



NCC NEBRASKA
CHRISTIAN COLLEGE

CAMPUS HOUSING GUIDE

2018-2019

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**The content of this Housing Guide is subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the institution.*

2018-2019 UNIVERSITY CALENDAR

Fall Semester 2018

Faculty/ Staff Orientation	August 9
Resident Assistant Training and Orientation	August 9-16
Soccer Pre-Season Training and Orientation	August 9-16
Welcome Week	August 17-24
New Student Orientation	August 17-19
Returning Student Move In	August 18
First Day of Traditional Classes	August 20
Opening Convocation Chapel	August 21
Credit Enrollment Ends	August 31
Labor Day Holiday (<i>University offices closed</i>)	September 3
House Life R.U.S.H. Week	September 10-14
Community Service Day (no morning classes)	September 12
Dunning Lectures	September 20-21
Good Standing Class Withdrawal Period Ends	September 21
Midterm Examinations	October 4-5
Fall Intensive Class Week	October 8-12
Thanksgiving Holiday Break	November 17-25
Dorms closed	November 17
University offices closed	November 21-23
Dorms open	November 25
Spring/January/May Term Registration	November 26-December 7
Colors of Christmas Event	December 7-8
Final Examinations	December 17-19
Semester Ends	December 19
Dorms Close	December 20
Grades Due	December 21
Christmas Holiday (<i>University offices closed</i>)	December 22-January 1

Winter Break 2018

Basketball Dorms Open

Men's Basketball	December 27
Women's Basketball	December 28

Spring Semester 2019

Offices Open.....	January 2
Faculty/Staff Orientation	January 3
Dorms Open for Students.....	January 6
First Day of Traditional Classes	January 7
Credit Enrollment Ends	January 18
Martin Luther King Day (<i>University offices closed</i>) (<i>evening classes held</i>)	January 21
Student Leadership Summit.....	February 1-2
Good Standing Class Withdrawal Period Ends	February 8
Incomplete Work due for Fall Semester	February 8
President's Day (<i>University offices closed</i>) (<i>evening classes held</i>).....	February 18
Spring Semester Intensive Week	February 25-March 1
Midterm Examinations.....	March 14-15
Spring Break (<i>University offices closed</i>).....	March 16-24
One Body Week.....	April 1-5
Last Day to Withdraw w/out Academic Penalty.....	April 5
Campus Life Day.....	April 10
Good Friday (<i>University offices closed</i>)	April 19
Registration for Fall Semester 2018.....	April 22-May 3
Spring Formal.....	April 26
Final Examinations.....	May 7-10
Spring Semester Ends	May 10
Commencement Banquet.....	May 10
Commencement/ Graduation.....	May 11
End of Year Dorms Close	May 11
Grades Due.....	May 17
All-Staff Year End Review.....	May 23

Summer Term 2019

Memorial Day Holiday (<i>University offices closed</i>).....	May 27
Independence Day (<i>University offices closed</i>).....	July 4

BOARDING CALENDAR-DORM OPEN AND CLOSURES

Fall Semester 2018

EVENT	UNIVERSITY OFFICES CLOSING DATE	DORM CLOSING DATE/ TIME	DORM OPEN DATE/ TIME
AUGUST			
Resident Assistant Training	x	x	Thursday, August 9 th @ 2pm
Pre-Season Soccer	x	x	Friday, August 10 th @ 2pm
New Student Orientation	x	x	Friday, August 17 th @ 1pm
Returning Student Move In	x	x	Saturday, August 18 th @ 1pm
SEPTEMBER			
Labor Day	Monday, September 3 rd	x	x
OCTOBER			
Fall Intensive Week (8 th -12 th)	x	x	x
NOVEMBER			
Thanksgiving Break	x	Saturday, November 17 th @ 8am M/WBB On Campus	Sunday, November 25 th @ 2pm M/WBB On Campus
DECEMBER			
Christmas Break	x	Friday, December 21 st @ 8am	Sunday, January 6 th @ 2pm
MBB Returns to Campus	x	x	Thursday, December 27 th @ 1pm
WBB Returns to Campus	x	x	Friday, December 28 th @ 1pm

Spring Semester 2019

EVENT	UNIVERSITY OFFICES CLOSING DATE	DORM CLOSING DATE/ TIME	DORM OPEN DATE/ TIME
JANUARY			
New Student Orientation/ Spring 2019 Students Return	x	x	Sunday, January 6 th @ 2pm
Martin Luther King Day	Monday, January 21 st	x	x
FEBRUARY			
President's Day	Monday, February 18 th	x	x
Spring Intensive Week	Monday, February 25 th - Friday, March 1 st	x	x
MARCH			
Spring Break	x	Saturday, March 16 th @ 8am	Sunday, March 24 th @ 2pm
APRIL			
Good Friday	Friday, April 19 th	x	x
MAY			
End of Year- Move Out	x	Saturday, May 11 th @ 4pm	x

WELCOME TO NCC CAMPUS HOUSING!

There are a few things for you to know as you become a member of the NCC campus housing community. Please use this guide as basic information for living on campus.

INTRODUCTION STUDENT HOUSING

Student Housing- Dormitory

Setting Up your Dorm Room

Our campus features suite style housing. Each suite has two bedrooms (11x11), one living room (11x16), two study areas, and two bathrooms. Each suite is approximately 800 square feet and each study room has a built in desk and bookshelves with three upholstered desk chairs. Each bathroom has a stand-up shower and toilet with a sink, mirror and cabinet on the wall outside the bathroom. Storage rooms will not be available. Please bring only what you can fit into your room. Students will NOT be allowed to bring additional furniture or microwaves. Students will also NOT be allowed to nail items onto the walls. Any hanging items must be secured with 3M or Command Picture Hanging Strips (these brands do not damage the walls). The following list is what you need to bring and what you should NOT bring to campus. Some are necessities; others are optional.

What to Bring/What Not to Bring- Dorm Style Housing

WHAT TO BRING

- Bedding for a twin bed
- Mattress Topper
- Toiletries
- Towels and washcloths
- Clothing for both warm and cold weather
- Alarm clock
- School materials
- Hangers
- Surge protector
- 3M strips for pictures/posters
- Appropriate Pictures, posters, and other decoration items
- Laundry basket, detergent, cleaning supplies.
- Iron
- Desktop or laptop computer
- Study lamp
- Candle Warmer/ Wax Warmer
- Bicycle and secure lock
- Desk supplies
- Small refrigerator (approx. 3-4 cu. ft)
- T.V., DVD player
- Wastebasket
- Cell phone
- Area rug
- Sport/ Small recreational equipment
- Coffee Pot
- Laptop

Once you receive your Housing Assignment, check with your roommates on bringing shared items (refrigerator, TV, etc).

WHAT NOT TO BRING

- Animals
- Extension cords (Fire Marshall rule)
- Nails or screws to hang items on walls
- Candles, lanterns, incense burners, smoking devices, or other fire hazardous items.
- Fireworks
- Microwave
- Food Preparation Appliances: kitchenettes are supplied with appliances needed for food preparation. (Coffee pots and Small Dorm-Sized Refrigerator are permitted in dorm rooms).
- Furniture
- Halogen lamps
- Firearms, knives, or other weapons including but not limited to: Paintball, airsoft, potato guns, pellet guns, nerf guns, and water balloon launchers (there will be a fine if these are found in the residence hall).
- Prohibited/ Illegal substances or paraphernalia

Please reference the Student Handbook found on the NCC Website under Student Life for further clarifying information to any of the above-mentioned items.

