College community who believe they have been the victim of harassment as defined above may bring the matter to the attention of the individuals designated to handle complaints of harassment. If the potential offender is a staff member, reports should be made to the Vice President for Finance. If the potential offender is a faculty member, reports should be made to the Vice President for Academic Affairs. If the potential offender is a student, reports should be made to the Vice President for Student Leadership. If the potential offender is an outside party, such as a vendor or contractor of the College, reports should be made to the Vice President for Finance and the procedures for handling complaints against staff members shall apply. Any person shall also have the option of reporting the concern to the College Nurse in the Health and Wellness Office or to the Human Resources coordinator, who will inform the appropriate individual of the concern. If the person designated to receive the report is part of the problem, a report can be made to any other person designated to handle complaints of harassment.

The complainant should present the complaint as promptly as possible after the alleged harassment occurs.

The initial discussion between the complainant and the person designated to receive the complaint should be kept confidential with no formal written record. The person receiving the complaint, however, can and should provide to the complainant a written memorandum advising the complainant that in order for the College to address the complaint, a written complaint is required in order that the College can further address the complaint under these procedures. If the complainant, after the initial meeting with the person designated to receive the complaint, decides to proceed, the complainant must submit a written statement to the person designated to receive the complaint describing the alleged harassment. The written statement should identify any persons with knowledge of any facts relevant to the harassment complaint.

Except as reasonably necessary to investigate the written complaint and to give the person accused of harassment an opportunity to respond, all written complaints of harassment shall be kept confidential.

The written complaint shall be promptly forwarded to the person accused of harassment and the person accused of harassment shall submit a written response to the allegations within seven days. The response should identify any persons with knowledge of any facts relevant to the harassment complaint.

Upon receipt of the response, the person designated to receive the complaint or an impartial investigator appointed by the person receiving the complaint shall promptly investigate the complaint. Normally, the investigation period should not exceed 21 days. During the investigation, the person receiving the complaint shall take whatever steps he or she deems appropriate to affect an informal
resolution of the complaint acceptable to the College, the person making the complaint and the person accused of harassment.

Upon completion of the investigation and if an informal resolution has not been reached, the person receiving the complaint shall promptly provide a written statement of the findings of the investigation and any discipline to be imposed to both the person making the complaint and the person accused of harassment.

Either the person making the complaint or the person charged with harassment may appeal the findings or the decision to impose or not to impose disciplinary action by filing a written appeal within two business days of receipt of the findings.

If the person accused of harassment is a staff member, the appeal shall be directed to the College President in accordance with the Grievance Procedures set forth in the Employee Handbook.

All harassment complaints will be reported to the designated Title IX official.

If the person accused of harassment is a faculty member, the appeal shall be communicated to the College President, who shall convene a committee to hear the appeal. The committee shall consist of three tenured faculty members from three different divisions; if the complainant is a student, an officer of the student body shall also sit on the committee. The committee may conduct its own investigation, call witnesses, and gather whatever information it deems necessary to assist in reaching a determination of the merits of the allegation. Once such a determination has been reached, the committee shall communicate its findings in writing to the person making the complaint and the person accused of harassment. If the committee determines that no harassment has occurred, its decision shall be final. A finding that harassment has occurred requires a majority vote of committee. Prior to communicating its decision, the committee shall also have the opportunity to seek an informal resolution of the matter satisfactory to the College and other parties involved. If the committee finds harassment and further finds that reasonable cause exists for seeking sanctions against the faculty member, the committee shall forward its recommendations for sanctions directly to the College President. A recommendation for sanctions required the majority vote of committee members. The College President, although not bound by the recommendations, shall promptly act upon the recommendations of the committee. If the person accused of harassment holds a tenured faculty position and the potential discipline includes dismissal, the College President, in reviewing the matter, shall comply with the procedures for dismissal proceedings for faculty on continuous tenure as set forth in the Faculty Handbook.

If the person accused of harassment is a student, the appeal shall be communicated to the College President, who shall convene a committee to hear the appeal. The committee’s composition shall be determined by the status of the complainant and the respondent (i.e. student to staff, student to faculty, etc.). In any case where both the complainant and the person accused of harassment are students, the committee shall be comprised of members of the Peer Judicial Review Panel as selected by the College president. The Vice President for Student Leadership shall chair the committee. The committee shall observe the following guidelines:
(a) An opening statement by the chair regarding the nature of the case, the identity of the parties, and the nature of the allegations.

(b) Sequence of presentation of evidence:
   (i) Complainant presents evidence.
   (ii) Person accused of harassment presents evidence.
   (iii) Complainant presents rebuttal evidence.
   (iv) Chair or investigator presents additional evidence from initial investigation of the matter.

(c) Closing statements from complainant, person accused of harassment, and chair or investigator. The committee shall then determine, by majority vote, if a violation of the harassment policy occurred. If a violation is found, the committee shall then determine, by majority vote, the appropriateness of the discipline to be imposed. The chair shall forward the committee’s written findings regarding harassment or discipline to the College president by filing a written appeal within two business days or receipt of the findings. The president shall promptly review the matter, and the president’s decision is final.