Student Housing- Apartments

On campus apartments are furnished two bedrooms and one bathroom units. They have a living/common area and kitchen. The kitchen comes equipped with major appliances (does not include: dishes, cookware, silverware, storage containers, etc.). A small concrete patio is located on the back side of the apartment. On site laundry is shared between apartment residents. NCC supplies major furniture pieces for the apartment. The following list is what you need to bring and what you should NOT bring to campus. Some are necessities; others are optional.

What to Bring/What Not to Bring- Apartment Style Housing

WHAT TO BRING

- Bedding for a twin bed
- Mattress Topper
- Toiletries
- Towels and washcloths
- Clothing for both warm and cold weather
- Alarm clock
- School materials
- Hangers
- Surge protector
- 3m strips for pictures/posters
- Appropriate Pictures, posters, and other decoration items
- Laundry basket, detergent, cleaning supplies.
- Iron
- Shower Curtain
- Desktop or laptop computer
- Study lamp
- Candle Warmer/ Wax Warmer
- Bicycle and secure lock (optional)
- Lawn Chair (optional)
- Desk supplies
- Small Desk (if needed)
- T.V., DVD player
- Wastebasket
- Cell phone
- Small Appliances (such as blender, toaster, coffee pot).
- Kitchen supplies (dishes, silverware, cookware, storage containers, etc).
- Sport/ Small recreational equipment
- Laptop

WHAT NOT TO BRING

- Animals
- Nails or screws to hang items on walls
- Candles, lanterns, incense burners, smoking devices, or other fire hazardous items.
- Fireworks
- Microwave
- Furniture (small desks permitted in apartments)
- Halogen lamps
- Grills
- Fire Pits
- Firearms, knives, or other weapons including but not limited to: Paintball, airsoft, potato guns, pellet guns, nerf guns, and water balloon launchers (there will be a fine if these are found in the residence hall).
- Prohibited/ Illegal substances or paraphernalia

Please reference the Student Handbook found on the NCC Website under Student Life for further clarifying information to any of the above-mentioned items.

Once you receive your Housing Assignment, check with your roommates on bringing shared items (i.e dishes, shower curtain, etc.).

Residence Life Coordinators (RLC)

Residence Life Coordinators are live in administrators that oversee campus housing and dormitory life. They work under the supervision of the Dean of Students to foster a Christ-Centered Community on campus. Their daily tasks involve building relationships with students, handling questions and concerns related to housing, handling housing conflicts (i.e. supervising Resident Assistants, monitoring dorm safety, breeches in student conduct code, reporting major incidents) and acting as a first responder in emergency situations.

Resident Assistants (RA)

Resident Assistants are live in peer administrators in charge of managing dormitory life. They work under the supervision of the Residence Life Coordinators and ultimately the Dean of Students. They work in conjunction with the RLC's to build community within campus housing. Resident Assistant's weekly duties include: conducting room checks, managing student activities and behaviors in the dormitory, monitoring over-night guest requests, programming keycards, managing dorm safety, helping with student questions and helping in emergency situations.

Contacting a Resident Assistant

There is a Resident Assistant on duty every day. Resident Assistants are here to help. They can help with minor issues like broken key cards, first aid or letting in students who are locked out of the dorm. Contact an RA if you have any questions about dorm life, need to report a part of campus needing maintenance or if there is a threat (potential or occurring) to campus or an emergency. Contact information is recorded by the RA desk for any student who may have an issue. An RA will contact an RLC or Dean of Students if needed.

Dorm Meetings

Dorm Meetings are held 2-3 times a semester and exist to give out important information to students regarding campus events, clarify policies and processes, and answer student questions. Some dorm meetings are mandatory which means every resident is required to be in attendance. The dates of mandatory meetings are given to students at the beginning of the semester. Students who do not attend mandatory meetings are fined.

Paying Fines

When you owe money to the college through charges like room check fines, extra meals that were eaten, failing to check out of the dorm, etc.; please pay the receptionist during business hours. You will receive an invoice from campus personnel. Fines are added to your student account until they are paid and can prevent a student from receiving transcripts, diploma or registering for classes. Invoices for the school year include:

Extra Meals	\$6.00/meal	Room Check Fines	Amount Varies (check invoice from RA/RLC)
Parking Fines	\$10.00/Fine	Room Damages	Amount Varies (check invoice from Operations)
Vehicle Towing	Paid to Tow Company	Missing Mandatory Meetings	\$25.00/occurrence
Improper Move In/ Move Out Fine	\$50.00/occurrence (may also become a fine per day)	Improper Check Out Fine	\$50.00/occurrence (may also become a fine per day)

Overnight Guests

Guests of the same sex are allowed to stay overnight with the approval of all room occupants and the RA, RLC or Dean of Students. Guests must be registered with the on-duty RA by 10:00pm. No individual is allowed to be a guest on campus for more than three nights per semester without special approval by the RLC/Dean of Students. A resident that is found to be hosting guests outside these guidelines will be subject to disciplinary action. Residents are responsible for the behavior of their guests. Guests should be hosted at all times and not left alone in the residence hall without supervision. Keys and ID cards are not to be loaned to a guest at any time. Any resident hosting an individual that is restricted or prohibited from the Residence Halls is subject to disciplinary action.

Meal Plan

NCC commits to provide a healthy environment, therefore the NCC housing contract includes a required meal plan for the cafeteria. The NCC cafeteria is open during the traditional Fall and Spring semesters; except for any college closures or scheduled breaks, including but not limited to: Thanksgiving, Christmas and Spring break. The cafeteria hours are available in the Student Handbook and available at the cafeteria entrance. Requests to reduce or eliminate the meal plan requirement for an extenuating circumstance must be made with the Dean of Students. Modification requests submitted after the fourth week of the semester, are not guaranteed for approval during the current semester and will be reviewed on a case by case basis.

Student Affairs Department Location and Contact Information

The Student Affairs Office is located in Office #162 in the administrative offices. Office hours are Monday through Friday, 8:00 AM to 5:00 PM, except holidays. The offices can be reached by phone at 402-935-9400. After hours, please contact the Residential Life Coordinators at 402-935-9600 or the Resident Assistant on duty. The Resident Assistant contact information can be found at the RA Desk located in the A1 Lobby.

STUDENT HOUSING RESPONSIBILITIES

Housing Guide, Housing Contract, and Student Handbook

All NCC residents are responsible for reading and understanding the NCC Housing Guide, Housing Contract, and Student Handbook. The terms for the Housing Contract are for the entire academic school year or the remaining portion. Housing information can be obtained from the Dean of Student's office or Student Accounts.

Room Checks

Students living on campus with a room and board plan, will have weekly room checks. Weekly room checks ensure that students are living in an environment that is healthy. Students are required to clean and sanitize their rooms; including, bedrooms, living areas, bathrooms and study areas. Staff conduct a wellness check for cleanliness and any room damages once a week. A cleaning expectation/checklist is posted on the back of every room dorm. Spaces that are left uncleaned or damaged will result in fines and damage charges. Students may obtain cleaning checklists from the RA, RLC or the Dean of Students.