All written records of harassment complaints shall be kept in a separate confidential file in the President’s Office and not in the faculty evaluation files, staff personnel files, or student permanent records. All files shall be labeled generally by type of complaint.

Section 5.05 HIV/AIDS POLICY

The purpose of this policy is to:

(a) Inform and educate persons in the Doane College community regarding HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome)

(b) Assist in offering services to persons with suspected or known cases of HIV/AIDS in the Doane College community.

This policy is intended to be flexible to best address the changing parameters of the disease's process. It is also intended that the HIV/AIDS policy for Doane College comply with the recommendations of the American College Health Association (ACHA). Given the current scientific findings, the primary goal is to protect confidentiality and health of anyone in the Doane College community who has been diagnosed as having been exposed to HIV/AIDS without creating a health risk for the College community. The second goal of this policy is to provide education for the Doane community about HIV/AIDS. This education shall be multifaceted in nature, involving speakers, written materials, and answering individual questions. The goal will be to teach persons in the Doane College community how to prevent exposure to and transmission of the HIV/AIDS virus.

The most current research indicates that the HIV/AIDS virus is not transmitted through casual contact. Exposure through intimate sexual contacts, or through contaminated needles or blood and blood products, is the only known method of transmission. The HIV/AIDS virus has been isolated in small amounts in other body fluids such as tears and perspiration, but not in amounts sufficient for transmission.
In addition to protecting the confidentiality of people exposed to the HIV/AIDS virus, the greatest efforts will be in education and efforts to avert HIV/AIDS hysteria and irrational fear of exposure to HIV/AIDS. This fear is often as disabling to a community as the disease itself. Doane College will also make available referral for individual counseling and medical treatment for any student, faculty, or employee exposed to the HIV/AIDS virus.

Administrative responsibility for this policy shall rest with the Health and Wellness Staff, Vice President for Student Leadership, Vice President for Academic Affairs, and Vice President for Finance. Recommendations by the various health agencies (i.e. Public Health Service, American College Health Association, etc.), derived from the best epidemiological data available, will continue to be the basis for maintaining standards of infectious disease control that protects the College community without unduly restricting the academic and/or occupational pursuits of the infected person(s) or the daily operation of the campus.

All students who have been exposed to the HIV/AIDS virus will be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend class.

If a student who is carrying the HIV/AIDS virus displays behavior (i.e. biting, aggressive behavior, sexual promiscuity, etc.), which would increase the risk of transmission, determination of appropriate action shall be made on a case-by-case basis by the College in consultation with appropriate persons, who may include: Nebraska State Department of Health; the student's physician; the student or, if a minor, the student's parent or guardian; appropriate school personnel; Vice President for Academic Affairs; Associate Dean of Student Leadership; and the Health and Wellness Staff.

Infected employees will be allowed to continue their employment in an unrestricted manner as long as they are physically able and do not display behavior that could increase the risk of transmission of the disease. Infected employees are entitled to applicable benefits and information regarding supportive services. Infected students and/or employees shall inform the appropriate administrator and/or campus health authority of their condition. Information will be handled in a strictly confidential manner. No general or specific information concerning complaints or diagnosis will be made available without the expressed written permission of the patient. Following diagnosis, the individual's medical condition will be monitored on a regular basis.

Doane College will provide educational services for all students and employees. Referral to counseling services and referral for medical treatment will be provided for all persons exposed to the HIV/AIDS virus. The College will provide information about the nature and financial information, and provide information regarding community resources. Referral for initial, free, voluntary testing to determine exposure to the HIV/AIDS virus will be provided for all students, faculty members, and employees. Test results will be strictly confidential between the physician and patient. All persons tested will be required to read and sign an informed consent and waiver form prior to testing. Payment for further testing will be the responsibility of the individual.

This policy is currently under review. Final disposition for the enforcement of this policy rests with the president of the College.
Article VI. Judicial Systems

DISCIPLINARY PROCEEDINGS

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

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

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

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

Section 6.01 DISCIPLINARY ACTIONS

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

It is not double jeopardy for both civil authorities and the College to proceed against and sanction a person for the same specified conduct. The College will initiate its own disciplinary proceedings against a member of the academic community when the alleged conduct is deemed to affect the interest of the College. Policy violations will result in informal disciplinary hearings when determined by the College.
(a) Reports of Misconduct
Any member of the College community alleging behavioral misconduct on the part of a student should file a report with the Student Leadership Office. This should be accomplished on a timely basis, normally within 48 hours of the offense, or the Senior Director of Housing should be consulted. All referrals must include the name of the accused student(s), specific details of the violation, and must be signed by the person making the referral (unless sent via e-mail). Unless the circumstances of the alleged misconduct and the best interests of the involved students and the College dictate otherwise, the College will follow the procedures in Section C of this policy as set forth below.

(b) Investigation/Review of Report
The college will investigate/review reported violations of the student conduct code and determine whether there is sufficient information to charge a student with an alleged conduct code violation. The individual submitting the incident report is the individual bringing the charge against the student allegedly violating the policy. If a decision is made to charge a student with an alleged violation, the College will select one of the following hearing body/procedures deemed most appropriate:
   (i) Assign the case to a member of the residence life or safety staff for disposition.
   (ii) Provide the accused student the opportunity to dispose of the charges informally or agree on sanctions by mutual consent without the initiation of a formal hearing.
   (iii) Initiate a formal hearing and make a decision concerning the case.
   (iv) Refer the case to the Peer Judicial Board.
   (v) In cases of academic dishonesty, please refer to the Academic Integrity Policy.

(c) Procedural Standards in Disciplinary Proceedings
The student(s) accused will be informed of the violation(s) or charge(s), name of the designated hearing officer (unless the notification specifies "no formal action taken at this time"). If the designated hearing officer is the Peer Judicial Board, the student has 24 hours to contact the Student Leadership Office to confirm the hearing.
   (i) The accused student must respond within 24 hours after notification of any campus conduct code violation. Failure to respond to notification will be considered a failure to comply.
   (ii) Student(s) will meet with/contact a single hearing officer or the Peer Judicial Board. In some cases students may be requested to submit a written explanation of the report and their alleged involvement to the hearing officer. Designated hearing officers include the Vice President for Student Leadership, Associate Dean of Student Leadership, Senior Housing Director and Resident Directors. The Associate Dean of Student Leadership or his designee reviews reports pertaining to incident and assigns an appropriate hearing officer. The Peer Judicial Board will also hear cases referred by the Associate Dean of Student Leadership or his designee (see the following section on the Peer Judicial Board).
   (iii) During the investigation, students are required to answer honestly all questions asked. This is not a criminal proceeding. Students may not withhold information during an investigation or withhold names of other individuals involved. Failure to answer all
questions honestly and accurately during a college investigation is a conduct code violation.

(iv) The Associate Dean of Student Leadership/Chief Judicial Officer has final disposition in all disciplinary matters subject only to the appeals process.

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

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

(i) The formal hearing includes the accused student and the hearing officer. The hearing may be video-taped or a witness will be present to assure that fair procedures were followed. The formal hearing may also include witnesses for both the accused and those rendering the charge(s) against the alleged violator. Students or staff involved in the investigation may not serve as either an adviser or witness for the accused student.

(ii) At the formal hearing, the student will be given the opportunity to testify and present evidence and witnesses. The accused student is not required to testify, but any information given during the investigation may be used as evidence. If the student does not testify, the hearing officer will review all charges and evidence and make a determination regarding the alleged violation and sanction(s).

(iii) During any hearing, and at any time in the collection of evidence, it may be possible that additional charges are to be levied against additional individuals. This may, in certain circumstances, refer to the accuser. If such actions are determined to be warranted by the hearing officer, the student involved will be alerted of such accusations. In such an event, a fair hearing will be provided.

(iv) Final sanctions may be postponed to hold a separate additional hearing if necessary.

(v) The accused student will be advised of all statements and evidence against him/her during the hearing, and the name(s) of those who made them, and will be given the opportunity to respond. When students come forward as witnesses or victims, the hearing officer warns the alleged violator against any form of retaliation or harassment and the disciplinary consequences if it occurs.
(vi) The decision and sanction will be based on information introduced into evidence at the hearing.

(vii) The accused student and the individual rendering the charges, have the right to have one adviser of their choice from the College community (faculty, staff, or student body) present at the formal hearing. The adviser is available to support the student involved, but it is only allowed to testify if he/she has relevant information to the case at hand. Legal counsel, parents, and/or advisers who are not a part of the College community are not allowed to attend.

(viii) Following the formal hearing, the procedural witness will verify in writing, submitted to the hearing officer, that the hearing was conducted in a fair and procedurally correct manner.

(ix) The decisions of the hearing officer and the sanctions imposed are final, subject only to the College's appeal process.

Section 6.02 DISCIPLINARY SANCTIONS

(a) In determining sanctions, the College reserves the right to review student's disciplinary and/or academic records. Similar and/or repetitive violations will be taken into consideration and may warrant a more serious sanction. The following sanctions may be imposed individually or collectively:

(i) Warnings: Verbal or written notice to a student that continuation of unacceptable behavior may result in more severe disciplinary action. Record of the warning will be filed in the Student Leadership Office.

(ii) Work Assignments: Task assignment to the student by hearing officer of PJB preferably related to the type of violation.

(iii) Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or monetary payment equal to replacement or repair costs including labor.

(iv) Fines: An individual or organization may be fined for violations of a college regulation. Failure to pay the fee or complete community service by the listed date will result in the fee being doubled and added to the student account. Failure to comply with any Doane College policy may result in a minimum $50 fee.

(v) Restriction: Exclusion from participation in specified activities and/or use of specified facilities for a prescribed period of time and/or loss of financial assistance.

(vi) Disciplinary Probation: The length of probation may range from two months to a student's entire academic program. Terms of probation may restrict/cancel financial assistance and/or restrict student participation in co-curricular activities such as varsity athletic competition, theatrical, musical, forensic activities, and/or holding of elected office positions in student government or student organizations. Violation of the terms of probation, or if a student is found to be in violation of any college regulation during the period of probation, raises the possibility of suspension and expulsion. Record of
disciplinary probation will be kept in the student's confidential file in the Student Leadership Office.