Campus Housing Closures

Campus Housing, for room and board plan students, closes throughout the year for major breaks. Students are required to find other living situations over these closures. A list of closures is available at the start of the school year (reference Boarding Calendar). Each student is required to Check Out with an RA before leaving campus. Students who do not Check Out properly are issued a fine. Students may not Check Out later than the closure time or return earlier without an extenuating circumstance and permission from the Dean of Students.

Move In and Move Out Dates

Moving In and Moving Out refers to starting and ending a Housing Contract. Housing Contracts are available from the Dean of Student's and Financial Aid/Student Accounts Office and last for a full academic year unless a student opts to move at semester. Moving In and Moving Out instructions are sent out to students at designated times of the year to help with the process. A complete list of Move In/Move Out dates is available in the Dean of Students office (reference Boarding Calendar found in the Student Handbook and Housing Guide). Students may not move in earlier or stay later without an extenuating circumstance and permission from the Dean of Students.

Moving Out- End of Semester (also includes University Withdrawal)

When moving out of the room, a student will need to schedule a Move Out Appointment with a Residence Life team member. A staff member will check the room at the scheduled time for damages and cleanliness. Operations will conduct a thorough damages check after the student has vacated the space. Mail and any hard keys should be turned in to the Dean of Students/Designee. Failure to schedule a Move Out Appointment, missing or postponing a scheduled check out time, room damages, rooms left messy and failure to turn in keys will result in fines and other charges.

Please Note: Residents who attended and had campus housing the Fall semester but are not registered for classes in the Spring

semester must vacate their living space by the end of the Fall semester. Residents are not required to vacate their room during Winter Break if they are continuing housing in the Spring semester.

Summer Housing in Campus Apartments

Summer housing is available on a limited basis from the Operations Department. A new contract will need to be filled out prior to the start of the summer session. All student conduct policies, rules and regulations are the same during the summer session.

Cancellation

The Housing Contract, when signed, is binding and in effect for the entire indicated academic year, unless terminated or cancelled under the terms of the housing contract. To request a release from the contract, the resident must completely fill out the Housing Exemption Form and turn in any additionally requested documents to the Dean of Students. Completion of the Housing Exemption Form does not constitute approval.

Upon approval of the Housing Exemption Form, the resident's financial account shall be credited in accordance with the refund schedule listed.

- 100% petitions for cancellation submitted before the beginning of the semester
- 90% petitions for cancellation submitted during week 1 of the semester
- 60% petitions for cancellation submitted during week 2 or 3 of the semester
- 30% petitions for cancellation submitted during week 4 or 5 of the semester
- 0% petitions for cancellation submitted after week 5 of the semester

If a resident moves out of the residence hall without properly cancelling her/his housing contract, s/he is still obligated to the contract, in that NCC does not terminate the resident's right to a room.

Liability

The resident agrees to hold NCC harmless from any and all liability arising out of or resulting from use of the facilities, including the resident's use of the building facilities or parking facilities.

NCC assumes no liability for loss of personal property resulting from theft, loss, or damage due to fire or natural disaster, etc. Residents are strongly encouraged to have personal property insurance through a renter's or homeowner's insurance policy, as NCC does not provide insurance for personal property belonging to the resident.

Room Privacy

If there is reason to believe that a violation of the law or that a violation of an NCC policy has occurred or is taking place, NCC reserves the right to enter any room immediately. NCC will request law enforcement resources when deemed appropriate.

If there is probable cause to believe that there is an imminent danger to life, safety, health, or property, NCC reserves the right to enter immediately.

The Residence Life team does routine safety and wellness checks of the room to inspect resident safety and living conditions. Operations and Information Systems may need access to a room for repairs. Residents will be notified prior to entry. If a NCC staff member or student comes across a violation of NCC policies, appropriate action will occur.

RESIDENCE LIFE AMENITIES

Though the amenities listed below are available to residents, these amenities should be considered a community privilege. Thus, access and use may be restricted at any time for the safety of the community, misuse by individuals, scheduled maintenance, etc.

Laundry Rooms

Laundry rooms are located on each residence floor. Laundry machines are leased and not owned by NCC. NCC is not liable for any damage or loss to clothing or other items while using the machines.

Wireless Internet

The Residence Hall and Campus Apartments are equipped with wireless internet available to all residents. Residents will be given access once they move into the room. Please refer to the internet usage policies.

Kitchenettes

Kitchenettes are located on the 2nd floor of each residence hall. Residents should be mindful of the area when in use. Residents are responsible for keeping the kitchenettes clean.

Cable Television

The lobbies of residence halls are equipped with cable television. Any television program that is deemed against NCC policy will be shut off. Rooms are not equipped with satellite and cable television, and residents are prohibited from setting up their own satellite or cable subscriptions. Students may bring their own televisions and indoor antennas. Internet streaming devices are permitted.

Lobbies

NCC lounges and lobbies are intended for use of all students. The A2 and B2 Lobbies close during quiet hours (11:00pm-8:00am) and are expected to remain empty throughout the night. The A1 Lobby and Cafeteria Lobby (not extending past the mailboxes) are open 24 hours.

To promote an environment conducive to learning, residents are expected to keep noise to a reasonable level at all times. "Quiet Hours" are from 11pm to 8am. Students are expected to use the 24-hour A1 Lobby and Cafeteria Lobby during quiet hours. Access to lobbies may change as necessary by the Dean of Students or their designee.

Recreational Spaces

Recreational Spaces including: lobbies, cafeteria, classrooms, MEC Café, MEC Auditorium, sand volleyball court, frisbee golf course, and green spaces on campus exist to promote healthy community to members of campus. Any student, resident, or guests is responsible for adhering to the Student Code of Conduct and Residence Code of Conduct listed in the Student Handbook.

RESIDENCE LIFE CODE OF CONDUCT

All residents, whether NCC students or HIU Online Students associated with the Nebraska Christian College campus are responsible for adherence to the community standards, codes of conduct, and rules and regulations discussed, explicitly or implicitly, in the Student Handbook and NCC Housing Guide. Housing privileges may be revoked for dorm only residents who demonstrate an inability to comply with the NCC Student Handbook.

The following policies are written for the residents of NCC's residence halls and any of their guests. All items listed in the Student Code of Conduct apply to NCC residents.

Administrative

The following are prohibited:

- 5.1 Unauthorized Early Check In:** Moving into the residence hall prior to your designated move in time per the move in time assigned to you.
- 5.2 Unauthorized Late Check Out:** Failure to check out of the residence hall without following check out procedures.
- 5.3 Insufficient Academic Requirements:** Students living in the residence halls must be enrolled in a minimum of four (4) academics units toward matriculation at NCC or another full accredited, non-profit institution of higher learning (e.g. HIU Online Degrees).
- 5.4 Unauthorized Room Changes:** Changing rooms or roommates without the consent of a RLC or the Dean of Students.