(vii) Disciplinary Suspension: Exclusion from classes and departure of the student from the College for a specified period of time. Students on suspension are not permitted on College property or allowed to participate in any college-sponsored activity. Refunds of College payments and course grades are treated as if the student withdrew from College. A record of suspension is placed in the student's file in the Student Leadership Office.

(viii) Disciplinary Expulsion: Termination of student status. Record of expulsion shall be kept permanently in the Student Leadership Office and recorded on the student's academic transcript.

(ix) Disciplinary Counseling: If follow-up is deemed appropriate, a student may meet regularly with the College staff. Similar sanctions may be imposed on student organizations which engage in illegal activities, on- or off-campus, or violate College regulations.

(x) Other creative sanctions such as assistance with program planning, coordinating topical presentation research on a particular issue, attendance at college-sponsored educational programs and writing statement papers may be used.

(b) Appeals Process

Students are allowed one appeal with a final appeal to the College President if special circumstances warrant a student seeking clemency.

(i) A student has up to 24 hours after the appellate board acts to make a final appeal to the College President.

(ii) Appeals from decisions made by administrative hearing officers and the Peer Judicial Board must be made in writing within 48 hours of the original decision. Students are responsible for organizing, writing, and submitting all appeal paperwork to the Student Leadership Office. Students will be referred to the Senior Director of Housing, Hansen Leadership Director or assigned staff member for assistance in preparing their appeal. The appeal should be typed and include the basis for appeal, in detail, and the student's signature.

(c) Appeals must be based on the following:

   (i) Failure to follow procedural standards in the hearing.

   (ii) The emergence of new evidence that was not presented in the original hearing.

   (iii) Substantial reason to believe the sanction is too severe for the violation.

   1) One of the above criteria must be met in order to have an appeal heard. Merely disagreeing with the assessed sanction is not grounds for appeal. An appeal is not a rehearing of the case, but a review of the process and procedure. Appeals from cases heard by Residence Life Staff go to the Chief Judicial Officer. Appeals from cases heard by the Chief Judicial Officer go to the Vice President for Student Leadership as do appeals from cases heard by the Peer Judicial Board. Appeals from cases heard by the Vice President for Student Leadership go to the
Leadership Committee as do cases from the Chief Judicial Officer involving suspensions.

(d) Leadership Committee as an Appeal Committee:

(i) Composition of the Committee: The voting membership of the Leadership Committee will consist of an equal number of student and faculty/staff members to be determined by lot from the committee members present. In any voting situation, there will be a minimum of three students and three faculty/staff casting votes. The committee chair will not vote except in the event of a tie. The Vice President for Student Leadership, who is a member of the committee, will not vote.

(ii) Officers of the Committee: the chairperson of the Leadership Committee shall preside at appeal hearings conducted by the committee, and the chairperson for each hearing shall appoint a recorder. After the appellate hearing, minutes of the hearing are kept by the Safety and Security. The recorder will be distributed to the chairperson of the Leadership Committee and the Associate Dean of Student Leadership.

(e) Conduct of Committee Members:

(i) Members of the committee will disqualify themselves in a particular case if they are unable to remain impartial or have been involved in the case to be heard. The chairperson may disqualify a committee member if they believe a committee member is unable to render a fair decision.

(ii) Members may not disclose information discussed, opinions, or votes of any member, or the degree of harmony of any appeal proceeding.

(iii) Members are not to discuss a pending case with anyone other than the chairperson.

(iv) Members are responsible for attending committee hearings and making objective judgments based on facts presented at the hearing.

(v) Members are responsible for attending committee hearings and making objective judgments based on case materials presented prior to and at the hearing.

(f) Procedures:

(i) The committee will review the investigation or formal hearing report focused on the sanctions and the facts that support them.

(ii) The committee may elect to have the accused student and/or advocate for the accused student from the College community (faculty, staff, or student body), present during the hearing but will not rehear the case. The advocate may speak on behalf of the student.

(iii) The committee's recommendations include the following:

1) Uphold the decision and/or sanction.

2) Reverse a decision because of failure to follow procedural standards.

3) Mitigate a sanction due to substantial reason to believe the sanction is too severe and present alternative possible sanction(s).

4) Return the case to the original hearing officer for a rehearing due to failure to follow procedural standards or because new evidence is available.

(iv) If the appeal is denied, the original decision shall be upheld and the chairperson will notify the student and the Chief Judicial Officer, verbally and in writing. If the appeal is supported, the chairperson of the leadership committee shall notify the original hearing
officer and the student of the committee’s recommendations verbally and in writing. If
the Leadership Committee reverses the decision or mitigates the sanction assessed by
the Chief Judicial Officer, the Chief Judicial Officer has a final appeal to the President
(v) The President, as chief administrative officer of the College, alone or in consultation
with officers of the College, has the authority to levy disciplinary sanction (such as
summary suspension or expulsion) against one or more student(s) whose behavior is
considered threatening, dangerous, or extreme.

Section 6.03 PEER JUDICIAL BOARD

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

(a) Students will be selected to serve on the board through an application process. Student
Congress must approve each candidate. Another member of the Student Leadership staff will
serve as an adviser to PJB in a non-voting role. To serve on the PJB, students must have a 2.5
cumulative GPA and be in good standing with the College and have no significant incident
reports in their file during service or for one year prior to serving on the board. The PJB hears
cases that are referred by the Chief Judicial Officer.

(b) Conduct of PJB Members

(i) Members of the board will disqualify themselves in a particular case if they are unable
to remain impartial or have been involved in the case to be heard. The PJB captain
and/or PJB adviser may disqualify a committee member if he/she believes a board
member is unable to render a fair decision.

(ii) PJB members must follow a strict policy of confidentiality. Members are not to disclose
information discussed, opinions, or votes of any member, or the degree of agreement
reached in a decision.

(iii) Members are not to discuss a pending case with anyone other than the PJB members or
the PJB adviser. They must remain fair and impartial to all parties involved.

(iv) Members are responsible for attending the hearings and meetings as scheduled by the
PJB adviser. There must be three PJB members present to hear a case and determine
sanctions. If less than three members are present the student/s involved in the case will
be notified and given the opportunity to have the case heard by less than three
members, or request an individual hearing with the PJB adviser. If a conflict arises, the
PJB adviser must be notified ahead of time.

(v) PJB materials are not to be taken to the residence halls. The adviser keeps the docket
notes, sanctions, and other items. These materials are available for review by PJB
members or the PJB adviser in the Student Leadership Office.

(vi) Members are expected to read the Student Handbook, specifically sections regarding
the Student Code of Conduct, Substance Abuse Policy and the Gathering Policy.

(vii) Members are expected to act professionally in the hearings. The goal is to get at the
truth and sanction the action according to college guidelines.
(viii) PJB members' status on the board will be determined at the discretion of the PJB adviser, captain and final authority with the Associate Dean of Student Leadership should they be accused and found guilty of violating a college policy.

(c) PJB Reporting and Hearing Procedures

(i) Violations will be reported to the PJB adviser following review and assignment by the Chief Judicial Affairs officer.

(ii) The PJB adviser will give written notification to the accused student including the time/date of the incident, the alleged violation(s), and the date of the PJB hearing. It will also include a deadline for the accused student to contact the PJB adviser to enter the plea. This allows the student the opportunity to ask questions about the scheduled hearing and the PJB process. Failure to enter a plea will result in an additional sanction ($50 minimum fee) and a hearing being held without testimony from the alleged student(s).

(iii) The accused student(s) have the right to request one postponement of the initial hearing if the request is in writing and not less than 24 hours of the scheduling of the hearing and sufficient reason is given. Sufficient reason includes illness, being away from campus on a school-sponsored trip, or a family emergency. The written request for postponement must be submitted to the PJB adviser. A request for postponement of a PJB case may result in reassignment to another review body. This may include a request from the student to submit a written statement which will be considered in a review of a case. This is typically done when the student requests a postponement after the PJB has stopped meeting for the semester or prior to breaks/holidays. A second request for postponement will result in the Senior Director of Housing reassigning the case another review body.

(iv) Failure to appear before the PJB results in a hearing being held without testimony from the student. An additional sanction ($50 minimum fee) will be added for failure to comply.

(v) Only the accused student(s) will be allowed in the hearing, any student(s) serving as a witness will be called upon at the appropriate time by the PJB chair if required to attend.

(vi) During the hearing, the alleged violation(s) will be clearly stated and all evidence and testimony will be presented. The accused students will have the opportunity to present his/her side and any witnesses.

(vii) Immediately following all testimony, the PJB captain will instruct all present to leave the room except for the PJB members and the adviser. The PJB will review the charges, evidence, and the testimony. They will come to a decision and determine sanction(s). The accused student will return to the room to hear the PJB’s decision.

(viii) On some occasions, it may be necessary for the board to recall the accused or witnesses to ensure facts concerning the case are clear. The accused has the right to be present at all times that testimony is elicited from witnesses.

(ix) Within 48 hours of notification of the PJB's decision, the student has the right to present an appeal in writing. The Vice President for Student Leadership or Associate Dean of
Students Leadership will review appeals. The appeals process is noted in the section for Disciplinary Proceedings.

(d) PJB Sanctions

In the majority of cases the Peer Judicial Board will use the following guidelines for sanctions resulting from responsible verdicts from cases heard. This list is not all inclusive and the College does reserve the right to administer these proceeding and sanctions differently if the situation dictates it would be in the best interests of the institution to do otherwise. The student’s offense level may also include supplementing cases heard by RD’s, the Senior Director of Housing, Academic Integrity Board or other administrators into consideration.

(i) 1st Offense: PJB may select from one or all of the below listed sanctions based on the situation and severity of the incident.

1) Community Service 5-10 hours
2) Letter of Apology
3) Restitution (for issues related to damage of property)
4) Educational programming (May include papers or attendance at campus programming events)
5) Mandatory online Doane CAP Survey (Required for all MIP, Procurement, DUI, alcohol poisonings or other violations of law related to alcohol or drugs) Students required to complete this course will have 7 days from receipt of their sanction letter to turn in their completion certification. A $100 failure to comply fee will be automatically applied to the students account if this is not completed. The student is responsible for costs associated with this course.
6) Fine $25

(ii) 2nd Offense: PJB may select from one or all of the below listed sanctions based on the situation and severity of the incident. Note: All 2nd offense violations of minor in possession, procurement, DUI or inappropriate behavior (involving alcohol) are required to have a drug and alcohol assessment by a licensed D&A counselor.