Property, Facilities, and Grounds

The following are prohibited:

- 6.1 Room Alterations:** Substantial or significant changes to the room, including rewiring, tinting windows, painting, wallpapering, drilling or nailing into the wall, etc.
- 6.2 Unkempt Rooms:** Residents are responsible for cleaning their own rooms and bathrooms. Weekly room inspections occur throughout the semester to ensure maintenance and safety. Rooms that are deemed excessively dirty will be required to clean up the mess or accrue Student Life sanctions and/or fines.
- 6.3 Misuse of Common Areas:** Lobbies, kitchenettes, hallways, recreational spaces are the mutual responsibility of the community. Abuse of these areas could result in loss of privileges, sanctions, and fines.
- 6.4 Damaging the Rooms:** Any damages the resident or his/her guest may cause beyond reasonable wear and tear will be charged to the resident.
- 6.5 Cooking:** Cooking of any kind is not permitted in Residence Hall rooms. All food preparation requiring appliances must be used in the kitchenettes. Prohibited appliances include (not an exhaustive list): Heated Coil Space Heaters, microwave and toaster type ovens, hot plates, electric woks, "non-auto shut off" coffee pots; popcorn poppers, cooking grills (e.g., George Foreman model), etc. **Small refrigerators (about 4 cubic feet) are permitted with a maximum of two per room.*
- 6.6 Pets:** Residents are not allowed to keep pets on campus. This includes feeding or temporarily watching animals on campus. Exceptions for service animals to stay in the residence halls must be approved by the Dean of Students.
- 6.7 Improper Use of Facilities:** Facilities must be clean and clear of trash. Do not hang clothes, towels, or other items off railings to dry. Hammocks may only be hung in designated areas (approved by the Dean of Students and Associate Vice President of Operations). Items may not be stored in hallways or space outside of the student's room. Nothing may be thrown from the buildings. Climbing out of windows to sit on rooftops is prohibited.
- 6.8 Improper Use of Furniture:** No University furnishings shall be moved out of a room at any time without the approval of the Residence Life Coordinator. If furniture or arrangement of furniture in the room is deemed unsafe by the RLC, the resident will be required to move or remove the unsafe furniture. Also, no NCC common/ lobby area furniture may be moved into a room without the approval of the Director of Operations/ Associate Vice President of Business and Operations.

Safety and Security

The following are prohibited:

- 7.1 Unauthorized Use of Keys or Locks:** Possession of a key not assigned to you. Knowingly transferring or aiding in the transfer keys. Obstructing a lock to allow access without a key. Failure to report lost or stolen key.
**Please report all lost or stolen keys to the Residence Life team so that we can change your keys as soon as possible. The resident will be charged before receiving a replacement key.*
- 7.2 Unauthorized Use of ID Card:** Possession of an ID card not assigned to you. Knowingly transferring or aiding in the transfer of ID cards. Failure to report a lost or broken ID card.
**Please report a lost or stolen ID card to the Residence Life team or the Dean of Students so that we can deactivate your ID card as soon as possible. The resident will be charged before receiving a replacement ID card.*
- 7.3 Unauthorized Entry:** Not locking your door whenever the room is left unoccupied. Propping the entry door of the residence hall open to allow others to enter without scanning an ID card.
- 7.4 Childcare/Babysitting:** Students may not provide childcare, babysit, or host a youth group activity in the residence hall.

This policy is meant for the safety of minors, the protection of our learning community, and the minimization of liability.

7.5 Not Registering a Guest: Guests of the same sex are allowed to stay overnight with the approval of all room occupants (persons of a romantic interest, girlfriends, boyfriends are not allowed to stay in the same room). Guests must be registered with the on-duty RA by 10:00pm. No individual is allowed to be a guest on campus for more than three nights per semester without special approval by the RLC/ Dean of Students. A resident that is found to be hosting guests outside these guidelines will be subject to disciplinary action. Residents are responsible for the behavior of their guests. Guests should be hosted at all times and not left alone in the residence hall without supervision. Keys and ID cards are not to be loaned to a guest at any time. Any resident hosting an individual that is restricted or prohibited from the Residence Halls is subject to disciplinary action.

Social, Moral, Biblical

The following are prohibited:

- 8.1 Excessive Noise:** In order to promote an environment conducive to learning, residents are expected to keep noise to a reasonable level at all times. "Quiet Hours" are from 11pm to 8am. Students are expected to use the 24-hour A1 Lobby and Cafeteria Lobby during quiet hours. Other lobbies are to remain closed (A2 and B2). Access to lobbies may change as necessary by the Dean of Students or their designee.
- 8.2 Musical Instruments:** Instruments should not be played in the Residence Halls when they can be heard outside a closed room. Practice rooms are available and can be reserved in the Ministry Equipping Center (MEC).
- 8.3 Offensive Decorations:** Any décor that violates the Student Code of Conduct. Additionally, student may not affix paper, foil, signs and such to any part of the windows.
- 8.4 Breaking Visitation Hours:** Visitation Hours apply to family members only. Members of the opposite sex are asked to observe the following visitation guidelines put into place to create a positive learning environment in the residence hall:
- Guests of the opposite sex are NOT allowed in rooms from 10pm to 8am, Sunday night through Friday morning and from 11pm to 8am on Friday to Sunday morning.
 - Notify an RA that you will have family guests on your floor. Notify the floor of any opposite sexed persons on the floor. Announce to the floor, "Man on Floor/Woman on Floor", when stepping onto the floor.
 - To remain above reproach, students are expected to keep their door completely open while entertaining guests of the opposite sex, and partitions for privacy are not permitted.
 - Loitering in the hallway or lobby is not permitted after Visitation hours.
- 8.5 Inappropriate Dress:** Hallways and common areas within the residence halls are considered public spaces at all times, and students should dress accordingly - nakedness, underwear and immodest sleepwear are prohibited in residence hall public spaces.
- 8.6 Misuse of Internet:** Wireless internet is provided throughout the residence halls. Students may not set up their own wireless routers or internet system. Students may not run any item that interferes with the effectiveness of the internet.

CAMPUS SAFETY AND EMERGENCIES

The safety and well-being of all members of our community and their guests is our top priority. Keeping our campus safe and secure is the responsibility of everyone. Please do your part in keeping our environment safe by practicing common sense safety techniques and contacting the Dean of Students or a Campus Administrator/their Designee if you encounter anything dangerous or suspicious. Additional information regarding specific campus safety procedures is in the campus Housing Guide and Campus Crisis Management Plan.

Sarpy County Sheriff's Department:

Emergency: Dial 9-1-1

Daytime Non-Emergency- 402-593-2288

After Hours Non-Emergency- 402-593-4111

On Campus:

Main Line, Reception, 402-935-9400

Mrs. Leslie Stevens, Dean of Students, 402-935-9423

Mr. Tony Clark, Associate Vice President of Operations, 402-935-9414

Campus Safety Partnerships

Nebraska Christian College keeps a working relationship with the Sarpy County Sheriff's Department. Regular safety patrols occur on campus and help is readily available on campus through the Student Affairs Office, or Campus Administrators. For emergencies, help is available through the Sarpy County Sheriff's Department.

Sarpy County Sheriff's Department

Emergency: Dial 9-1-1

Non-Emergency: 402-593-2288

Nebraska Christian College teaches campus safety at Student Orientation to new and returning students. NCC also works with local law enforcement to train and inspect campus; improving safety measures.

Misuse

Obstructing the work of a campus safety personnel is against university policy and will result in disciplinary action. Obstructing Campus Safety includes but is not limited to: making a false claim, distracting an officer/administrator, impeding an officer's/administrator's movement, tampering with an officer's/administrator's work.

Emergency Notification Information

The preparedness of this campus in case of an emergency incident is a high priority issue. Any change in the national threat level will be closely monitored as well as any specific threats to the safety of the NCC community. Information concerning the safety and security of this campus will be disseminated to the community through all available avenues of campus communication (emails, text messages, etc.) and if applicable, any recommended campus actions will be detailed.

The NCC administration implements response protocols in cooperation with local law enforcement based upon the current threat level at the national and local level to mitigate risk at this institution. These response protocols activate different levels of operational activities undertaken by the college staff to provide enhanced services to the community and to engage the community in a collaborative state of vigilance against threatening state of activities. The NCC administration would like to make you aware of the impact that a heightened state of alert has to the campus community by providing general information about the institutional response the campus can expect and what is expected of community members during these uncertain times.

The NCC administration continually reviews and revises procedures that are needed to implement the state of preparedness policy during critical incidents that occur on campus. For the duration of any heightened threat condition, NCC personnel will engage in the following activities daily to augment normal safety and security activities:

- Maintaining an institutional liaison with local, state, and federal agencies to facilitate information sharing with the campus community; and
- Providing increased personnel visibility at designated areas and during campus special events.

Emergency Campus Communications

It is the policy of NCC to issue emergency notification alerts to notify NCC community members about certain crimes in and around our community in a timely manner. For the purposes of this policy, “timely manner” means that upon confirmation by college administrators, the campus community will be immediately notified of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. Warnings may only be withheld if they would compromise efforts to contain the emergency. NCC complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as mandated by the Department of Education. The NCC emergency notification system will only be used in significant emergency or dangerous situations involving an immediate threat. Frequent, non-emergency use of this system might compromise its effectiveness in a serious emergency. The emergency will be used to provide instructions and information to all or an affected segment of the student population before, during, and after a situation where student health and safety may be compromised due to a natural disaster, criminal activity and/or public health threat.

A recommendation for activation of the emergency notification system will come through a Campus Administrator or their designees when they are unavailable. The above personnel, upon consultation with appropriate campus and community emergency personnel, will activate the emergency notification system. In some emergency situations, however, there may not be time for extensive consultation. In these cases, the campus administrators or their designees will make the most appropriate decision given the information available at the time.

Crime Reporting

The policy of Nebraska Christian College is to encourage the accurate and prompt reporting of all crimes to the Student Affairs Office and the appropriate law enforcement agency (Sarpy County Sheriff's Department). Crimes, suspicious activities and emergencies should first be reported to the emergency response system by dialing 911. Secondly, call the Student Affairs Office to report the incident. If unavailable, please contact a Campus Administrator. All crimes will be recorded in the annual Campus Safety Report on a confidential basis.

NCC Campus:

- Main Phone Line: 402-935-9400

Sarpy County Sheriff's Department:

- Daytime Non-Emergency- 402-593-2288
- After Hours Non-Emergency- 402-593-4111
- Emergency- 911

Daily Crime Log

The Student Affairs Office maintains a daily crime log. The log contains any reported criminal incidents and crimes. The most recent 60-day period of the log is available to the public upon request during normal business hours – Monday through Friday, 8:00 AM to 5:00 PM, except University closures. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

Signing up for Emergency Notification SMS Texts:

Each year Nebraska Christian College updates the campus Emergency Notification System. The Emergency Notification System is the fastest way to communicate with students, faculty, and staff. We use this system to communicate about of inclement weather, campus closings or threats to campus. Specifically, we use this system for dangerous weather warnings (e.g; blizzards, tornadoes, floods, power outages, etc.), unexpected school closings, timely warnings, evacuations, hazmat hazard warnings, lock out and lock down warnings.

For those interested in receiving emergency notifications, we ask you to fill out an online form. This form gives us permission to use your phone number; notifying you by text of the events listed above. Keep in mind we will also test this system once or twice a year to make sure it is functional.

If you do not wish to receive emergency notifications, please do not fill out a form. Emergency notifications are also sent through email. While we are prompt in our notice, the Emergency Notification System groups will receive information prior to communications being sent out over email.

Emergency Communication Commands

Threats and hazards to campus fall into four categories that indicate the action to take place for the incident. When an incident at Nebraska Christian College meets command criteria, communication from NCC includes the following terms:

1. Lockout: Secure the Perimeter

A lockout command is issued when there is a threat to campus outside the building(s). Examples include a dangerous animal, criminal activity, or civil disobedience. Initiating the lockout includes having campus persons go inside campus buildings and securing outside access points (windows and doors) as necessary.

2. Lockdown: Locks, Lights, Out of Sight

A lockdown command is issued when there is a threat to the campus community inside a campus building. Examples can include: domestic violence or intruders. Lockdown procedures emphasize creating barriers between campus community members and the threat.

3. Evacuate: (followed by Direction Order)

An evacuation command is issued when students and staff need to move from one location to another. Examples include: fire, hazmat spills, gas leaks, etc. A direction order will also be issued as to where people are to relocate. Additional instructions may be given by first responders asking people to cover mouth and nose or crawl.

4. Shelter: (followed by Direction Order)

A shelter command is issued when there is a need for personal protection. Directions should follow a shelter command indicating what type of shelter is required for the incident. Examples include: hazmat, flood, earthquakes, tornados, etc.

Acting as a Responder

Incidents often happen quickly and without warning. Each person should act as a **responder** to any incident on campus. Situational awareness plays a vital role when responding to an event. Responders are encouraged to accomplish the following priorities:

1. Life Safety
2. Incident Stabilization
3. Property Preservation

In incidents where there is potential for loss of life prioritize all efforts for life safety. Campus specific training takes places during the school year to help educate and train the campus community for specific events involving the four incident commands.

Severe Weather Information: Fire, Blizzards, Thunderstorms and Tornadoes

Each dorm and lobby room have an emergency evacuation plan located on the back of the entrance door. These infographics display multiple escape routes should students need to evacuate their rooms or lobby areas of the dorm.

Fire/ Evacuation (Imminent Danger)

1. Always be aware of two exits. Identify one exit as the primary exit and have a contingency plan for evacuating.
2. Evacuation plans should be posted in each building. The dormitory has plans on each suite door.
3. Commonly, we report to the parking lots for evacuations. If there is a change or the area isn't safe, Command will notify you of a new location.
4. Use common sense, if you have not received notification establish a meeting place with those you are around and communicate to Command when you are safe.
5. Help any disabled person evacuate. If you are unable to help, notify a first responder of the person's location and that they need help.
6. Take attendance and be prepared to report your status to command.
7. Do not tamper with the alarm box. The fire department will handle this aspect and use the information to determine where the threat is and if it still exists.

Blizzards (Heavy Snow, Strong Winds, and Ice)

1. On occasion blizzards produce enough snow and ice to knock out power to campus. It is recommended to keep bottles of drinking water and few nonperishable food items in your room during winter months.
2. Resident Assistants and Resident Life Coordinators will be initially responsible for responding to this event on a weeknight or weekend that there are students in the dormitory. The Dean of Students will assist as able.
3. The Associate Vice President of Business and Operations will be responsible for conducting office procedures during inclement weather during the work week.