1) Community Service 10-20 hours
2) Letter of Apology
3) Restitution (for issues related to damage of property)
4) Educational programming
5) Mandatory online Doane CAP Survey (Required for all MIP, Procurement, DUI, alcohol poisonings or other violations of law related to alcohol or drugs) the student is responsible for all associated costs.
6) Fine $50

(iii) 3rd Offense: Students that are found responsible for 3rd offense conduct code violations seen by PJB will be handled in the following manner:

1) Drug and alcohol assessment (if not assigned during a 2nd offense)
2) $100 fine minimum
3) Loss of privilege for attending PJB
4) Recommendation letter from PJB requesting a review by the Chief Judicial Officer for sanctions including but not limited to probation, temporary suspension, and drug and alcohol evaluation.

(iv) Subsequent Offenses: All cases involving subsequent violations will be handled at the discretion of the Chief Judicial Officer.

ARTICLE VII. Crime on the Campus

Section 7.01  STUDENT RIGHT TO KNOW: CAMPUS SECURITY ACT

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

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

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

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

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

Section 7.02  SECURITY AND ACCESS TO CAMPUS FACILITIES POLICIES

(a) Simon Field and Lauritzen Track: Only players and authorized personnel are allowed on the field during athletic events. Public hours are set for 6 am until dark year round (weather permitting).

(b) Access to Campus Academic Facilities: Students and employees have access to academic facilities according to posted hours (see specific building for posted hours.) Facilities are open to the public only during open business hours. In certain buildings (Hixson, Gaylord and Lied),
students must have special permission from academic adviser to have after-hours access. Students found in buildings without approval will be asked to leave.

(c) 24 hour computer lab – Communications Room 20 is the campus 24 hour computer lab. Students are encouraged to make use of this facility after the normal closings of other buildings. This location is monitored by a video camera. Student are encouraged to call the Safety Office at 402.826.8669 (x8669 on campus) if they would like to have an escort across campus in the evening hours.

(d) Academic Room key checkouts are available at the Doane Safety Office only to students with professor’s permission. The Safety Office compiles a list of eligible students at the beginning of each semester from faculty members. Key checkout policy states that a key must be returned immediately after use, on the same day that the key was checked out. Failure to return the key in the designated amount of time will result in the following sanctions: 1st offense-letter of warning; 2nd offense – letter of warning and 3 day suspension of key checkout; 3rd offense suspension of key checkout for the remainder of semester and a meeting to determine eligibility for future checkouts. Charges for lost keys will be applied directly to student accounts. Special use facilities such as Perry Campus Center, Butler Gym, Fuhrer Fieldhouse, and the Haddix Center may have extended hours of use. Facilities other than residence halls are generally opened at 7 am and locked at 4 pm Keyless access will remain active in most academic buildings until 11 pm during the academic year. Perry Campus Center is accessible 24/7 via keyless entry, as well as the Communications building. Extended access is permitted to students by written approval of faculty sent via e-mail to the Safety Office.

(i) Academic Year Building Unlocking and Locking Schedule:

1) Haddix Center: Monday - Thursday: 6 am to 7 pm (Keyless active until 11 pm) Friday: 6 am to 10 pm (Keyless active until 10 p.m) Saturday: 10 am to 4 pm (Keyless accessible) -Sunday: 2 pm to 10 pm (Keyless accessible.)
2) Fuhrer Fieldhouse (6 am -7 pm M-F) Keyless active until 10 pm
3) Padour Walker (7am-5 pm M-F)
4) Gaylord, Whitcomb Lee, Hixson/Chab Weyers, Lied Math and Science (7 am-6 pm M-F) Keyless active until 11pm.
5) Perry Campus Center, Communications Building (7 am-9 pm M-F) Communications building is open on weekends per library schedule. Keyless active 24/7.
6) Butler Gym (6 am – 11 pm daily) Keyless accessible only.

(e) Visitation Hours and Guests: For safety purposes, each residence hall community has set visitation hours during which time residents may entertain guests of the opposite sex in their rooms. This does not include opposite sex individuals as overnight guests, which is prohibited by college policy.

(f) The college reserves the right to remove or sanction any student or guest for safety or policy violations. Visitation hours are also contingent upon building lifestyle designation, the rights of all residents to privacy, reasonable volume level, and prior agreements between roommates.

(g) Residents may, with the permission of their roommate, have guests of the same sex stay in their room up to 24 hours. Guests of the opposite sex should inquire about guest housing or stay
with a friend of the same sex. Guests are not allowed to move from room-to-room or hall-to-hall. All rules and policies of Doane College apply to guests of Doane students while they are on campus. Make them aware of what they can and cannot do, because the student is ultimately responsible for their actions. Doane College does not accept responsibility for the students' guests. If a guest is asked to leave campus, the student is responsible for transportation or lodging off campus for the guest. Students who repeatedly violate the campus guest policy will be removed from campus housing and will not be refunded. All students should register their guest in the RA Office by filling out a guest registration card.

(h) If an individual is in the hall that may not be the guest of a student, report it to a Residence Life member and the Doane Safety Office.

(i) Security considerations used in maintenance of campus facilities.

(j) Signal 88 Security, a private security firm, is on duty as assigned by the Safety Office to assist in supporting 24/7 academic year requirements.

(k) Campus security measures on a nightly basis at a minimum include:
   (i) Locking the facilities at scheduled times.
   (ii) Checking facilities for fire and vandalism.
   (iii) Monitoring and reporting criminal activity on campus to the police in emergency situations according to the policy listed in previous paragraphs.
   (iv) Maintaining a log of activity in each facility while on their shifts.
   (v) Asking students, visitors, and employees to comply with the facility's hours of operation and reporting difficulties with compliance to the police.
   (vi) Summoning the Crete police to help with emergency situations.

(l) Authority of Signal 88 Security: Signal 88 Security is in immediate contact with the Crete Police Department to report any suspicious or criminal activity. Signal 88 Security also has the authority to request student and employee cooperation for vacating buildings and complying with written campus regulations. When confronted with the non-compliance and/or emergencies, they are instructed to alert the Crete police and College administration.

(m) Dissemination of Reports on Crimes: The Doane Safety Office will distribute timely warnings to the campus community after one of the following crimes has been committed:
   (i) Murder: the willful (non-negligent) killing of one human being by another.
   (ii) Rape: carnal knowledge of a person forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; of an attempt to commit rape or force or threat of force.
   (iii) Robbery: taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force, or threat of force of violence, and/or by putting the victim in fear of immediate harm.
   (iv) Assault: an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
(v) Burglary (breaking and entering): unlawful entry into a building or other structure with
the intent to commit theft. Note that forced entry is not a required element of the
offense, so long as the entry is unlawful unlocked door or window. Included are
unsuccessful attempts where force is employed, or where a perpetrator is frightened off
while entering an unlocked door or climbing through an open window.

(vi) Motor Vehicle Theft: theft or attempted theft of a motor vehicle.

(n) Local police will be contacted about the likelihood of the incident posing a threat to others when
choosing an immediate and/or personal notification, or a more general warning using bulletin
boards, campus news media, flyers, or other announcements or forums.

(o) Programs designed to inform students and employees about crime procedures and policies:
   (i) Fall orientation, spring and summer enrollment sessions for new students.
   (ii) RA meetings and all hall meetings for students.
   (iii) Printed posters and publications.
   (iv) Faculty and staff meetings.
   (v) Handbook distribution to students.
   (vi) Employee handbook.

(p) The college will annually prepare and inform current students and employees in a brochure that
complies with PL 101-542 of the Student Right-to-Know and Campus Security Act. This
information may also be found online at:
http://www.doane.edu/crete_campus/student_leadership/campuscrime.asp

This publication will list the occurrences of:
   (i) Murder
   (ii) Rape
   (iii) Robbery
   (iv) Aggravated Assault
   (v) Burglary (Breaking and Entering)
   (vi) Motor Vehicle Theft
   (vii) And arrests for:
       1) Liquor Law Violations: violations of laws or ordinances prohibiting the
          manufacture, sale, purchase, transportation, possession, or use of alcoholic
          beverages.
       2) Drug Abuse Violations: violations of laws or ordinances prohibiting the
          production, distribution, and/or use of certain controlled substances and the
          equipment or devices utilized in their preparation or use.

(q) Weapons Violations: violations of laws or ordinances prohibiting the manufacture, sale,
purchase, transportation, possession, concealment, or use of firearms, cutting instruments,
explosives and incendiary devices, or other deadly weapons. A crime is reportable when the
President, Vice President for Finance, or the Vice President for Student Leadership investigating
an incident determines that a crime has occurred or a local police agency notifies Doane that it
has documented a report of criminal offense which has occurred "on-campus" as defined by this
act. The College will also send the statistics to the Secretary of Education and prospective
students.
Article VIII. Academic Freedom and Student Publications

Section 8.01 Student Expression

Students, individually and collectively, are free to examine, discuss and express opinions and views using appropriate channels for expression and respecting the maintenance of order. They are free to support causes by orderly means that do not disrupt the operation of the College or substantially interfere with the learning environment. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, individuals speak only for themselves.

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

Section 8.02 SOCIAL NETWORK

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

1. Please be cautious as to what extent private or identifying information is posted. Note that nearly anyone can access another person’s page. Doane encourages students to avoid posting information like date of birth, social security number, address, or phone numbers on these sites as it could leave students open to identity theft or stalking. Both sites provide privacy settings for information contained on its pages; use these settings to protect these types of private information.

2. Please be aware that potential current and future employers can often access information that is posted, and many are increasingly using these sites for this purpose. Students are encouraged to review any information posted as potentially providing an image of themselves to a prospective employer.

3. Placing images or information online for short periods of time does not mean that it goes away completely when taken off line. Search sites cache pages on a regular basis so the information removed a month ago may still be cached on their old system and may still show up in a search. Sites such as Wayback Machine also exist that archive old web pages. From here, people/employers can search for copies of pages that no longer exist on live sites.

4. Although Facebook similar sites are hosted outside the Doane College server, violations of College policy posted on them (e.g., harassing language, possible College alcohol or drug policy violations, etc.) are subject to investigation and sanction via the Doane College computer use policy, Student Code of Conduct, and other relevant College policies.