Thunderstorms and Tornadoes (A moving, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud and advancing beneath a large storm system)

1. Be on alert for hazardous outdoor conditions. Although not always the case, tornados are commonly produced in the spring and summer months when there is humidity and thunderstorms. Tornados can be produced without warning. During rain or thunderstorms, be vigilant of the outdoor conditions.
2. A Thunderstorm Watch indicates that conditions exist to produce a rain storm with thunder and lightning. It is typically okay to continue your regular business (e.g. going to class, driving to work, running errands, or shopping). It is highly recommended to stay indoors if there is lightning.
3. A Thunderstorm Warning is an elevated weather storm threat involving intense rain, hail, wind, thunder, and lightning. Visibility during thunderstorm warnings is limited and driving is not advisable. Staying indoors is advised. Thunderstorm warnings often turn into a Tornado Watch.
4. A Tornado Watch indicates that there are conditions present for producing a tornado. Resume normal activities. Be aware there is inclement weather in your area that can produce a tornado. Be aware of your shelter location should the Tornado Watch turn into a Tornado Warning.
5. A Tornado Warning indicates that a tornado has been sighted or detected on radar. You should take shelter immediately. NCC's tornado shelter is located in the Lecture Hall. Please do not wait for correspondence from the college to move to the shelter. Once a Tornado Warning is issued by the local weather service or you believe the weather is violent enough to need shelter, or you see a funnel cloud; immediately make your way to the lowest level possible and innermost room (avoid windows). A Tornado Warning will describe the tornado's location, speed, and direction of movement.
6. All students, faculty, staff, and other personnel should report to the Lecture Hall of the dorm.
7. If you are unable to reach the Lecture Hall, seek shelter on the lowest possible floor, in the inner most room, hallway, or closet of your location. Cover your body with available items like a blanket, bedspread, or mattress.
8. Tornado and Weather Information:
 - a. Watch TV: Weather Channel 362, Local Channels 3,6,7
 - b. Listen to Radio: KQKQ 98.5, QKBW 96.1, KGBI 100.7, KFAB 1110 AM.
 - c. We are located: Papillion, Nebraska in Sarpy County (Surrounding counties include: Douglas, Cass, and Saunders)

INDIVIDUAL SAFETY AND RESPONSE

INDIVIDUAL SAFETY

Student Responsibility

The cooperation, involvement and personal support of students in campus safety are crucial to the overall safety of the campus. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking, simple common-sense precautions. The students' awareness of their environment and their surroundings is the best place to start.

On Campus Living:

1. Do not prop open the exterior door of any residence hall.
2. Always lock your door; even if you leave for a few minutes.
3. Close and lock your windows when you leave.
4. Take care of your key cards. Don't loan them out or give anyone a chance to take them from your room.
5. Don't leave your valuables, like your wallet, credit cards or jewelry, in open view.
6. Close your blinds or shades in the evening.
7. Engrave electronic items and record serial numbers of expensive items.
8. Look out for your fellow students.
9. Report any suspicious activity and crimes to Student Affairs.
10. While traveling on and off campus:
 - a. Be aware of your surroundings. Park in well-lit, heavily populated areas. Trust your instincts. If something doesn't feel right, find another place to park.
 - b. If you have a cell phone, have it accessible.
 - c. Do not leave valuable items visible in your vehicle.
 - d. Always roll up your windows and lock your doors before leaving your vehicle.
 - e. Walk with others to your vehicle whenever possible.
 - f. Carry your keys in hand when you approach your vehicle.
 - g. Look around and check the back seat of your vehicle before entering.
 - h. Upon entering your vehicle immediately lock all doors.
 - i. If you are involved in a minor collision in an isolated area, you may want to drive to a well-lit and populated area before stopping to assess your damage.
 - j. Never pick up hitchhikers.
 - k. While driving, if you notice that you are being followed drive to the nearest open store, service station, police station, etc. Blow your horn to draw attention to yourself. Try to get a description of the car following you and its license plate number.

Timely Warning Policy

The Dean of Students or designee will issue a campus-wide "Timely Warning" in the occurrence of a crime that is serious in nature or poses a continuing threat to the campus community. The university email system will be the primary mode of communication for timely warnings. Campus Administrators may also use its social networking websites, text messaging and/or flyers to further disseminate information depending upon the circumstances. Anyone with information warranting a timely warning should report the circumstances to: Student Affairs at 402-935-9423, Operations at 402-935-9414, another Campus Administrator at 402-935-9400 or issue a report in person.

Information for Timely Warnings/Alerts may also come from other law enforcement agencies or other officers. Timely Warnings/Alerts will be issued to the campus community as soon as pertinent information about the crime is available.

Information included in Campus Crime Warnings/Alerts will include, at minimum:

- A succinct description of the incident and type of crime, including location, date and time of occurrence
- A physical description of the suspect, including gender and race
- Composite drawing of the suspect, if available
- Apparent connection to previous incidents, if applicable
- Race of the victim, but only if there was an apparent bias motive
- Sex of the victim, if relevant
- Injury sustained by the victim
- Date and time the campus alert was released
- A notice to the campus community to exercise caution

Non-Discrimination and Harassment Policy

NCC is committed to providing an environment free of unlawful discrimination and harassment. University policy prohibits harassment and discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other status protected by federal, state, local law, ordinance or regulation. All such discrimination or harassment is unlawful and will not be tolerated. The University's anti-discrimination and harassment policy applies to all persons involved in the operation of the University and prohibits unlawful harassment or discrimination by all student employee supervisors and managers, vendors, customers or any other persons. Discrimination and harassment based on the perception that a person possesses the characteristics of, or belongs to, a legally protected status or class of persons is unlawful. Similarly, harassment based on a person's association with a person who has, or is perceived as having, the characteristics of, or who belongs to a legally protected status or class of persons, is unlawful.

NCC operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs, activities and employment decisions. Such laws and regulations include:

Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color and national origin in the programs and activities of the University. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the University's tax-exempt status.

Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on sex, race, religion, color or national origin.

The Age Discrimination in Employment Act of 1967, which prohibits age-based discrimination against persons aged 40 and over regarding employment decisions.

Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of its programs and activities.

The Age Discrimination Act of 1975, which prohibits age-based discrimination against persons of all ages in programs and activities of the University.

Title IX of the Education Amendments of 1972, which prohibits all forms of discrimination on the basis of gender (*including sexual harassment*) in programs and activities of the University, except where the University has been granted exemptions based on its religious tenets.

The Americans with Disabilities Act of 1990 (Public Law 101-336), the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications and transportation.

As a religious institution, the University is exempt from certain provisions in the above stated laws and regulations relating to discrimination on the basis of religion.

Non-Retaliation Policy

Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. It is unlawful for the University to retaliate against an individual for bringing a concern about a possible civil rights problem to the University's attention. It is also unlawful to retaliate against an individual because he or she made a complaint, testified or participated in any manner in an Office of Civil Rights investigation or proceeding. Thus, once a student, parent, teacher, coach or other individual complains formally or informally to the University about a potential civil rights violation or participates in an Office of Civil Rights investigation or proceeding, the recipient is prohibited from retaliation (including intimidating, threatening, coercing or in any way discriminating against the individual) because of the individual's complaint or participation.

Prohibited unlawful discrimination or harassment includes, but is not limited to, the following behavior:

- Treating a person differently, on any of the bases listed in the paragraph above, with respect to using, accessing or benefitting from the University's educational program. Example: the University may not subject students or employees to different standards of conduct in connection with a disciplinary matter on any of the bases listed above;
- Verbal conduct such as epithets, derogatory jokes or comments, slurs on any of the bases listed above, unwanted sexual advances, graphic verbal commentaries about an individual's body, sexually or otherwise degrading words used to describe

- an individual on any of the bases listed above, suggestive or obscene letters, notes, invitations or comments;
- Visual displays such as derogatory posters, photography, cartoons, drawings or gestures on any of the bases listed above;
- In the case of sexual harassment claims, physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race or any other protected basis;
- In the case of sexual harassment claims, threats and demands to submit to sexual requests as a condition of appointment, admission, academic evaluation or administrative consideration in return for sexual favors; submission to or rejection of such conduct is used as a basis for a personnel decision, an academic evaluation, or an administrative consideration affecting an individual and retaliation for reporting or threatening to report harassment.

Title IX

Title IX of the Education Amendments of 1972 (*Title IX*) prohibits discrimination based on gender in educational programs that received federal financial assistance. Programs and activities that may be included are admissions, recruitment, financial aid, academic programs, athletics, housing and employment. Title IX also protects male and female students from unlawful sexual harassment in school programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment; unwelcomed sexual advances; or sexual violence, such as rape, sexual assault, sexual battery and sexual coercion.

Title IX Coordinator

Mrs. Leslie M. Stevens, Dean of Students

NCC Administrative Offices, Suite 162, ext. 9423, leslie.stevens@nechristian.edu

Title IX Compliance Coordinator

Dr. R. Mark Comeaux, Vice President for Student Affairs

Lawson-Fulton Student Center, Suite 209, ext. 1211, mcomeaux@HIU.edu

Duties and Responsibilities:

- Monitoring and oversight of overall implementation of Title IX Compliance and the prevention of harassment and discrimination at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community.
- Tracking and monitoring incidents, including sex discrimination and sexual misconduct.
- Ensuring that the University responds effectively to each complaint.
- Conducting investigations of particular situations as necessary and appropriate.

If you have questions or concerns related to Title IX, please contact Nebraska Christian College's Title IX Coordinator, Mrs. Leslie Stevens.

Sexual Misconduct

Introduction

The purpose of Nebraska Christian College of Hope International University's anti-harassment policy is to comply with all applicable legal requirements prohibiting harassment against any member of the NCC community. Moreover, as a Christian community, NCC has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of this policy to maintain a work, academic and campus environment free of unlawful harassment, which includes sexual assault, violence and misconduct.

Members of the university community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. NCC has a zero-tolerance policy for sexual misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Policy Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (*who, what, when, where, why or how*) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no”.

Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (*such as teacher and student, supervisor and employee*). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcomed may become unwelcomed. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. For the personal protection of members of this community, relationships in which power differentials are inherent (*faculty-student, staff-student, administrator-student*) are generally discouraged. Relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

Sexual Violence – Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Investigations

The University never assumes a student is in violation of university policy. Campus investigations are conducted to take into account the totality of all evidence available, from all relevant sources.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending an investigation and reporting the matter to the local police. The university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant (*petitioner*) and the person accused of sexual misconduct.

Sexual Misconduct Offenses

Sexual Misconduct Offenses includes, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (*or attempts to commit same*)
3. Non-Consensual Sexual Intercourse (*or attempts to commit same*)
4. Sexual Exploitation

1. Sexual Harassment

- unwelcome, verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,

- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is
- based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; bullying.

2. Non-Consensual Sexual Contact

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact include an intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse

- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (*mouth to genital contact or genital to mouth contact*), no matter how slight the penetration or contact.

4. Sexual Exploitation

- Invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (*such as letting your friends hide in the closet to watch you having consensual sex*);
- non-consensual sharing of explicit pictures of a former girl/boyfriend;
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

Additional Applicable Definitions

Gender-based violence: Gender-based violence is violence that is directed against a person on the basis of gender. It constitutes a breach of the fundamental right to life, liberty, security, dignity and equality between women and men.

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (*and the conditions of*) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

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

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type

of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be — or based on the circumstances should reasonably have known to be — mentally or physically incapacitated (*by alcohol or other drug use, unconsciousness or blackout*), constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (*e.g., to understand the “who, what, when, where, why or how” of their sexual interaction*).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

Use of alcohol or other drugs will never function as a defense to sexual misconduct.

Hostile Environment: A hostile environment is when such conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile or offensive working and/or learning environment; or of interfering with one’s ability to participate in or benefit from an educational program or activity.

NCC considers a variety of related factors to determine if a hostile environment has been created; and also considers the conduct in question from both a subjective and an objective perspective. Specifically, Office of Civil Rights standards require that the conduct be evaluated from the perspective of a reasonable person in the alleged victim’s position, considering all the circumstances. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment.

Other Gender-Based Misconduct Offenses

The following fall under Title IX regulations

- Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining or any other group-affiliation activity (*as defined further in the NCC Hazing Policy*);
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (*that is not speech or conduct otherwise protected by the 1st Amendment*).
- Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community (*this includes cyber stalking*).

Confidentiality, Privacy and Reporting

Institutions must clearly articulate who are “responsible employees” under Title IX for purposes of initiating notice and/or investigation, and those who have more discretion on how they act in response to notice of gender-based discrimination. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the university and upon university policy. When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the university nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are

described below. A victim may seek assistance from these university officials without starting a formal process that is beyond the victim’s control or violates her/his privacy.

Confidential Reporting

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the university has not specifically designated for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. If your personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

If one desires that details of the incident be kept confidential, they should speak with people below who are designated as officials for confidential reporting. A campus counselor is available for confidential reporting. You may also speak with additional counselors off-campus, members of the clergy, and chaplains, who will also keep reports made to them confidential.

NCC Confidential Reporting Options:

On Campus	Off Campus						
<p><i>Mrs. Dawn Gentry, Assistant Professor of Children’s Ministries</i> Email: dawn.gentry@nechristian.edu</p>	<p><i>City Light Counseling Center</i></p> <table border="0"> <tr> <td><i>Professional Counseling</i></td> <td><i>Pastoral Counseling</i></td> </tr> <tr> <td><i>For Appointments Contact:</i></td> <td><i>For Appointments Contact:</i></td> </tr> <tr> <td><i>Kathy Sell, 402-938-1513</i></td> <td><i>Sue Beed, 402-938-1570</i></td> </tr> </table>	<i>Professional Counseling</i>	<i>Pastoral Counseling</i>	<i>For Appointments Contact:</i>	<i>For Appointments Contact:</i>	<i>Kathy Sell, 402-938-1513</i>	<i>Sue Beed, 402-938-1570</i>
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<i>Kathy Sell, 402-938-1513</i>	<i>Sue Beed, 402-938-1570</i>						
<p><i>Dr. Andrew Wood, Associate Professor of Intercultural Ministries</i> Email: awood@nechristian.edu</p>	<p><i>Professional Counselor or Community Pastors</i></p>						

Non-Confidential Reporting

You are encouraged to speak to officials of the institution to make formal reports of incidents (*deans, vice presidents or other administrators with supervisory responsibilities, RAs, faculty members, advisors to student organizations, staff, admissions officers, student activities personnel and others*). The university considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses and the accused individual.