5. It is recognized that students are using these venues in positive ways to connect with and interact with other students. At the same time, users should be cautious when posting information.

Section 8.03 STUDENT INVOLVEMENT IN COLLEGE GOVERNMENT
1. Students have a role in the formulation of College policies as members of standing College committees: assessment, instructional technology, interterm, library, public events, leadership, and teacher education. The members of Student Congress have been designated as a governing body. There are no reviews of Student Congress actions except where review procedures are provided in advance to the Vice President for Student Leadership.

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

Section 8.04 STUDENT PUBLICATIONS

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

1. Editorial freedom involves the corresponding obligation to be governed by the canons of responsible journalism and applicable regulations of the FCC for radio and television, such as: the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo.

2. The student press shall provide fair opportunities for expression of differing opinions and should state on the editorial page that the opinions expressed are not necessarily those of the College or student body.

Article IX. STUDENT RECORDS

Section 9.01 PRIVACY OF STUDENT EDUCATION RECORDS

1. GLB Act of 16 CFR part 314 Safeguarding Information. As a result of regulations promulgated in May 2000, colleges and universities are deemed to be in compliance with the privacy provisions of the GLB Act if they are in compliance with the Family Educational Rights and Privacy Act (FERPA). Doane College is in compliance with FERPA. Guidelines for FERPA are published in Doane's Student, Faculty, and Staff Handbooks. Doane is also subject to the provisions of the Act related to the administrative, technical, and physical safeguarding of customer information. The College is required to implement and maintain a written information security program that contains administrative, technical and physical safeguards appropriate to size and complexity. The following is the administrative response to Safeguarding Customer Information. Members of the President's Cabinet are designated individuals responsible for coordinating the information security program. All reasonable steps have been taken to identify the foreseeable internal and external risks to the
security, confidentiality, and integrity of customer information that could result in unauthorized
disclosure, misuse and alteration, destruction, or other compromise of such information.

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

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

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Acts of 1974 (commonly referred to as "FERPA" or the
"Buckley Amendment") is designed to protect the confidentiality of students' educational
records and to give students access to their records to assure accuracy. FERPA outlines four
rights with respect to students Education Records. They are:

(i) ACCESS TO EDUCATION RECORDS: students have the right to inspect and review their
Education Records within 45 days of the day the College receives a written request for
access, anytime after their matriculation.
   i. REQUEST FOR AMENDMENT OF EDUCATION RECORDS: students have the right
to request amendment of Education Records if they believe the records are
inaccurate, misleading or in violation of their privacy rights. DISCLOSURE OF
EDUCATION RECORDS: this right protects confidentiality of student records and
requires the student's signature to release academic records, such as
transcripts. Some exceptions exist such as school officials who've been
determined to have a legitimate educational interest, or information
determined to be directory information. Examples of directory information
include: name, addresses, e-mail, telephone numbers, major and/or minor fields
of study, degree sought, expected date of completion of degree requirements
and graduation, degrees conferred, awards and honors (e.g. Dean's list), full or
part time enrollment status, dates of attendance, or photograph.

(ii) COMPLIANCE: students have the right to submit complaints concerning the College’s
compliance with the requirement of FERPA to:

Family Policy Compliance Office
U.S. Department of Education
For more information on FERPA, and to see the entire FERPA Policy, please visit the Registrar’s Web page on the Doane Web site. Questions and concerns can be sent to the Registrar at registraroffice@doane.edu or 402.826.8251.

(b) Summary of Federal Law

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

(i) Students have the right to inspect and review the student’s education records maintained by the school. Schools do not have to provide copies of the records but must make the records accessible.

(ii) Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After a formal hearing, if the school still decides not to amend a student’s record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

(c) Generally, schools must have written permission from a student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

(i) School officials with legitimate education interests.

(ii) Other schools to which a student is transferring.

(iii) Specified officials for audit or evaluation purposes.

(iv) Appropriate parties in connection with financial aid to a student.

(v) Organizations conducting certain studies on behalf of the school.

(vi) Accrediting organizations.

(vii) Directory information.

(viii) To comply with a judicial order or lawfully issue subpoena.

(ix) Appropriate officials in cases of health and safety emergencies.

(x) State and local authorities, within the juvenile justice system, pursuant to specific Nebraska law.

Students have the right to write to the Family Policy Compliance Office of the United States Department of Education to file a complaint related to the privacy of education records and FERPA. If a student discovers an error in the records, it should be pointed out to the official in charge of the record. The Vice President for Academic Affairs is the hearing officer to resolve disagreements. A hearing will be conducted and decided within 14 days following a written request by the student.
Doane College personnel have access to student records. Federal law and College policy make it possible for a limited number of individuals and groups to have access to records, but they must leave their names and the interest they have in the record. Doane College may disclose appropriately designated "directory information" without written consent, unless the student advises Doane College to the contrary in accordance with Doane College's procedures.

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

1. A playbill, showing a role in a drama production.
2. The annual yearbook.
3. Honor roll or other recognition lists.
4. Graduation programs.
5. Sports activity sheets, such as for football, showing weight and height of team members.

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

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

Reviewed by attorneys and revised August of 2009