In Case of Emergency

Dial 911

On Campus Contact Information

During Office Hours: 402-935-9400

After Office Hours: Residence Life Coordinator

Off Campus Medical Treatment

CHI Health Midlands Hospital

11111 South 84th Street, Papillion, NE 68046

(402) 593-3000

Reporting Procedure

Any individual who believes they have been subjected to sexual assault or violence, or who has witnessed or has knowledge of such sexual assault or violence, may report to any University employee including administrators, faculty, staff or notify one of the following offices as soon as possible after the incident.

- Dean of Students, Leslie M. Stevens, NCC Administrative Offices, Suite 162, 402-935-9423, Email: leslie.stevens@nechristian.edu. Coordinator Title IX, Discrimination and Harassment (*Students*), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (*Section 504*) investigations.
- Vice President for Student Affairs, Dr. R. Mark Comeaux, Lawson Fulton Student Center, Office 209, Phone 714-879-3901 ext. 1211, mcomeaux@hiu.edu. Coordinator for Title IX, Discrimination and Harassment (*Students*), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (*Section 504*) investigations.
- Sarpy County Sheriff's Department, Call 9-1-1 or 402-593-4111, 8335 Plattview Road, Papillion, NE 68046

Adjudication of Violations

Although the University asks that you submit a written complaint, any suspected incident of sexual assault or violence will be investigated and addressed promptly, whether reported in writing or otherwise. Any University employee including administrators, faculty and staff who observes any incident of sexual assault or violence involving a student or receives a complaint or other notice of such harassment, shall promptly report this information to the Office of Student Affairs whether or not the targeted student files a complaint.

Complaints must be filed within 180 days of the date of the alleged discriminatory events. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The staff member in charge of the investigation will document all reports of incidents of sexual assault or violence. The University will immediately undertake an effective, thorough and objective investigation of the sexual assault or violence allegations.

The complainant will be provided the opportunity to present relevant evidence including witness testimony.

The University will interview individuals who have knowledge relevant to the complaint, including, but not limited to, the complainant (*petitioner*), the person who was the subject of the discrimination if different, the person accused of discrimination, anyone who witnessed the reported discrimination and anyone identified as having relevant information. The University will review any records, notes, memoranda, correspondence or statements related to the discrimination. The University may take other appropriate investigative steps, such as visiting the location where the discrimination is alleged to have taken place.

The University shall determine whether interim measures are necessary during, (*and pending*) the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher. Any such actions, whether interim or permanent, shall avoid or minimize to the extent possible any burden on the student who complained. The University will investigate reports of sexual assault or violence promptly and will complete its process and notice of outcome within 60 days of receiving notice.

Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring that the complainant and alleged perpetrator do not attend the same classes;
- moving the complainant or alleged perpetrator to a different residence hall;
- providing counseling services;
- providing medical services;
- providing academic support services, such as tutoring

Be an Active Bystander

If you think someone is at risk for sexual assault, consider it an emergency and get involved. Don't wait for someone else to act.

Tips for Intervening:

- Approach everyone as a friend.
- Be honest and direct.
- Don't be aggressive or use violence.
- Keep yourself safe.
- Get help from other bystanders, if necessary.
- Call the police if a situation becomes too serious.

Retaliation

The University will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by employees or students. The University prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any such individual who believes that he/she has been subjected to retaliation may file a separate complaint under this procedure.

Sanction Statement

At the conclusion of the investigation, the University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. The accused will also receive a verbal and written report of the investigation.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (*where no intercourse has occurred*) will likely receive a sanction ranging from suspension to expulsion, depending on the severity of the incident, and taking into account any previous student conduct code violations.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of expulsion.

Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident and taking into account any previous campus conduct code violations.

Sex Offender Registry

The Federal Campus Sex Crimes Prevent Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information is provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required by state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteer services or is a student.

In Nebraska, registered sex offenders are required to register with their state through their local sheriff's department. Information about registered sex offenders may be found at <https://sor.nebraska.gov/>.

Missing Persons

NCC takes student safety very seriously. To this end, the following policy and procedure is to assist in locating NCC student(s) living on campus, who, based on the facts and circumstances known to the University, are determined to be missing. This policy complies with Section 488 of the Higher Education Act of 2008. (*For students reported missing who live off campus, see Item 6 below.*)

Most missing person reports in the university environment result from students changing their routines without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to Campus Safety, the Residence Life staff or the Student Affairs staff.

An immediate investigation will follow every report made to the University once a student has been missing. Parents of a missing student under the age of 18 or not emancipated will be notified. In the event that parental notification is necessary, the Dean of Students or designee will place the call.

At the beginning of each academic semester, residential students will be required to complete/update the "Emergency Contact" portion of our student portal. The information provided will be used in the event that a student is reported missing while enrolled and living on campus at Nebraska Christian College. Hard copies of this emergency information will be in each Residence Life Coordinators' Office and in the Dean of Student's office. The University will initiate the "Emergency Contact" procedure in accordance with the student's designation if the student has been missing for 24 hours and has not returned to campus.

General Procedure

1. The NCC official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (*e.g., visiting friends who live off-campus, working a job*)

- away from campus*) including any recent changes in behavior or demeanor.
- d. The missing student's cell phone number (*if known by the reporter*).
2. The NCC official receiving the report will contact the Residence Life Coordinator (*for a resident student*) and Campus Safety. Campus Safety with the assistance of Residence Life (*if a resident student*) will launch an investigation into finding the missing student.
 3. Upon notification from any entity that a student may be missing, the Resident Life Coordinator or their designee may use any or all of the following resources to assist in locating the student:
 - a. Go to the student's residence hall room,
 - b. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - c. Secure a current student photo ID or other photo of the student from a friend.
 - d. Call and text the student's cell phone and call any other numbers on record.
 - e. Send the student an email.
 - f. Check all possible locations mentioned by the parties above including, but not limited to: Library, Residence Hall lounges, Ministry Equipping Center, Fitness Center, etc.
 - g. Contact the student's current faculty.
 - h. Contact or call any other on-campus or off-campus family, friends or contacts that are made known within 24 hours. This could include checking a student's social networking sites such as Facebook, Twitter, and Instagram.
 - i. Ascertain the student's car make, model and license plate number. A member of Campus Safety will also check all university parking lots for the presence of the student's vehicle.
 4. Hope International University Informational Technology Services may be asked to obtain email logs in order to determine the last log in and/or access of the university computer network.
 5. Once all information is collected and documented and Campus Safety (*or designee*) is consulted, University Administration or Campus Safety may contact the local Law Enforcement agencies to disseminate the information no later than 24 hours of the missing student report. (*Note: If in the course of gathering information as described above foul play is evident or strongly indicated, the off campus legal jurisdiction should be contacted immediately.*) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the university.
 6. If the missing student resides off campus and the matter is first reported to the University, Campus Safety will assist in contacting the local jurisdiction legally responsible for investigating the report. Campus Safety will also assist the local jurisdiction with the investigation upon request by providing pertinent information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.